

ÉCOLE FOREST GROVE SCHOOL

# SCHOOL REOPENING PLAN

Updated September 1, 2020



August 26, 2020

## GREETINGS FROM YOUR PRINCIPAL AND VICE PRINCIPAL

Dear École Forest Grove School families,

Welcome back to all our returning families and a very special welcome to the many new families joining our school community this fall! We hope that you were able to enjoy a healthy and restful summer. It was wonderful that the weather cooperated for outdoor activity!

We are excited to be back and doing what we love—working with you and your children! As you are already aware, this school year will bring a number of changes in the way our school will operate due to current COVID-19 pandemic guidelines set from our province and school division. **This newsletter will highlight important, school-specific details of our École Forest Grove School Reopening Plan.**

Though we continue to strive for academic excellence in our school programs, we have placed the health and safety of you, your children, our staff and community at the forefront of our school-specific plans. As such, our school team has been working hard to refine every detail. We thank you, in advance, for taking time to carefully read through our school plan.

We know you will still have many questions. We welcome them! Your questions will make our school plan stronger. In the coming days, if you have not already, you will receive a phone call from one of our school staff to confirm your child's attendance, reconnect with you, discuss the changes and answer your questions. If you still have questions or concerns, please phone the school to speak to Mme Dimnik or me. When we work together, we will succeed.

On a separate note, you may notice that we have redesigned the look of our school newsletter. In upcoming newsletters, you can expect to see highlights of ways our school is bringing to life all four goals of the Saskatoon Public Schools Strategic Plan: Academic Excellence, Character, Engagement and Well-being. We hope that you like the changes!

Yvonne Denomy (Principal) and Mirissa Dimnik (Vice principal)

## ÉCOLE FOREST GROVE SCHOOL

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Ecole Forest Grove School



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Mme Yvonne Denomy,  
Principal / Directrice

Mme Mirissa Dimnik,  
Vice Principal / Directrice adjointe

Mr. Mitch Kachur,  
Superintendent / Surintendant

Ms. Holly Kelleher,  
School Trustee / Conseillère scolaire

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SASKATOON PUBLIC SCHOOLS

## PARENT AND CAREGIVER REOPENING HANDBOOK

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 our school.

The following information represents our **school specific plan** for a safe return to school at École Forest Grove 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 to families through email as they occur.

### SAFETY PRECAUTIONS AT ÉCOLE FOREST GROVE SCHOOL



**Children who are ill must not attend school.** Every morning before your child leaves for school, please check to see if they are experiencing any 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). If your child has any of these symptoms, they must not attend school. Parents and caregivers should contact the 811 HealthLine for direction. Students who are referred for testing must remain home and self-isolate until they have received their results and direction from the health authority.

To ensure the safe arrival of students in a timely way, we ask that you contact the school prior to 9:15 a.m. to report your child's absence.

You can notify us of your child's absence by telephone (306 683 7200), email (ForestGroveSchool@spsd.sk.ca) or by using School Messenger through their app or website.



### IF YOUR CHILD BECOMES SICK AT SCHOOL

#### Be sure to:

- ✓ Check with your child every morning prior to school to ensure they are in good health.
- ✓ Keep ill students at home
- ✓ Notify the school if your child is ill or will be absent for other reasons.
- ✓ Ensure your contact information is updated
- ✓ Make a plan in the event you need to pick up a sick child immediately.

If your child arrives at school and shows symptoms, they will be removed from class and isolated in the Isolation Room located next to Mme Denomy's office. Parents and caregivers will be contacted and **must** pick up their child immediately. Our staff will provide your child with a medical mask. Mme Denomy, Mme Dimnik, or a designated staff member will wear a mask and face shield to supervise your child until they are picked up. When you arrive to pick up your child if they are ill, please do not enter the building—call the school at 306 683 7200 and our staff will bring your child out to you.

Please ensure you have a plan in the event your child needs to be picked up from school.

Note: The isolation room will be thoroughly 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.



**Be sure to :**

- √ Arrange for your child to go home for lunch where possible.
- √ Remind your child that sharing of any food or materials (phones, etc.) is not allowed.
- √ We recommend families transport their child to and from school. Plan for your child to arrive and be picked up as close to bell time as possible, or arrange for your child to attend our YMCA Before & After School Club (YMCA BASC).
- √ Your child’s teacher will communicate their “buddy class” for recess and school entry and exit.
- √ All students, staff and any essential visitors are required to sanitize their hands upon entering and exiting our school. Visitors must wear a mask (see Mask Usage, p. 6).
- √ Send your child to school with at least one mask. See Mask Usage guidelines (p. 6)

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## SCHOOL DAY SCHEDULE

Our school bell schedule will remain unchanged.

8:37 Warning bell

8:40 School begins

11:30-12:20 Lunch hour (Note: We will have reverse noon (play first, eat second) for our Early Years students (K-4)).

3:05 Dismissal

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## RECESS

Students will be placed in a recess cohort of fewer than 60 students. The following changes will be implemented:

- We will limit the number of student contacts by grouping 2 classes of students who will remain as a consistent, outdoor “buddy class” during recess. Your child’s teacher will communicate to you their assigned “buddy class” as part of the initial teacher contact between September 1-4th.
- We will stagger 2-15 minute recess breaks each day in the following manner:
  - In Grades K-4, recess will follow Period 2 (10:25-10:40 am) and Period 4 (1:10-1:25 pm). Kindergarten will be designated a monthly play zone; Grades 1-4 will have a weekly play zone.
  - In Grades 5-8, recess will follow Period 1 (9:35-9:50 am) and Period 5 (2:00-2:15 pm). Grades 5-8 will have daily play zones.
  - A play zone map can be provided on request.
- When the bell rings for re-entry, students will enter through their designated doors as per Entry/Exit process. All students will be required to sanitize hands as they exit and enter. Staff will assist students, as needed.

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## LUNCH HOUR

We ask that all students go home for lunch, where possible. While eating in class, students are unable to wear masks nor physically distance. We thank you for your efforts and commitment to keeping all students and staff safe by creating a new routine to have your child home for lunch, if at all possible. While entering and exiting the school for lunch, students will exit out their designated door upon direction from their homeroom teacher. Upon return, students will gather at their muster point and enter upon direction of a teacher. Students are encouraged to go home for the full 50 minutes.

Where a student must remain at school for lunch, the following changes will be implemented and enforced:

- Students will be required to eat lunch while remaining in their desks/seats within their classrooms
- A staggered lunch hour will occur: K-4 students will go outdoors from 11:30-11:50, then eat in their rooms from 11:50-12:20. Students in Grades 5-8 will eat from 11:30-11:55 then go outdoors from 11:55-12:20.
- We will be unable to offer the milk program. Families will receive a refund for any remaining milk balance. CHEP lunches will be available, at request.



**We ask that:**

- ✓ Parents transport their child to and from school, where possible, arriving as close to bell times.
- ✓ Upon arrival, students go directly to and remain at their designated outdoor muster point and will enter/exit their designated doors. Your child’s teacher will communicate to you the designated muster point and entry plan by phone or email. A map will be provided by the school.
- ✓ Students will be staggered into and out of the school within their cohort or “buddy class.”
- ✓ Please send a book or activity for your child to do while they wait for their staggered entry/exit.
- ✓ Parents and caregivers will pick up their child outside of the school. This may be a pre-determined location that your child can travel to independently, or their muster point.

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## ENTERING THE SCHOOL

Students will enter the school through all 5 sets of school doors (a map will be provided): front doors; junior boot room; junior tarmac (west) doors; senior tarmac (east) doors; portable (south) doors. We will have two “waves” of entry. Students will enter in their assigned “wave” and when directed by a teacher from within their recess cohort. As we anticipate some delay as we learn this process, please send your child with a book or short activity to do while they wait at the muster point. The “buddy class” teacher will be stationed inside the doors to support hand sanitization. Students will proceed directly to their class. Note: parents or caregivers waiting with students must maintain physical distance from other families and students. Once your child’s class begins entry into the school, parents are not to accompany their child unless necessary and by appointment only.

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## EXITING THE SCHOOL

Our students will exit the school through their designated doors when directed by their teacher in class grouping. Both classes in the recess “buddy class” will exit together, with one teacher supervising and the other hand sanitizing upon exit. Adults meeting their child after school should meet their child at the muster point or pre-determined location.

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## PICKING UP OR DROPPING OFF YOUR CHILD

Students should be dropped off and picked up at bell times (8:40 and 3:05). Outdoor supervision is available for students between 8:25-8:40, however, early arriving students will be required to proceed immediately to their assigned muster points and remain at the muster point until their staggered entry into the building. We cannot accommodate outdoor morning recess prior to start. During inclement weather, staggered entry will begin at 8:25 am and students would proceed to their classrooms as per the entry process.

We will be unable to accommodate early arrivals inside the school. If you require care for your child before or after school, we offer the YMCA BASC program (see page 7). Families can pick-up their child from the muster point or a pre-determined location if you child is able to walk to the site independently.

As always, for student safety:

- Do not use the bus loop for picking up or dropping off students between 8:20-8:45 am or between 2:45-3:15 pm.
- Do not drop off or pick up students from the school parking lot.
- Respect the crosswalk lights on 115th St E. Never pull into the intersection of the crosswalk until safe to proceed.
- U-turns are not permitted in school zones. This is not only unsafe, but illegal.

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## BUSSING (Hertz Northern)

Where possible, parents should transport their children to and from school. We also encourage students/families to use active transportation: walk, bike (remember to bring a lock), ride a scooter or skateboard, when safe. In cases where a student must be transported to school by bus, **masks are required**. Students will remain on the bus until the supervising teacher arrives at their bus to stagger bus departure. Students will then proceed to their muster point.



**Remember to :**

- √ Confirm that your child will attend “in person” or online by completing the Google Form, by email, or through the phone conversation with the school/teacher prior to August 28th.
- √ Read this plan carefully. Write down any questions or concerns you have. Be prepared to ask your questions when we check in with you by phone. A staff member will contact you between August 25-28th to confirm registration, answer any of your questions, address concerns and confirm your staggered start dates.
- √ Once class lists are finalized, your child’s teacher will contact you (between September 1-4) to confirm your child’s classroom placement, determine your child’s arrival/departure, lunch plans, share the class “buddy group”, class-specific recess plan, inform you of the class muster point and entry/exit plans. Make a note of important details when your child’s teacher calls!
- √ Call back or email us if you are unsure of any details, have concerns or further questions.

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## REGISTRATION PROCEDURES

Please ensure you have completed online registration or confirmed your child’s “in person” registration by email (ForestGroveSchool@spsd.sk.ca), phone (306 683 7200) or in telephone conversation with staff.

There will not be a ‘registration day’ as in past practice. Instead, you can expect that:

- A member of our school staff (your child’s past teacher, when possible, or another staff member who knows you/ your child) will contact you between the dates of August 25-28th to confirm registration.
- Once registration is confirmed and class lists are finalized, your child’s teacher will communicate to you their assigned staggered start dates, class muster point, “buddy class” and class-specific routines, such as storage of materials plan (bins, lockers, or backpack only).

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## STAGGERED START

We will be having a staggered start between September 8-11 for all students. This staggered start will allow schools to support a safe return to school by providing greater ability for staff to respond to students who may be feeling overwhelmed or anxious, to reacquaint students with new routines and procedures in small manageable groups, and to reassure parents that students are getting the teaching and tools they need to be at school safely.

For students in Grades 1-8, students whose last names begin with letters A-K only attend on Tuesday/Thursday, September 8<sup>th</sup> and 10<sup>th</sup>. Students with last names beginning L-Z will attend only Wednesday/Friday, September 9<sup>th</sup> and 11<sup>th</sup>. Regular schedules will begin on Monday, September 14<sup>th</sup>.

Staggered start for Kindergarten students will be a half-day only and the above scheduling will not apply. Kindergarten families can expect to be contacted by their child’s teacher in the coming days to communicate their child’s staggered start day.



**We ask families to:**

- ✓ Send your child with their reusable mask each day. Your child will receive 1 reusable mask from the school. Sending 2-3 masks is recommended for changing throughout the day.
- ✓ All students in Grades 4-8 are required to wear a mask when physical distancing cannot be maintained. It is strongly recommended that students in K-3 wear a mask when physical distancing measures cannot be met. See the chart (below) for specific mask usage requirements at Ecole Forest Grove School.
- ✓ All visitors must wear a mask when visiting the school. Contact will be made by phone or virtual appointment. In special circumstances, an in-person meeting, by appointment, may be scheduled.

**MASK USAGE**

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.

Please note: Our Ecole Forest Grove School SCC/Home & School will be providing a two-pocket fanny pack for every child to store their mask (ex: during recess, outdoor physical education class, etc.). It is suggested that your child has 2-3 reusable masks to replace soiled masks throughout the day.

**Mask Usage guidelines for Ecole Forest Grove School:**

Student activity:	Mask mandatory for Grades 4-8; Mask recommended K-3	Mask optional	Notes:
Entering and exiting the school, including bootrooms or lockers, if being used by your child’s classroom	✓		At EFGS, physical distancing measures cannot be met during entry and exit of the building, while students are removing/putting on boots/coats
In all classrooms and learning spaces (LRC, gym) during instruction	✓		At EFGS, our classrooms are not large enough to allow 2m between students. Physical distancing is not possible in classrooms at this time.
Shared spaces, hallways and washrooms	✓		
Playground, outdoor learning, outdoor phys-ed class		✓	We will stagger recess to allow students to physically distance for active, outdoor play; Phys-ed will occur outdoors when possible
Learning in small groups, where physical distancing can be met		✓	



**We ask that families:**

- ✓ Ensure your child's supplies are clearly labelled.
- ✓ Send only essential items in your child's backpack on a daily basis.
- ✓ Practice proper handwashing at home to support hygiene at school.
- ✓ Send a small bottle of hand sanitizer (optional, recommended) for your child's personal use.
- ✓ Make an appointment and wear a mask if you need to come to our school.
- ✓ Enroll in the YMCA Before and After School (BASC) if you require care before and after school. Register online at [ymcasaskatoon.org](http://ymcasaskatoon.org) or contact Ashlee at 306 652 7515 ext. 242 for registration information.

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## YMCA BASC (Before and After School Care)

The Before and After School program is available for students who require care before and after school. Students will remain in their buddy groups where possible. Please contact the YMCA BASC for details about their specific reopening guidelines.

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## WASHROOM USE

Your child's class will be assigned to one washroom for use throughout the day. There will be appropriate handwashing signage posted for students to follow. Students will sanitize hands when reentering the classroom.

The washrooms will be cleaned and disinfected four times/day, with additional cleaning and sanitization, as needed.

Social distancing footprints have been placed outside the washroom in rare instance that the washroom is at capacity. All stalls and sinks will remain available for student use.

The single-stall gender neutral washroom is still available, as needed.

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## PARENT AND VISITOR ACCESS TO THE SCHOOL

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

- All visitors will need to complete a health questionnaire prior to entry. Posters with the QR code to the Health questionnaire are located on our main exterior door. Paper copies will also be available.
- All visitors must sanitize their hands upon entering and exiting the school.

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## STORAGE OF STUDENT MATERIALS

On a daily basis, we ask that your child bring only essential materials to school in a backpack that will go between home and the school. On your child's first day of school, please send their school supplies, as usual. The classroom teacher will have a system for storage of these supplies.

Any of your child's materials that will remain in the classroom will be stored in your child's desk or a designated bin.

Locker usage will be minimized. Your child's teacher/classroom may be assigned a bank of lockers that will allow physical distancing. The classroom teacher will practice the routines for proper physical distancing if lockers are in use.



## ACADEMIC EXCELLENCE

Students will achieve success in their learning goals

**At Ecole Forest Grove School, we will help our students experience academic success by:**

- √ Setting up Google Classroom or SeeSaw platforms to support learning
- √ Ensuring families are able to use and access the learning platforms
- √ Ensuring (weekly) communication by email between the classroom teacher and home to provide update of learning plan using student-friendly “I Can” statements, where possible.
- √ Provide the opportunity for a virtual “Meet your Teacher/Staff” event. Details will be provided at a later date.
- √ Teach, practice and reinforce routines and procedures
- √ Create and share videos, messages and reminders to teach and reinforce safety messages, as needed, on our Ecole Forest Grove School Instagram and Facebook platforms

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## “I CAN” STATEMENTS

Each Monday (or as communicated by your child’s teacher), teachers will share with families the “I Can” statements of learning for the week. This might be shared by email or on the classroom platform (SeeSaw or Google Classroom)

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## CLASSROOM SAFETY MEASURES

In addition to general safety guidelines,

- Teachers will space desks, tables or chairs as far apart as possible between students without impeding the flow of the classroom.
- All unnecessary furniture will be removed to provide more space for distancing.
- Your classroom teacher will communicate other class-specific guidelines in the coming weeks, such as classroom libraries, routines and procedures.

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## ONLINE LEARNING PLATFORMS

Your child’s teacher will use either Google Classroom or SeeSaw. This will be communicated to families by the classroom teacher.

The use of a learning platform will help facilitate online learning should your child need to be absent to school. Please note, this is not a replacement for Online Learning.

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## EXTRA CURRICULAR AND EVENTS

At this time, there will be no assemblies or large gatherings. Extra-curricular and rentals have been cancelled until further notice.





**Remember to:**

- √ Send your child with a water bottle.
- √ Send your child in appropriate clothing for outdoor physical activity.
- √ Visit our school *Libguides* for helpful resources to support learning at <https://elementarylibguides.spsd.sk.ca/forestgrove>

## PHYS-ED

When phys-ed is held in the large gym, the overhead fan will be turned on and doors will be open to the outside, where possible. Phys-ed classes will make use of a designated outdoor space when possible and weather permits.

Change rooms will be closed.

Students will use their designated washroom, if needed, during Phys-ed classes.

In the small gym, physical distancing will not be possible. Students will go outdoors whenever possible.

Water bottles are recommended during phys-ed as the fountain has been turned off. The bottle filling station is still operational.

Use of equipment in physical education will follow all guidelines provided by our school division once finalized.

Hand sanitization will occur at the start and end of all phys-ed classes.

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## BAND AND MUSIC

At this time, we await direction about band and music programming for students. Details will follow as guidelines are established. As soon as information is received, it will be communicated to families.

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## LIBRARY (LRC)

The library remains an important learning space in our school, however, we will be unable to offer Open Book Exchanges as in past practice. We hope to reintroduce library browsing in the LRC once routines have been established.

Currently, our temporary plan for library usage is as follows:

- The teacher-librarian, librarian-technician or teacher will create a classroom-based library for borrowing. The classroom library will be refreshed every two weeks.
- Students will be taught how to use the school library system to search for books, request a title to be delivered to the classroom or to borrow e-books.
- Hand sanitization will occur entering and exiting the library.
- Directional arrows are in place for traffic flow. There is a separate entrance and exit to the library.
- Library computers will be cleaned and disinfected between each use.

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## STUDENT LAPTOPS

Student laptops will be disinfected after each use. Where possible, the computers will be grouped and assigned to reduce the number of students using each laptop.

Contact the school for any further questions about our ReOpening Plan.

## Appendix A: Band and Performing Arts, Lunch (updated September 1, 2020)

### BAND AND PERFORMING ARTS

The band program at École Forest Grove School is valued and appreciated by our students and school community. The ability to offer band at the elementary level has been an important topic of discussion as part of the school division's overall reopening plan.

To start the school year, the traditional band program involving air-blown instruments will be put on pause. **Parents will not need to rent instruments at this time.**

During the period that band is on pause, our band teacher Mme Christopherson will continue to be a part of our school staff and we will work to find unique ways to support music and the arts curriculum with our grade 6-8 students. If health guidelines change and a band program can be offered in a safe way within our school, we may be able to return to more of a traditional band experience.

The school division is continuously investigating ways to offer a safe, quality band program while working within the [Performing Arts Guidelines](#) found within the Re-Open Saskatchewan Plan. We will re-evaluate this pause at the end of September or if guidelines change.

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### MUSIC (updated September 1, 2020)

New guidelines for singing were established on September 1, 2020. These guidelines include:

1. Instructional spaces will be set up with social distancing and clear traffic management
2. There will be no sharing of instruments and other items that cannot be disinfected.
  - instruments will be safely sanitized between uses
3. There will be safe storage of instruments.
4. Classroom singing may occur when:
  - a. Students face forward, wear a mask and maintain 2m distance.
  - b. Teachers maintain a physical distance of 4m from their students.
  - c. Teachers leading singing wear a face shield.

Though singing in classrooms is a valued experience that promotes language learning and engagement, at this time, teachers are encouraged to begin the school year with a focus of Arts Education outcomes in Drama and Dance. In teaching drama and dance, provincial guidelines can be met through wearing of masks or limiting shared spaces and belongings.

At Ecole Forest Grove School, individual bins or bags for students ("Music Buckets") to safely store musical instruments, such as rhythm sticks, will be purchased. Drama will be conducted outdoors when possible, or students will wear masks if participating in drama. We will sanitize the Arts/Music room after each use.

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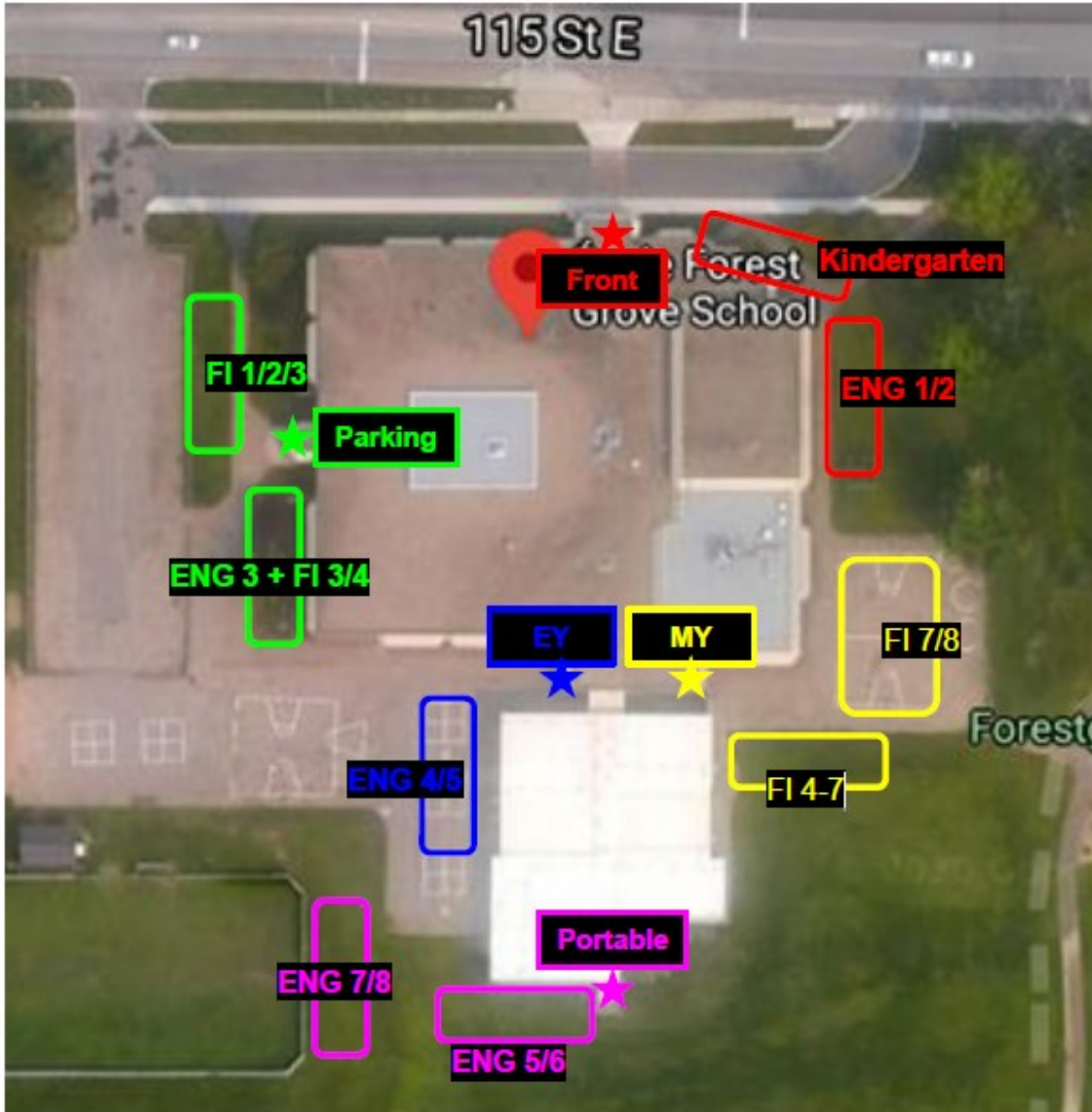
### LUNCH HOUR (ADDITIONAL INFORMATION)

We ask that all students go home for lunch, where possible. If your child is unable to be at home for lunch, all lunch recyclables and garbage will remain in the lunch kit to be emptied at home.

**APPENDIX B: MUSTER POINTS** (updated September 14, 2020)

This map shows meeting points (“muster points”) for your child’s staggered entry and pick-up.

**Muster Point and Entrances Map**



## APPENDIX C: PLAY ZONE MAP

The map below shows the designated play zones for students. The students will rotate through these zones, as scheduled on page 3. We have also designated a physical education zone for PE classes.

Note: EY= Early Years MY=Middle Years

### Play Zone Map

