

Ernest Lindner School 2020-2021 School Reopening Handbook

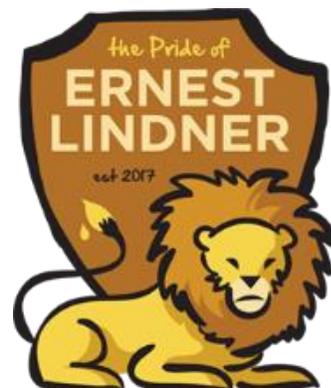


1087 Hampton Circle
Saskatoon, SK S7R 1E9
(306) 683-7560

Principal
Todd Berg



Vice Principal
Tanya George



Introduction

This handbook provides information specific to Ernest Lindner School (ELS), its students, families, and staff. 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.

For information related to school reopening in all of Saskatoon Public Schools (SPS) based on the Government of Saskatchewan's guidelines and the Re-Open Saskatchewan Plan please see the [Parent and Caregiver Reopening Handbook](#). The guidelines of the Parent Handbook will be adhered to by our school along with elements specific to our school.

This parent handbook provides detailed information on many important topics including:

- Safety Precautions
- Curriculum and Assessment
- Support Services
- Facilities
- Students

Safety Precautions - Illness

Students

Please always contact the school to report that your child will be away sick.

App/Website: Safe Arrival (see letter from school about use)

Phone: (306) 683-7560

Email: ernestlinderschool@spsd.sk.ca

Please refer to pages 8-9 of the Parent and Caregiver Reopening Handbook and review the safety precautions in schools. This identifies when you must keep your child at home. This includes cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath, difficulty breathing). Please call 811 for direction and follow the plans in the handbook.

Should your child become sick at school they will be placed in one of our designated isolation spaces, provided a mask if they do not have one, and supervised by a staff member. The primary isolation space will be in a meeting room next to the principal's office. A secondary isolation room will be located in a breakout room in Wing D, and more options are designated if needed. Caregivers will be contacted immediately and **must** pick their child up and follow the guidelines in the handbook. Please prepare a plan should your child need to be picked up at school early.

Staff

As per the handbook, staff members will follow the same guidelines when they are sick or become sick at school. Our school has been provided a substitute teacher pool; a group of substitute teachers designated to a limited number of schools. When substitute teachers come to Ernest Lindner, they will follow all guidelines as laid out by both the school division and Ernest Lindner School. The office will provide guidelines for the school to the substitute teacher, and each classroom teacher will have an emergency preparedness kit in their classroom including their classroom safety plans, schedules, and teaching information.

Visitors

Parents, caregivers, visitors, and community members are to avoid entering the school. Meetings between teachers and parents will be scheduled and held by phone or digitally (for example, Zoom). If a parent or caregiver must enter the school an appointment must be made by calling or emailing the front office. Signage at all entrances will remind people that they must contact the office for appointments and cannot enter the building if they have COVID-19 symptoms as outlined in the Saskatoon Public Schools Parent and Caregiver Reopening Handbook.

People coming into the school by appointment must go to the front doors, scan the QR code on a sign with their phone, and complete a survey online before entering. If they do not have a phone, they may call the office and the office staff will meet them with a survey. Once this is completed and approved visitors must put on a mask and use hand sanitizer upon entering. Staff are aware that if adults who are not staff members are in the building, they must confirm that they have completed the survey and checked in at the office and will ensure masks are worn.

Schedule

In order to limit the number of students in hallways, outside at recess, and transitioning in our school we have moved to a staggered day. Students whose classrooms are in wings A and D will be on a similar schedule, and those in wings B and C will be on a similar schedule. The schedule is as follows, with major changes highlighted:

Wings A and D		Wing B and C	
8:40 – 10:25	Class Time	8:40 – 10:00	Class Time
10:25 – 10:40	Recess	10:00 – 10:15	Recess
10:40 – 11:30	Class Time	10:15 – 11:30	Class Time
11:30 – 11:55	Lunch	11:30 – 11:55	Recess
11:55 – 12:15	Recess	11:55 – 12:15	Lunch
12:15 – 1:55	Class Time	12:15 – 1:30	Class Time
1:55 – 2:10	Recess	1:30 – 1:45	Recess
2:10 – 3:00	Class Time	1:45 - 3:00	Class Time

Classroom teachers will post their classroom schedule on their online platform.

Entering the School

When students arrive to school each day, they will go directly to their classroom muster point located near their entrance/exit door and line up. Grade 4-8 students must wear masks as social distancing within their classroom cohort will not be possible, but students will distance from other classroom cohorts. At 8:35am classroom teachers will meet their class at the muster point and guide them into the building following the designated traffic flow plan. All students will be given hand sanitizer at their classroom door.

Exiting the School

Each day teachers will dismiss students in the following order. Students will be provided hand sanitizer, asked to put their mask on if not already wearing it (required in grades 4-8, encouraged in grades K-3), will leave their classroom in the traffic plan practiced for their class cohort, exit the assigned door, and proceed to their designated space to leave the school grounds

1. Bus students – dismissed at 2:55, see bussing for more information
2. Before and After program students – dismissed to designated muster point to meet program leader, see Before and After School Program for more information
3. Students going home on own or being picked up – please note that once students leave the school grounds, we can no longer supervise physical distancing, see Pick Up/Drop Off for more information
4. Students picking up/being picked up by siblings in other classes – once hallways have cleared enough to physically distance older students may walk to their younger siblings classrooms to pick them up, they will meet outside the younger siblings classroom door and leave via the younger siblings exit door.

Recesses

With the move to a staggered schedule we will have fewer students outside at each recess. Students will exit for recess at their designated exit door and move to a designated recess zone. There will be two classes per recess zone that will be supervised by one of the classroom teachers from that cohort. This will be the students' recess cohort. At the end of recess, the students will be lined up at their assigned door to return to their classroom, promoting physical distancing. Teachers will provide their students with hand sanitizer as they re-enter the classroom.

Students in kindergarten will have their own recess zone in front of the school in the fenced play area and circular outdoor classroom. Grades 1-3 students will rotate recess zones each day including the side playground, back tarmac, and back playground. Grades 4-8 students will rotate recess zones each day including the tarmac behind the gym, community playground by the spray park, and two zones in the field.

Lunch

It is encouraged that your child can go home for lunch is possible. Students going home will be lined up in their classroom and will exit at their assigned exit door. If parents plan to meet their child(ren) please see the section below called Parking and Student Pick Up/Drop Off. If a child will be walking home, they can proceed out the assigned door and are encouraged to physically distance from other students.

Students are asked to go straight home for lunch and avoid visiting businesses and congregating with friends. Students who leave for lunch are asked not to return until close to the bell time and meet at their assigned muster point.

Those students that must stay for lunch must bring a pack in/pack out lunch with as little garbage as possible. Students will be given time to wash their hands and will eat at their designated seat. Masks will be removed while eating. After lunch desks will be sanitized.

Late Students

If a student arrives late to school, but before 9:00 in the morning or 12:30 after lunch the student must enter their assigned enter and exit door, proceed to the office while physically distancing in the hallways, stand on the physically distancing dots in line at the office to check in, then proceed to their classroom.

If a student arrives late after 9:00 or 12:30 they must enter through the front doors of the school, physically distance as necessary, check in, then proceed to their classroom.

Teachers will practice and review this process the first week of school.

Class Cohorts

Students will be placed in their classroom cohort on the first day of school. This classroom cohort will consist of their classmates and homeroom teacher who will be together throughout the day and will have limited contact with other people within the building. There will be another 1-2 subject specialist teachers who come to the classroom to work with the cohort each day, but these teachers will be limited to a smaller number of classes and will take necessary precautions when coming into the classroom including hand sanitizing before entering and wearing a mask.

Classroom Setup

Teachers will be developing a classroom safety plan that will be posted on their online platform. When possible, students will sit forward facing, and all students will be as distanced as possible based on the furniture provided in our school. Unnecessary furniture will be removed classrooms including area rugs. Arrows on the floor and at the door to the classroom will help students to follow a flow of traffic that will provide for as much distancing as possible when entering, exiting, and moving around the room.

Online Classroom Platforms

Each classroom teacher will maintain an online platform, either See Saw or Google Classroom. This online platform will serve a number of purposes. First, it will be a place where teachers share their classroom safety plans that is unique to their location within the school, student age, and classroom set up. Second, it will be the main source of communication between the classroom teacher and families. Finally, it will serve as the place teachers will post information about classroom learning so that should a student be home sick, waiting for COVID testing, or quarantined due to a positive test they can continue learning, working, and accessing information from their classroom teacher. During the first days of school, teachers will provide information on signing into and accessing their online platform.

Materials

Backpacks

As per usual, students are encouraged to bring their things to and from school in a backpack. A plan will be put in place in each classroom for storage of backpacks in a way that permits physical distancing to retrieve items and prevents students from touching each other's personal belongings. For the first two weeks of school students will NOT be assigned a locker unless the lockers are located in the classrooms and physical distancing can be maintained while using them. We will evaluate plans for hallway locker use in the first weeks of school.

Individual Supplies

Please ensure students are not sharing supplies – this includes markers, pencils, scissors, etc. All items need to be labeled with each individual child’s name. Teachers will have a system for storing these supplies in the classroom based on age, grade, and frequency of use that will promote physical distancing to retrieve them.

Manipulatives and Classroom Materials

Some items are necessary in teaching and learning. When possible, manipulatives will be individualized and labelled so that they are the only child touching them. Staff will be asked to assess their resources before the start of the year and determine which manipulatives need to be stored away. All manipulatives are required to be sanitized after use.

Technology

The number of technical devices (Chromebooks and laptops) in our school have been increased. This will allow us to share devices between a few classes rather than many classes. All devices will be wiped down with provided materials after each use. Spray bottles will be made available in every classroom.

Phys Ed Equipment

An outside field area has been designated for Phys Ed classes on appropriate weather days where physical distancing can be maintained. When weather does not permit outdoor classes the gym spaces will be used (full large gym, half of large gym with dividing curtain in place, small gym). If physical distancing cannot be maintained in a gym space grade 4-8 students will require masks and masks will be encouraged in K-3. We are waiting further guidance on Phys Ed protocol and will update our plan accordingly. Where necessary, classroom teachers will work with Phys Ed teachers to create a plan to change clothing for gym using physical distancing.

Books

There are circumstances where multiple students need to use a book on the same day (for example, textbooks, leveled books). During these times, teachers will have students use hand-sanitizer before handling the book and after.

Library

The safe offering of library materials and programming is being investigated. Information will be provided in the first weeks of school. Until this time the school library will not be used.

Sanitizing

Hand sanitizing stations have been set up at each entrance to our building. This will allow all people entering the building to sanitize their hands on their way in and out. There will also be hand sanitizer provided in each classroom, and teachers will dispense some to each student upon entry from recesses, when returning from outside, and when returning from the gym. Teachers will schedule regular handwashing.

Each space within the school will have sanitizing spray to be used on surfaces such as desks and learning supplies. Increased sanitization will be done by our building caretaking staff including increased cleaning of washrooms, common areas, and high touch surfaces (door handles, railings, etc).

Washrooms

To limit the number of students in the washroom area, teachers will allow 1 student out of their classroom at a time. Special needs/adult washrooms in Learning Commons hallways may also be used as needed by staff and students with special needs. Teachers will ensure students are aware of proper handwashing after bathroom use and hand sanitizer will be provided upon the return to the classroom.

Bussing

Bussing will begin the first week of school, September 8-11 for grade 1 – 8 students. The bus company is responsible for sanitizing busses between each run. Students must wear masks while boarding and riding busses, as will the drivers. If a student doesn't have a mask the driver will provide one. Hand sanitizer must be used as students board the bus. Students will be assigned seats on the bus and students living in the same household will be seated together.

When students arrive at school by bus, they will be met by ELS staff supervisors who will lead the bus group to their class muster points. At the end of the day bus students will be dismissed from the classroom at 2:55. Teachers will ensure they have their mask on and follow their classroom flow plan to exit the building. They will proceed to their bus where a supervisor will meet them and line the students up based on the bus seating plan.

Parking and Student Pick Up/Drop Off

We are anticipating increased traffic around the school as people are asked to limit bus usage. When dropping off or picking up your child(ren) we ask that you park a block or more from the school and children walk to their muster point. This will reduce congestion of vehicles and number of people on school grounds and make for a safer drop off area. Please choose a place to meet your child(ren) at the end of the day.

Before and After School Program

Any child attending the Before and After School Program run by Tykes N Tots will receive communication from them regarding their safety plans. We are providing the program our school's gym spaces.

In the morning, students will be escorted to their classroom wing where students will then follow their traffic flow plan to reach their classroom. At the end of the day, students going to the program will be dismissed and meet at a program employee at a designated spot. During the staggered start they will practice this with guidance from teachers and the program.

Masks

The following is from the Parent and Caregiver Reopening Handbook:

- “Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained.
- Masks are 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.”

Seeing as students cannot physically distance in classrooms or on playground equipment at Ernest Lindner School students in grades 4-8 must wear masks in these locations, and K-grade 3 students are encouraged to do so. Staff will help students to understand if there is an occasion when they may remove their mask such in an outdoor learning space or while using the large gym, but students should assume they need their mask unless otherwise told.

Should a student in grades 4-8 remove their mask, use it in an inappropriate way, or refuse to wear it the following policy will be in place:

First time – staff member will speak to the student, explain the requirement for masks, and ask them to put their mask on.

Second time – staff member will contact Mr. Berg or Mrs. George who will speak to the student about the requirement for mask.

Third time – staff member will contact Mr. Berg or Mrs. George who will contact the family to discuss mask wearing and work together to create a plan.

Registration

If your child attended ELS in the past they are still registered as our student. Teachers will be contacting all families on August 26 to provide information, inquire on school intentions, and answer questions. If after this phone call and reviewing the SPS and ELS handbooks you have questions that you feel will be best answered by visiting the school we will have visitations provided from Monday, August 31 to Wednesday, September 2. Each classroom teacher will send a link by email on Thursday, August 27 where you can sign up for a visitation time.

All families entering the school for a scheduled visit must scan the QR code posted at the front door or by calling the office before entering. Once approved they may enter only if wearing masks and after hand sanitizing at the front door. Signs and staff will direct families to their child’s classroom to meet the teacher for further information. Everyone is asked to practice physical distancing with other families while in the school.

First Day of School/Staggered Start

Students will take part in a staggered return to school September 8-11.

- Kindergarten students will attend one half day between September 8 to September 11.

- Grades 1 to 8 students will attend two full days between September 8 to September 11. Half of these students will attend school on Tuesday and Thursday all day. The other half will attend school on Wednesday and Friday all day.
- Busses will be running during the staggered start for grades 1 to 8, but not for kindergarten.
- We will group families so that siblings attend on the same day.
- Regular classes in full cohorts will begin on Monday, September 14 (Tuesday, September 15 for Tuesday/Thursday/alternating Friday kindergarten classes). Class lists will be made in advance to minimize unnecessary contact between students.

The division has chosen to have a staggered start for the following reasons:

- Reacquaint students with school
- Support a safe return to school
- Provide time for students to learn new routines and safety measures in a smaller group
- Greater ability to provide support to students during this transition

On these days staff will help the students learn such new routines as entering and exiting the school, classroom safety procedures, handwashing and sanitizing, recess zones and groupings, and handling of masks when required. This will also allow them to plan some fun activities as the kids return to school!

The week of September 8-11 all classroom teachers will be located at their classroom muster point with a pylon and sign with the teacher's name by 8:25am. All other staff will be located around the school grounds and at the bus drop off area to help direct students to their muster point. Here, students will line up in their classroom cohort. While teachers will physically distance their class from other classes, we cannot provide physical distance within each classroom cohort. Therefore, grade 4-8 students must put a mask on before reaching their muster point and K-3 students are encouraged to wear a mask as well. Teachers will have spare disposable masks for those students who do not have one on the first day. At 8:40am teachers will begin guiding their classes through their assigned entrance/exit door to their classroom. Once they reach the classroom each student will be given hand sanitizer and directed to their pre-assigned seat along with their belongings. Students are asked to bring their school supplies the first week of school as teachers will work with students to develop routines around personal materials.

At the end of the day the week of September 8-11 teachers will guide their students to their outdoor muster point at 2:50pm. They will then follow the dismissal routine identified in the Exiting School section, but from the outdoor muster point. Other staff will be positioned throughout school grounds this week to help students find their way in a physically distanced manner as this routine is developed. Grade 1 students will be led to their bus by a staff member.

On September 4 classroom teachers will email families to identify where their classroom entrance/exit door and muster point is located so families know where to go on the first day.

Kindergarten

Please review page 18 of the Saskatoon Public Schools Parent and Caregiver Reopening Handbook for tips on preparing for kindergarten.

Kindergarten teachers will contact families August 26 and 27 to introduce themselves and provide information on the kindergarten staggered start. They will tell you which half day your child will attend, where to meet prior to entering the school, information for parents who wish to come in with their child to see the classroom, and what this staggered start day will look like. Kindergarten students will then begin full day, regularly scheduled classes on either Monday, September 14 (for Monday/Wednesday/alternate Friday classes) or Tuesday, September 15 (for Tuesday/Thursday/alternate Friday classes).

Kindergarten students will also be in classroom cohorts with limited contact with other people in the school. Kindergarten students will have their own entrance and exit, zone for recesses, and flow of movement that will limit them to contact with their classmates, classroom teacher, and two other teachers who will teach them phys ed and arts ed.