

We hope that you have been able to find some time to be with the people you love and enjoy. The Fairhaven staff want to acknowledge that as we near the start of the 2020-21 school year, there are some wonders about the reopening of our school and how it will look and feel. This document is written to support families and students by answering some of your questions.

This school year will be different than any other. Our work will be adjusted to align with the direction of the Saskatchewan Health Authority to provide safe schools where teaching and learning can happen. Our Fairhaven team has worked hard to make safe plans for students return to the building.

We would like to thank you ahead of time for being flexible and understanding. Many of these new protocols and expectations will be very different. Please refer to the [Parent and Caregiver Reopening Handbook](#) for general information on 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 Fairhaven school.

The following information represents our Fairhaven School specific plan for a safe return to school. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer or Saskatoon Public Schools. Changes will be communicated as they occur.

Sincerely,

Fairhaven Staff and the Administrative Team

Sick Students

- Parents and caregivers should make a plan in case their child needs to be picked up early from school due to illness.
- Please ensure contact information is up to date with the school.
- If a student is experiencing cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath or difficulty breathing), they must NOT attend school.
- Parents/caregivers should contact HealthLine 811 for direction. If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the health authority.

Fairhaven Isolation Room

- Our Fairhaven Isolation Room will be housed in the old staffroom. This space will ONLY be used as an Isolation space for any student or staff who present with COVID-19 symptoms who cannot leave the facility immediately. If a student is showing symptoms, they will be isolated in this space and provided with a medical mask until they can be picked up. Students will be supervised in this area. Supervising staff members must wear a mask and face shield during all interactions with the ill student.
- The student's parents or caregivers will be contacted and **must** pick up the student immediately. School

staff cannot transport the student home.

- After the student/staff member have been picked up, the space will be cleaned and disinfected.
- The school will also contact public health officials to provide notification of the student being removed from the school due to illness. Public health officials will then conduct an initial assessment and provide direction to the school.
- The student's classroom will be cleaned and disinfected, with particular attention to the student's desk and surrounding desks as well as any other common-touch items in the classroom and/or other school facilities the student had access to that school day, such as washrooms.

Parents and Caregivers/ External Visitors Expectations

- **Parents/caregivers must 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 (306-683-7210).**
- Parents are welcome to walk their student to or pick their student up from their class meeting/ muster points (teachers will communicate this location when class lists have been completed).
- All visitors attending to the school will be required to fill out a health questionnaire. The form can be filled out by using a smartphone to scan the QR code posted on the front door and Daycare entries of the school, which will go directly to the questionnaire site. Paper copies are available at the front entry area and the Daycare door area, as needed.
- Visitors are required to wear a mask and use hand sanitizer upon entering the school.
- **At this time, external visitors to the school are discouraged.**

Fairhaven School Day Schedule

8:40 Warning Bell To Go To Class Meeting/ Muster Point

8:45 Morning Instruction Begins

10:25-10:50 Recess 25

***ONLY Half the School in grade cohorts

***Other half of the School take a 5 min break, other than during this recess time, for hygiene wash/ bathroom/ etc.

11:32 ½ Staggered Lunch and Lunch recess

ONLY Half the School in grade cohorts go outside at a time (Outdoor time 15 min/ Indoor time 30 min=45 min)

(12:12 ½ Warning Bell)

12:17 ½ Afternoon Instruction Begins

2:00-2:25 Recess 25

***ONLY Half the School in grade cohorts

***Other half of the School take a 5 min break, other than during this recess time, for hygiene wash/ bathroom/ etc.

3:05 School Ends for The Day

Students Entering the school

- Students DO NOT PLAY as they arrive to school. We must strive for Social Distancing.
- DO NOT arrive to school until 8:40am. It is very important with our new procedures to be on time for school.

- Being on time is very important for safety and for class instruction.
- Students are expected to go directly to their class assigned Meeting/ Muster Point where their teacher will greet them to enter the school. Meeting/ Muster Points will be determined when classes have been established. The teacher will be in communication with you prior to the first staggered days of school.
- Students will enter the school with their masks on (mandatory for grades 4-8/ grades Pre-K to grade 3 masks are HIGHLY RECOMMENDED), led by their teacher, 1 class at a time through their assigned doors, distanced 1 metre apart, and they will sanitize as they enter.
- If students are late they should come through the front doors with their masks on (mandatory for grades 4-8/ grades Pre-K to grade 3 masks are HIGHLY RECOMMENDED), sanitize as they enter and check in with our Administrative Assistant, Ms. Skiftun for attendance (stand back from other students by 1 metres-spots are marked on the floor). There will be no late slips this year.

Students Exiting the school

- Students will exit the school with their masks on (mandatory for grades 4-8/ grades Pre-K to grade 3 masks are HIGHLY RECOMMENDED), led by their teacher, 1 class at a time through their assigned doors, distanced 1 metre apart, and they will sanitize as they exit.
- Students will be dismissed by their teacher from their class assigned Meeting/ Muster Point. For Kindergarten and Pre-Kindergarten, the teacher will wait with the student until they are picked up by a parent or caregiver.
- Being on time for the pick up of your student is very important for safety and for supervising teachers (especially in K and Pre-K).
- Students are expected to go home directly after school. Students should NOT PLAY after school on play structures or on the playground. We must strive for NO mixing of cohort classes and Social Distancing.

Fairhaven Bussing

- The Fairhaven bussing area restrictions and route have not changed.
- Bus students MUST wear a mask to travel on the bus.
- Arrival at school: Students will exit the bus and be greeted by a supervisor. They will be led to the back of the school, 1 meter apart in a line, to where they will be asked to go to their class meeting/ muster point (then see entering the school).
- After School: (see exiting the school) Bus students will go to the bus meeting spot (TBD) where a supervisor will lead them around the school to the bus. Students then follow the First Student Bus Safety Protocols.

Fairhaven Recess

- Students will be divided into grade alike class cohort groups for areas of the playground.
- Only half the School in grade cohorts will go out for recess in a morning or afternoon time.
- The teacher who is assigned to the class for supervision will lead the class in a socially distanced line out the exit door. As students exit, they will be asked to sanitize.
- Students will be able to take a mask break once they are outside for recess.
- Class grade alike cohorts will be assigned a play area per cohort grouping.

10:25-10:50: Recess 25 (ONLY Half the School in grade cohorts)

***Other half of the School take a 5 min break, other than during this recess time, for hygiene wash/ sanitize/ bathroom/ etc.

2:00-2:25: Recess 25 (ONLY Half the School in grade cohorts)

***Other half of the School take a 5 min break, other than during this recess time, for hygiene wash/ bathroom/ etc.

- Teachers will be teaching students how to appropriately socially distance, they will teach new 'distanced' games, no school equipment will be used at this time. Should students want to bring their own equipment that will be acceptable however they will be asked not to share with other students. We want to reduce touch points.
- When the recess time is complete student are expected to go directly to their same class assigned Meeting/ Muster Point where their teacher will greet them to enter the school.
- Students will re-enter the school with their masks on (mandatory for grades 4-8/ grades Pre-K to grade 3 masks are HIGHLY RECOMMENDED), the teacher will lead them, 1 class at a time through their assigned doors, distanced 1 metre apart, and they will sanitize as they enter.

Fairhaven Staggered Lunch Break

- The lunch break at Fairhaven will be staggered for students who stay for lunch (11:32 ½ to 12:17 ½ = 45 minutes)
- **Going home for lunch is STRONGLY recommended for all students in Saskatoon Public Schools.**
- Students who go home for lunch are asked NOT to arrive back to school until 12:17 1/2. Students should NOT PLAY as they arrive to school. We must strive for Social Distancing and NO mixing of cohort classes. Students are asked to put on their mask, enter the front doors, sanitize, and go directly to their classroom.
- It will NOT be possible for parents to drop off lunch or order lunch to be dropped at the school during the school hours. Families are expected to PRE-PACK a lunch/ snacks and bring it to school each morning or you are welcome to take your student out for lunch. If this is your plan, we suggest you have a meeting place outside for your student. Parents will be discouraged from entering the school unless by appointment.
- Students are NOT allowed to share food or snacks of any kind.
- Students will be expected to stay in their own desks for eating.
- Students can remove their mask for the consumption of their food/ drink, otherwise masks should be worn.
- Desks will be sanitized with the support of lunch supervisors.

11:32 ½ - 12:17 ½: Staggered Lunch and Lunch recess

***Some Cohorts will be led outside for lunch recess at the beginning of the lunch break/ then they will be led in to sanitize and eat. Others will sanitize and eat at the beginning of the lunch break and then be led outside for lunch recess at the end.

***ONLY Half the School in grade cohorts go outside for 15 min Lunch recess then come inside for 30 min Lunch

in classroom desks OR ONLY Half the School in grade cohorts stay inside for 30 min for Lunch in classroom desks and then go outside for 15 min Lunch recess

- Teachers will be teaching students how to appropriately socially distance, they will teach new 'distanced' games, no school equipment will be used at this time. Should students want to bring their own equipment that will be acceptable however they will be asked not to share with other students. We want to reduce touch points.

Changes to nutrition programs

- The Fairhaven School CHEP Snack Provision will be postponed until the end of September. There will be NO SNACK provided at school. Saskatchewan Health guidelines for food distribution and preparation cannot be met at school at this time. The School Division is looking into ways that we can provide a safe and economical way to serve pre-packaged snack items.
- Students can bring their own (zero garbage) snack that can be easily eaten outside at recess.

Staggered Start September 8/9/10/11

- Classroom Teachers will call families between September 2-3 to inform you of your staggered start days (either September 8/10 OR 9/11 for grades 1-8 and one half day on either September 8/9/10/11 for Pre-Kindergarten and Kindergarten)
- This structure allows for a students to meet their teacher, see the classroom space and learn routines alongside a smaller group of students
- Regular classes begin on Sept 14
- Busses will be running during staggered start

Storage of student materials

- Lockers can be utilized by the classroom teacher in a staggered way to ease congestion and to allow for distancing. Teachers will communicate this structure once class decisions have been solidified.
- Some teachers will choose to utilize storage bins. Teachers may be able to safely individually store limited supplies at school.
- Students are asked not to share school supplies.
- Due to space issues teacher may ask some students to take home items at the end of the day (this will be communicated in the teacher plans).

Flow of traffic through the school

- Entrances and Exits Doors have been clearly signed.
- Arrow patterns and Social Distancing spots are clearly placed to ease movement around the school and in classrooms. Teachers will practice these directional patterns with students.
- Washroom use has been separated based on classroom locations. Students will be asked to use their assigned washroom only.
- Sanitization will be completed regularly by the building operator and students will be taught regularly about hygiene and proper handwashing procedures (signage with visuals will also be posted).

Classroom Setup

- Unnecessary furniture has been removed from classrooms to provide greater space between students and encourage new methods of interacting to avoid close contact.
- When possible, students should be forward facing at all times at desks or at separate table arrangements.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed.

- Each classroom teacher will be determining a flow for student movement, which will be clearly marked with directional arrows.

Hygiene

- Proper hand hygiene is a key element to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene at Fairhaven School. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer.
 - Visual instructions for proper hand washing will be displayed beside every sink.
- Hand sanitizer will be available in all schools at all entrances and in every classroom.
Students are encouraged to bring their own bottle of hand sanitizer.
- Classrooms will schedule hand washing and/or the use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.
 - To support the safety of all staff and students, staff will teach, and periodically reinforce, proper safety precautions in schools.

Mask usage

- Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained. At Fairhaven School distancing will not be possible in classrooms with our numbers of students.
- Masks can be removed outside when physical distancing is achievable (mask breaks may occur i.e. outdoor learning)
- Masks are recommended for prekindergarten to Grade 3 students.
- Staff are always required to wear masks, when appropriate distancing cannot be maintained.
- All students are required to wear masks while riding the bus.
- All visitors must wear masks.
- Fairhaven School 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, Fairhaven 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](#). “

Washrooms

- Classroom teachers will schedule washroom breaks and limit the number of students in a washroom at one time.
- At Fairhaven, washrooms are assigned to groups or classes of students.
- Increased cleaning and sanitization will be scheduled.
- Visual instructions for proper hand washing will be displayed by every sink.

Student Access to Water

- Fairhaven has 3 water bottle filling stations.
- Water fountains have been temporarily disabled.
- Students are asked to bring a reusable water bottle filled from home to school every day. This water bottle is for personal use and must not be shared with others

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 our Fairhaven school counsellor. Parents who believe this support may be necessary can reach out to their teacher or administrator to discuss. Our counsellor will work with our 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.

Fairhaven School Community Council and the Fairhaven Parent Council (All meeting will be Virtual via Zoom)

What is the School Community Council at Fairhaven?

The School Community Council is an advisory body whose primary purpose is to support student learning and well-being; and to encourage parent and community involvement in the school. The School Community Council works closely with the school administration to provide advice for educational planning and decision-making at the school level. The School Community Council is NOT a fundraising body and they consist of elected members.

If you are interested in receiving more information about what your child is learning and how you can support school learning initiatives, then get involved in YOUR School Community Council at Fairhaven!

What is the Fairhaven Parent Council?

The Fairhaven Parent Council consists of a group of parents whose primary purpose is to raise money with fun and engaging fundraisers to support the school with larger purchases of equipment that is not covered by the school division, that supports student learning and well-being. This groups mandate is to encourage parent, family and community involvement in the school. The FPC works closely with the school administration and staff to fundraise for our Fairhaven students.

Notice of SCC and PC AGM and Meetings

The Fairhaven School Community Council AGM/Election/ Meeting is scheduled VIRTUALLY via ZOOM for **September 21st, 2020 at 6:30pm**. After the AGM/ Election the Fairhaven Parent Council hold their AGM and Meeting.

The School Community Council of Fairhaven will include up to 9 elected parent/guardian and community members. The majority of the elected members must be parents or guardians of students attending the school. Duties within the elected body are assigned at the first meeting. The following individuals may stand for election to the School Community Council and vote in the election:

- **Parents/guardians** of students who are enrolled in Fairhaven School (including parents/guardians who do not reside within the attendance/geographical area of the school); and,
- **Community members** who are electors and reside within the attendance/geographic area for Fairhaven School, and are not parents/guardians of a student who attends the school.

Elected members serve a two year term. For the 2020-2021 school year, there are positions open.

Advanced Nomination Process:

Nominations of parents/guardians and community members interested in standing for election **must be submitted on the official forms and received on September 16th, 2020.** *Nomination forms are available from the school in digital form.*

Email to fairhavenschool@spsd.sk.ca.

Nominees who are nominated in the Advanced Nomination process are not required to be in attendance at the Annual Meeting to appear on the ballot.

Nominations submitted to the school office may be withdrawn until **September 16th, 2020.**

For further information, please email fairhavenschool@spsd.sk.ca or call Ms. S. Hilsen at Fairhaven School at 683 7210 and then a link to the meeting can be sent to you.

Board Policy 17: School Community Councils, can be viewed on the Board of Education website.

In Closing

Thank you again for your understanding and flexibility as we navigate this challenging time. Ultimately the safety of our students and staff is first in our mind. Fairhaven School has a fabulous team who have been brainstorming since last March on how we can return to learning in our school safely. Our school staff will still strive to have lots of fun in new and creative, perhaps virtual ways, at Fairhaven!

These plans can shift and change as we receive updates from the Saskatchewan Chief Medical Health Officer, the Government of Saskatchewan and our School Division. Parents and Caregivers will get notices of all updates to the Fairhaven School Plan should that occur.

The Principal, Ms. Shauna Hilsen, will be hosting a 'Fairhaven School Parent and Caregiver Question and Wonders Reopening' virtual meeting on Tuesday, September 1st at 7-8pm via ZOOM. Please feel free to call (306-683-7210) or email at fairhavenschool@spsd.sk.ca should you have questions or wonders prior to the meeting date.

<https://us02web.zoom.us/j/3992546751?pwd=eEw1NmJZeFBnckh6bkJSSEhGWlBadz09>

Fairhaven School Parent and Caregiver Question and Wonders Reopening

Tuesday, September 1 at 7-8pm

Meeting ID: 399 254 6751

Passcode: 931816