

Return to School Protocol – Saugeen District Senior School

Information for Students and Families

Outlined below are important changes to school routines and expectations for September 2020. Please review this information with your child so they are aware of some of the key changes prior to the start of the school year.

Main Office Area:

- One person has access to the main office at a time.
- Please use the main glass doors when entering.
- Please wait in designated line marked clearly outside the office.

One Way Hallways:

- Blue arrows have been placed in all areas of SDSS on the floor.
- The direction of the arrows indicates the flow of traffic.
- Although not all routes will be as direct as in past years, please follow the flow of traffic at all times.

Signage:

- You will notice a lot of signage around the building at SDSS.
- Reminders to wear a mask, how to wear PPE properly and reminders to wash your hands have been placed in high traffic areas, washrooms, changerooms and considerations have been made as to how traffic will flow and where signage has been placed.
- Floor decals have been put down to indicate where students/staff are to line up for the office, guidance, washrooms, etc.

Lockers:

- Students in grade 7 and 8 will have access to lockers.
- Students in grade 9-12 will not have access to lockers.
- If any changes occur, school administration will communicate this to families.
- Elementary lockers have a plan to be physically distanced by homeroom.
- Secondary students have one class per week so items will remain in classrooms.

Student Washroom Policy:

- Students will be granted washroom breaks one student at a time per classroom.
- In emergencies, staff will permit the student to access the washroom.

- All washrooms have signs posted with limits to the number of students and floor decals for waiting areas.

Closed Areas:

- Until further notice the library, gym and study hall lunch time supervisions will be closed.

Nut Free:

- SDSS is a nut free school. Please do not send snack or lunches with peanut butter or other nut products to school.

Cafeteria:

- SDSS will be the pilot school for Chartwell's reopening of cafeteria services.
- Sept 28th is the date set for this to begin.
- Secondary students will have access during their scheduled lunch time on Sept 28th.
- Elementary students will have access during second nutrition break on Sept 28th.

Process for Student Behavior:

- Students are expected to follow the school code of conduct and adhere to the return to school protocols put in place at SDSS.
- All students at SDSS are expect to wear a mask inside the school building at all times and while waiting in the bus loading zone at the end of the day.
- Students are expected to follow the direction of their teachers and be respectful to staff and students while at SDSS.
- School administration will address any concerns when required and contact home if necessary.

Process for Student Illness:

- It will be important for families to complete the student self assessment prior to arriving at school each day. If a child is experiencing even one Covid symptom, they must stay home.
- Staff are also required to complete the self assessment and will be required to stay home if they are experiencing symptoms of Covid.
- The school is to report to Public Health if a child or staff member is experiencing two Covid symptoms.
- If a child develops a symptom of Covid while at school they will be removed to a quiet space and wait for pick up. The quiet space is our school's health room which is located close to the main office. The child will be monitored by a staff on an ongoing basis.

- Families will be contacted immediately to come and pick up the child. It is important that every family has an emergency plan for pick up as students are not permitted to go home on the bus.
- When families arrive at the school we ask them to call the main office. A staff member will bring your child to the front doors. All staff interacting closely with your child will be wearing full PPE to ensure the safety of both the staff member and the child.
- If you believe that your child has come into contact with Covid 19 please call the school as soon as possible. Individuals who have any symptoms of Covid 19 are not to attend school at this time. They should contact their healthcare provider or visit an assessment centre for testing. They are not to attend school until they are symptom free or have had a negative Covid test result.
- If a test comes back positive the individual self-isolates for 14 days before returning to school as directed by public health.

Attendance Procedures:

- If a student in grade 7/8 arrives late to school they are to go directly to class and a phone call is to be received by the office to inform us of their arrival.
- Students arriving late who are in grade 9-12 will go directly to their assigned classes.
- Teachers will email/call the main office with the names of those students who arrived late.
- Students who have appointments or notes are to come to the office after a phone call has been made to the main office ahead of time. Families are asked to please email or call the school to decrease the amount of notes we receive from families.

Lunch Time/ Nutrition Break Expectations:

- Students in grade 7 and 8 will eat in their classrooms.
- Students in grade 7 and 8 are allowed to sign out for their first nutrition break only.
- An email should be sent to the homeroom teacher from parents/guardians granting permission to leave school property for the day or entire school year. Students are not to return to the office to sign in. They are not to come back inside the school but to enter their outside school zone five minutes prior to the break being over.
- Students in grade 9-12 have two options for lunch – 1. They remain in their assigned classroom during the entire lunch period or 2. They leave school property and do not return until five minutes prior to the start of class.
- Students in grade 9-12 can leave their homerooms for washroom breaks but there is no walking the halls during the lunch hour. There is no eating in the hallways.
- Students in grade 9-12 who are assigned to a science, technology, gym or music class will be assigned a space in the common area/ cafeteria to eat with their classmates.

Bus Procedure – Morning Routine:

- Students arriving off of buses are to unload in the bus area.
- Grade 7/8 students are to go directly to the elementary play area and remain physically distanced.
- School staff will assist in lining students up in designated areas by class and follow our school procedure.
- Students in grade 9-12 arriving off buses are to go directly to the lower paved area of the bus loop. They are to wait in this area physically distanced from others until the warning bell goes five minutes prior to the start of class.
- Students will follow the flow of traffic inside the school from the bus entry loop and go directly to classes.
- If it is raining out in the morning – students coming off of buses will follow the same process as outlined above, however we will have students enter the building under the direction of school administration.

Bus Procedure – Evening Routine:

- Grade 7 and 8 students will exit the building class by class down the far staircase outside of the learning lounge. They will walk the path and enter the bus loading area by the playscape.
- Grade 9-12 students will exit the building at the end of the day following the flow of traffic and exit the building through the bus doors off of the common area.
- All students in the bus loading area outside of the school are required to wear masks.
- If students wish to stand on the basketball court or elementary yard and not wear a mask while physically distancing from others they can choose to do so. They are responsible however for watching for their bus and getting on it in time.

Students who walk to school:

- Students who walk to school are asked to coordinate their arrival time five minutes prior to the start of class.
- Grade 7 and 8 students can join their peers in the yard and secondary students can wait outside the building if they arrive too early.

Parent/Guardians:

- At this time we ask that parent/guardians do not enter the school or playscape.
- If there is an emergency please call the main office and we will support you.

Picnic Tables:

- Picnic tables may be used for outdoor classroom work.
- Picnic tables are to be out of bounds at recess.

Student Drop Off Zones:

- Parent/ guardians who are dropping off their grade 7/8 children should continue to use the back entrance of the school and drop off along the side of the school's kiss and ride. This is the area closest to the elementary playscape.
- Secondary students should continue to park vehicles in the back parking lot and wait to enter the school at 8:55AM (5 minutes prior to the start of the day).
- Families dropping off students at the front of the building who are in grade 7 and 8 **should not** use this area for drop off in the morning and should use the back parking lot area as outlined above. Families can pick up grade 7-12 students from the front entrance way at the end of the day however. Students are not to be in the building prior to five minutes before class begins and grade 7 and 8 students are to meet on the play area to be organized to come into the building whether they are dropped off or bused to school. Students are not able to walk through the building prior to the start of the day.

This is a living document and will change as we work through various situations this year. Please review these new procedures and expectations with your child prior to arriving to school. Thank you for your patience and support as we all work through our return to school process together.

With thanks,

SDSS Administration Team