

At Caswell School every student is **Known • Valued • Believed In**



SASKATOON PUBLIC SCHOOLS

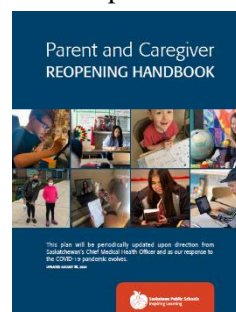
Welcome Caswell Community School Families,

The staff at Caswell Community School would like to extend our sincere appreciation for the patience and support that our families have given us. We understand that everyone is in this together and value any feedback that you think may help us in this process. Please read the following information in detail as this will guide our process to begin another fabulous school year. I can assure you that our staff are excited to once again see students in our hallways, classrooms and playgrounds. We will be contact each family over the next few days to welcome you back, ease your concerns and inquire about your plans for returning to school

Parent and Caregiver Reopening Handbook

Please refer to the [Parent and Caregiver Reopening Handbook](#) that was sent to you for general information on the Saskatoon Public Schools reopening plan. This parent handbook provides detailed information on many important topics including:

- Safety Precautions
- Curriculum and Assessment
- Support Services
- Food and nutrition programs
- Facilities
- Students.



The guidelines of the Parent Handbook will be adhered to by our school along with elements specific to Caswell.

The following information represents our school specific plan for a safe return to school at Caswell Community School.

Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.

Key Safety Precautions

- Any child who is demonstrating any of the following symptoms must stay home.

How do you feel today?

Every morning, please check to see if you are experiencing any of these symptoms:

The infographic displays 14 symptoms of illness, each with a white icon on a dark blue background. The symptoms are arranged in three rows. The first row includes Fever or chills (person with fever), Cough (person coughing), Headache (person holding their head), Aches and pains (person with pain points), and Sore throat (person with throat pain). The second row includes Runny nose or congestion (nose with mucus), Loss of taste or smell (crossed-out nose and tongue), Shortness of breath or difficulty breathing (person with hand to mouth), Fatigue (person with a low battery icon), and Nausea or vomiting (person at a toilet). The third row includes Diarrhea (person at a toilet), Conjunctivitis (eye with tear), and Dizziness (person with a spinning head icon).

Saskatoon Public Schools
Inspiring Learning

- If your child is staying home due to illness, or for any other reason, please use school messenger or phone in your child's absence at 306-683-7160
- Please remember that to ensure student and staff safety, parents must book an appointment to enter the school building.
- Please remember that all visitors must complete a health check, wear a mask and complete sanitizing procedures such as disinfecting of hands, when entering the building.
- All visitors must complete a health questionnaire on the day of their visit, prior to entering the school. This can be done by accessing a QR code with a smart phone that will be posted at the front entrance or a paper copy will be provided by a staff member.

- If a child becomes ill during the school day, parents and guardians will be notified. The child will be placed in an isolation room located in the upper mezzanine in the LRC. The child will be supervised by a staff member until parents/guardians are able to pick them up to take them home.
- Staff members are not permitted to transport students home.

School day schedule

- 8:45-9:35 Period 1
- 9:35-10:20 Period 2 (A)
- 9:35-10:40 Period 2 (B)
- 10:20 – 10:35 Recess (A)
- 10:40-10:55 Recess (B)
- 10:35 – 11:35 Period 3 (A)
- 10:55 – 11:35 Period 3 (B)
- 11:35 – 12:20 Lunch
 - Lunch A
 - 11:35-12:00 (eating)
 - 12:00-12:20 (recess)
 - Lunch B
 - 11:35- 11:55 (recess)
 - 11:55 - 12:20 (eating)
- 12:20 – 1:15 – Period 4
- 1:15 – 2:10 – Period 5
- 2:10 – 3:05 – Period 6
- Afternoon recess conducted by individual classes when needed

Recess

- Limiting number of student contacts
 - Cohort 1
 - Mrs. Reid
 - Ms. Lee
 - Ms. Kindrachuk
 - Mr. Buchan
 - Mr. Chartier/Mrs. Lutkin
 - Cohort 2
 - Mrs. Harper
 - Ms. Hopkins
 - Mr. Slade
 - Mrs. Bannister
 - Ms. Bell
 - Cohort 3
 - PreK and K will be their own cohort to start the school year
- Identify outdoor play zones
 - Fields #1 and #2
 - Tarmac
 - Playground/Swings

- Equipment
 - o Each class will receive their own color-coded equipment
- Sanitizing will take place before students leave for recess and when they return to the building.
- The expectation is for students to continue to wear their masks during recess and noon.

Lunch

- We request that students to go home for lunch wherever possible.
- Students who are going home for lunch will use the same entry and exit point throughout the school day.
- You will be notified of your child's entrance prior to the 8th of September.
- To ensure that students limit their social contacts and stay within their cohort, we recommend that students who are eating at home, stay home for the full lunch period.
- Lunch will be conducted in the same cohorts as recess alternating lunch and recess for each group
 - o Students will eat in their home room
 - Must be at their desk
 - o Kids are encouraged to bring their own water bottle to fill up at the water bottle filling stations. The regular fountains will not be in use.

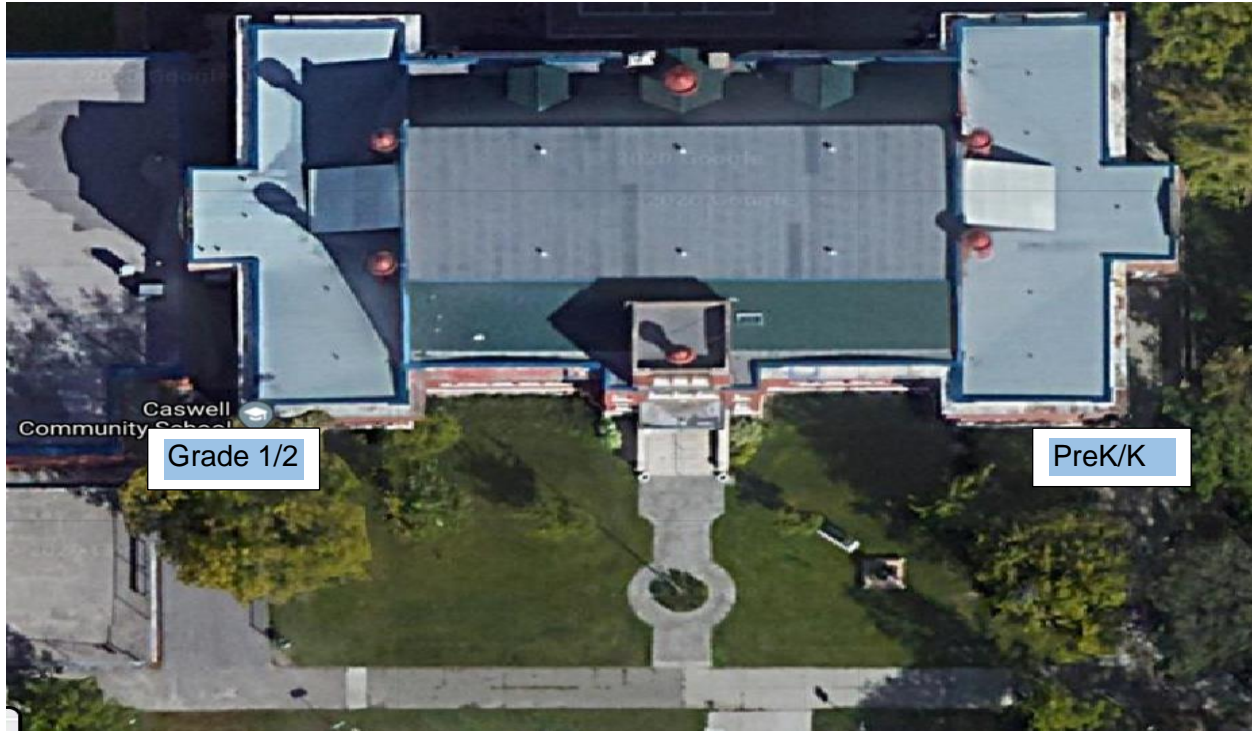
Changes to the nutrition program

- If students require breakfast, it will be delivered to their classroom.
- A universal snack will continue to be provided on Tuesdays and Thursdays.
- The nutrition worker will be in charge of prepping and delivery of the snack.
- After sanitizing, teachers will help to distribute the snack to each child.

Entering the school

- PreK, Kindergarten and grades 1-5 community class students will enter through the doors closest to the gymnasium
- Grades 5-8 Sage and grades 6-8 community classes enter through the southeast doors near the PreK classroom.
- Students that are late, please come through the main doors and check in with the office.
- Muster points
 - o PreK and Kindergarten classes will muster at the enclosed chain link fence
 - o The order from the chain link (SE part of the school) to the parking lot is as follows;
 - Grade 8 Sage (to the left of the bell between the bell and the chain link fence)
 - Grade 7 Sage
 - Grade 6 Sage
 - Grade 5 Sage
 - Grade 7/8 community (lined up in front of the main doors)

- Grade 6 community
 - Grade 4/5 community
 - Grade 3/4 community
 - Grade 2/3 community
 - Grade 1/2 community (line up on the sidewalk entering the gym doors)
- Students will be met by their home room teachers until further notice.
 - Order of entry will be determined by the home room teachers



Exiting the school

- Students will exit through the same doors they enter through
- Student exit to school
 - Muster points will remain the same at the end of the day.
- Order of exit will be determined by the home room teachers

Bussing

- We have one bus that will be dropping off grade 5 Sage students near the sidewalk closest to the Southeast doors near the preschool. Students will be dropped off and picked up at this location.

Parking and student drop-off/pick-up

- With limited street and parking lot access, we ask that students that are being dropped off and picked up coordinate a consistent plan with their family/caregiver.

Staggered Registration

- Please see the link in the parent handbook to register online for Caswell Community School
 - All registered families will receive a phone call from their child's teacher on Wednesday the 26th or Thursday the 27th to confirm enrolment and to answer questions that families may have.
 - Families will receive an additional call early next week to indicate the staggered start date for their child(ren).

Staggered start grades 1-8

- Sept 8-11 4 days of staggered start
- Alternating Days (T/TH, W/F) with half the class on T/Th and other half attending W/F, students will attend for full days
- This will allow for students to see the space and learn routines alongside a smaller group of students
- Regular classes begin on Sept 14

PreK and Kindergarten specific information

- Staggered starts will be the week of **September 8 to September 11.**
- All Pre-Kindergarten & Kindergarten students will attend ONE half day staggered start day.
- Pre-Kindergarten regular programming begins **September 14.**
- Kindergarten Monday/Wednesday/alt Friday full day programs will start **September 14.**
- Half day Kindergarten programs will start **September 14.**
- Kindergarten Tuesday/Thursday/ alt Friday full day programs will start on **September 15**

Flow of traffic through the school

- Students will follow well labelled arrows on the floor and in their classrooms sticking with a "stay to the right" theme.
- Designation of washrooms for classes
 - Since our only washrooms are located in the basement, we will have the males on all floors accessing the west stairwell closest to the male washrooms and the females on the 2nd and 3rd floors accessing the female washrooms via the east stairwell closest to the female washrooms. The females on the main floor will use the west stairwell to access the washrooms.
 - A gender neutral washroom has been added on the lower level as well for anyone wishing to access it.

Parent/Caregiver access to school

A reminder that parents/caregivers are encouraged to contact the main office to make an appointment if they need to come into the school. At this point, we request that this occur only if necessary.

- If a parent has a scheduled appointment, they must use the front entrance.
- Parents will be required to complete a health questionnaire prior to entering the building the day of their visit. Parents can complete the questions using a QR code posted at the front door or complete a paper copy of the Covid-19 questionnaire.
- Hand sanitizer will be available in the front entryway for parents entering the school.
- Parent will need to wear a mask when inside the school. If parents require a mask prior to entry a disposable mask will be provided.
- To support alleviating the need for parents/guardians to come into the school, teachers will establish efficient methods of communication. This may happen through email, phone calls, classroom platforms such as See Saw or Google Classroom.



Extended day program (Boys and Girls Club)

- More information to come if there is a minimum of 8 student registered.

Storage of student materials

Teachers will inform students around new procedures for storing of school supplies and personal materials.



Hygiene

- Students will be reminded to sanitize when they enter and exit spaces as well as when they enter and exit for recess and washroom breaks. Social distancing signs will be placed outside the washrooms to ensure ample space is given to students.

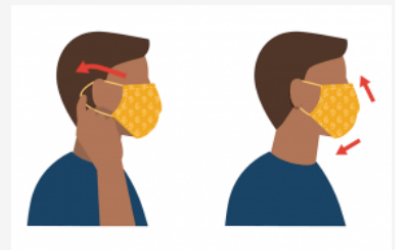


Mask usage

- Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained.
- Masks are strongly recommended for prekindergarten to Grade 3 students.
- Staff are required to wear masks at all times when appropriate distancing cannot be maintained.
- When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning).
- All students are required to wear masks while riding the bus.
- All visitors must wear masks.
- Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required.
- Students are welcome to bring their own masks.
- In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations. More information can be found on the [CDC website](#).
- Staff members will be provided with a reusable mask and face shield for use as needed. Staff members may also choose to use their own mask.
- More information about the proper usage of masks or face coverings is available from the [Public Health Agency of Canada](#). “

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent



Mental Health and Social-Emotional Supports

- In addition to the section in the Parent and Caregiver Reopening Handbook on supporting students we want to make sure that families are aware of that as always, students who need additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary can reach out to their teacher or administrator to discuss. The counsellor will work with the team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.
- Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas.



We look forward to seeing students the week of September 8th, 2020. Please do not hesitate to contact the school if you have any questions or concerns 306-683-7160 or email caswellschool@spsd.sk.ca.

Sincerely,

Kendall Pierce (Principal), Marianna Kindrachuk (Vice Principal) and the Caswell Community School Staff.