

HOWARD COAD ELEMENTARY SCHOOL



Saskatoon Public Schools
Inspiring Learning

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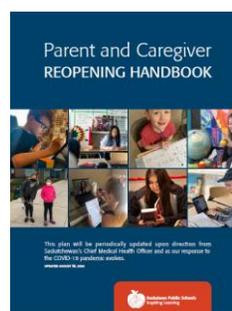
Welcome Howard Coad families,

The Howard Coad staff are excited to start the school year and can't wait to see our students again. We want to acknowledge that as we near the start of the 2020-21 school year, you may have questions or wonders about the reopening of Howard Coad School and how it will look and feel. We want to take this opportunity to prepare you for upcoming changes for an unprecedented school year. We also wanted to let you know that a staff member from the school will be contacting each Howard Coad family over the next few days. Our goal is 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 Howard Coad.

The following information represents our school specific plan for a safe return to school at Howard Coad.

Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer and as our response to the COVID-19 pandemic evolves.

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 thermometer), Cough (person coughing), Headache (person holding head), Aches and pains (person with orange circles on joints), and Sore throat (person with orange circle on throat). The second row includes Runny nose or congestion (nose with droplets), Loss of taste or smell (crossed-out nose and bowl), Shortness of breath or difficulty breathing (person with hand to mouth), Fatigue (person with low battery icon), and Nausea or vomiting (person at toilet). The third row includes Diarrhea (person at toilet), Conjunctivitis (eye with tear), and Dizziness (person with stars around head).

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- If your child is staying home due to illness, or for any other reason, please phone in your child's absence at 306-683-7260 or email howardcoadschool@spsd.sk.ca.
- 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 next to the principal’s office. 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

Our start time, recess, and lunch hour times have not changed. Please see the daily schedule below. However, in order to meet health and safety guidelines, it may require more time for students to safely transition into school, maintain safe physical distancing, and complete daily routines.

Bell Schedule	
Warning Bell	8:55 a.m.
Classes Begin	9:00 a.m.
Morning Recess	10:45 a.m. - 11:00 a.m.
Lunch Break	11:50 a.m.-12:45p.m.
Classes Begin	12:45 p.m.
Recess	2:25 p.m. - 2:40 p.m.
Dismissal	3:30 p.m.

Recess

Students will still have the opportunity for outdoor recess when the weather permits. The following changes have been made to support safe interactions when students are outdoors.

- To support physical distancing and to minimize your child’s number of student contacts, classrooms will be placed in cohorts of less than 60 students (2 classrooms) for outdoor recess only. These groups will remain consistent throughout the year.
- Each cohort of less than 60 students will be assigned a play zone that will be supervised by a staff member. The play zones will be rotated throughout the week to allow for a variety of outdoor activities.
- Students will be supported and required to sanitize their hands prior to heading out for recess. Students will also sanitize their hands prior to entering the classroom after recess.
- All sports equipment will be sanitized after each recess. We will be providing a variety of equipment to allow for safe movement and play.

Lunch Hour

Students eating lunch at home

- We request that students to go home for lunch whenever 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.

Students eating lunch at school

- Students who stay at school for lunch will be eating in their classrooms at their desk.
- If your child requires a lunch, it will be delivered to the classroom by the nutrition worker.
- Students will be dismissed to their designated play area and will stay with their recess cohort.
- Students will be supported and required to sanitize their hands prior to heading out for recess. Students will also sanitize their hands prior to entering the classroom after recess.
- All sports equipment will be sanitized after each recess. We will be providing a variety of equipment to allow for safe movement and play.

Changes to the nutrition program

- If students require breakfast, it will be delivered to their classroom after the second bell.
- A universal snack will continue to be provided for those who require it.
- The nutrition worker will oversee prepping and delivery of the snack.
- After sanitizing, teachers will help to distribute the snack to each child.

Entering and Exiting the School

Entering and exiting the school will look different for our students and families this year. Students will be assigned a primary entry and exit point to ease congestion and ensure student safety.

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.



Entry to school

- In the morning, students will meet at a designated area with the classmates outside the school building.
- Teachers will meet students and escort them through their assigned door to their classroom.
- Please see the map below. This is subject to change based on enrollment.



REMINDER
Front entrance is for appointments only

- You will be notified of your child's muster point which will be close to their assigned entrance prior to September 8th.

Exiting the school

Reminder that students will no longer be exiting through the front doors.

- Classrooms will be dismissed individually, to alleviate congestion in the hallways.
- Students will exit through their assigned door.
- **For parents picking up their child/children, please identify a safe location that is not at the front entrance to promote physical distancing.**
- To ensure student safety, we ask that students do not congregate on school property after 3:30pm.

Bussing

- Please refer to the parent handbook for changes to bussing procedure.
- Reminder students will not be allowed on the bus without a mask.
- PreK to grade 4 students will continue to be received by a staff member when they arrive in the morning.
- PreK to grade 4 students will be escorted to their muster point by the staff member.
- At the end of the day, students will be dismissed out their assigned door and will make their way to our bus loading zone. Students will wait, following physical distancing procedures, and a staff member will supervise the loading of students onto the bus.

Parking and Student Drop off/Pick up

Drop off

Reminder for parents/guardians: the transition from parent to teacher will not happen inside the school building as it has in previous years. Instead, parents are welcome to walk their child to their assigned location outside the school where they will be met by their classroom teacher after the first bell. Teachers will enter the school with their children, one class at a time to promote physical distancing.

Pick up

Teachers will dismiss students one class at a time at the end of the day. Students will exit through the same doors that they entered from in the morning. Teachers will escort students out of their designated door. Parents/guardians can pick up their children outside their entry point. Students who require busing will head to the bus loading zone.

- Please identify a safe location to meet your child, that is **not** at the front entrance to promote physical distancing
- Parents/guardians are encouraged to find a location that is safe along **Avenue T** or **Rylston Road** to park when picking up their child.
- Parents are reminded that the bus loading zone and staff parking lot must remain clear for student safety.

Registration for New Families

The morning of **Wednesday August 26** has been reserved for **new students** to register at Howard Coad from 9:30-11:30am.

- For families and students who are returning to Howard Coad, you will receive a welcome back phone call from a staff member on August 25th.
- We will also be providing a video to share with families to highlight the changes for the upcoming school year at Howard Coad.

PreK and Kindergarten Specific Information

- Each PreK and Kindergarten student will attend **one half day** during the week of September 8th-11th. Staggered start information and PreK and Kindergarten visit information will be coming from your classroom teacher the week of August 31st.

Staggered Start Grades 1-8

In order for students to transition into the school year smoothly and develop new routines, students from grade one to eight will participate in a staggered start.

- This means that your child will attend Alternating Days either Tuesday and Thursday September 8th & 10th all day or Wednesday and Friday September 9th & 11th all day. This will allow for students to see the space and learn routines alongside a smaller group of students.
- You will be contacted by a staff member and notified which days your child/children will attend the week of August 31st. We will ensure that families with multiple children in different grades attend on the same days.
- Busses will be running during staggered start.
- Regular classes begin on Sept 14 for **all** students.

New School Procedures

Storage of student materials

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



Flow of traffic through the school

- Students will be expected to walk on the right side of the hallway following the directional arrows.
- If students are waiting in line at the office, water fill station, or library, there will be floor decals to promote social distancing
- Students will be assigned specific washrooms and water filling stations.
- Teachers will monitor the number of students from their classroom using the washroom.
- Students will be reminded to follow careful handwashing routines through the use of visuals and direct instruction by staff.

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. 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. There will be numerous prompts to wash hands or

use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.



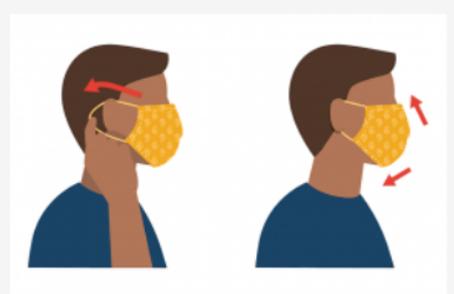
Mask usage

Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained. Students will be asked to put on their masks prior to entering the school.

- 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](#). “

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

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.



Extended Day Program (Boys and Girls Club)

For our Before & After School, Mini Clubs & Neighbourhood Club Programs:

Please read through an outline of our procedures for these programs. These procedures have been put into place to ensure that we are following the guidelines from the Government of Saskatchewan and all the school boards that we have programs in. **Detailed procedures will follow in the next few days via email.**

1. All staff and participants will be required to wear masks at all times, no matter what age they are.
2. Programs will mix age groups (school cohorts) except when there are enough kids from one school cohort to place one leader with that cohort. We will be working with the schools to try to implement this in our larger programs, where there is a greater chance of many kids from 1 cohort.
3. We will try to keep group size to 15 wherever possible. This will depend on how much space we have access to at each site. Larger programs may see increased group sized to a maximum of 25 if the space allows for social distancing (minimum 6 ft).
4. All programs will allow for social distancing and programming will be modified (such as pool noodle tag). Physical activity will be part of our programming.
5. Parents will not be allowed into the programs; we have emergency cell phones at each site and there will be a detailed procedure for pick up and drop offs to follow.
6. No shared materials. Supplies will be provided individually, based on program plans. Equipment will be assigned to individual participants and sanitized prior to sharing with another participant.
7. Participants are required to bring their own snack which will be eaten at least 6ft apart from other participants
8. Program staff will ensure that the site (all tables, chairs, high touch surfaces and washroom taps & dispensers) are sanitized before program start, after snack, before & after each activity or every half hour, whichever comes first.
9. We will be following all the protocols as set out by the school boards, including first aid procedures, participants who have symptoms, staff who have symptoms etc.
10. We ask for patience during this time, as we are all (children, youth, families and Boys & Girls Clubs) trying to do the best we can to keep everyone safe.

Wearing masks, 100% of the time, allows us to mix age groups (cohorts). Providing programs to individual cohorts is something that, as a non-profit organization, we cannot afford. We do not and will not put that cost onto parents as it would not be affordable for families as well.

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 306-683-7260 or email HowardCoadSchool@spsd.sk.ca.

Sincerely,

Jeff Shepherd (Principal), Candace Wilson (Vice Principal) and the Howard Coad Staff.