

Back to School at École Puntledge Park

(February 8th changes in highlights)

At École Puntledge Park we strive to provide a safe, caring and educationally nurturing environment for all. We value all students' unique qualities and believe that everyone has the ability to learn, build relationships and contribute to our school community.



This school year will be different as we adjust and adapt to help keep all of us safe and healthy through the Coronavirus pandemic. We are prepared as a school to continue to provide a great learning environment and welcoming community for our families.

The [Puntledge Way](#) will continue to provide us guidance.

Safety procedures

All our plans and procedures are based in the safety protocols and procedures outlined by both the [school district](#) and the [BCCDC](#). On some points the district is holding a higher standard. Some of the highlights in these documents are:

- **Masks:** Elementary Students are not required to wear masks. **Adults are now required to wear masks while indoors, unless at their work station when appropriately physically distanced**
- **Handwashing:** Students will wash hands or use hand sanitizer many times in a day, whenever they move to a common space, before and after eating, and when entering the class.
- **Staying home when sick:** By bringing students to school parents are confirming that they and their family are healthy and free of any signs of illness. Students and staff need to stay home and notify the office if sick.
- **Kids who get sick at school:** Our first aid attendants will support students who are sick, they will be isolated from other staff and students until parents are able to come pick them up.
- **Cleaning:** There are increased cleaning procedures in place, and daytime custodians at school to help keep it clean. Frequently touched surfaces will be disinfected twice daily.

Student groupings

Classes continue to be paired up into cohorts of no more than 60 students and staff, who are able to learn and play together. In these cohorts, students are asked to minimize physical contact. For any staff and students outside of the cohort, students will be keeping physically distant when inside and minimize physical contact when outside.

Group 1		# students	Group 2		# students
K/1	Devlin Greenlaw	34	K	Goodger Sutton	40
Gr. 1	Stefan Williams	40	K/1/2	Young Makinson	39

Gr.2/3/4	Vaughan McLaughlin	44	Gr. 3	Mathew Sedunow	40
Gr. 2	Bradfield Frain	40	Gr. 4/5	Buckley/Jernslet de Goede	54
Gr. 4/5	Pilote Boland/Leblond	48	Gr. 6	Black	24
Gr. 5/6	McLaughlin/Leblond Drake/Leblond	50	Gr. 7	Hartig Peddle	39

Daily Schedule

- **Overall schedule**

- Warning Bell for all students : 8:35 am
- Start of school day for all students : 8:40 am
- End of school day for all students: 2:30 pm

GROUP 1 Schedule Div. 1, 2, 5, 6, 11, 12, 13,14, 17, 18, 19, 20	Group 2 Schedule Div. 3, 4, 7, 8, 9,10, , 15,16, 21,22,23
9:55 – 10:25 Recess Outside 11:55-12:25 – Lunch Recess Outside 12:25 – 12:45 – Eating in classroom with teacher	10:30-11:00 Recess Outside 12:10-12:30 Eating in Classroom with teacher 12:30-13:00 Lunch Recess Outside

Arrival / dismissal and entering / exiting the building

- Those with outside doors must enter / exit there – lineup at door and teacher greets (Mme Bradfield, Mrs. Young, Mrs. Makinson Mme Boland/Leblond, Mme Frain, Mrs Greenlaw, Mme Pilote, Mme Goodger, Mme Sutton, Mrs. de Goede, Mrs Buckley/Jernslet
- Mme Black, M. Williams, M. Hartig, Mme Peddle – students line up outside their classroom windows – come in through front doors one class at a time
- Mme Drake/Leblond – line up in front of building next to Wee Care entrance
- Mme Mathew/Gowie, Mme Stefan, Mme Sedunow – Line up under bike shelter and next to gym doors under cover. Enter / exit through breezeway
- Mrs. Devlin, Mrs. Vaughan and Mr. Mclaughlin – Line up along back wall of school, under cover. Enter / Exit through back double doors one class at a time
- Mme McLaughlin / Leblond – Line up to enter through Indigenous Room on the forest side. Exit through back double doors
 - Main front door will be unlocked and back double doors open. Breezeway to remain closed to control access
 - Wee Care front doors will remain locked
 - No students should be entering the building in the morning unaccompanied by a teacher
 - Parents are not allowed in any part of the building or courtyard, unless by appointment.
 - Late Arrivals may go directly to class if before 9:00 am. After 9:00 am, students can report to office. Teachers, please wait until 9:00 am to post attendance.
 - DISMISSAL will be from the same location as arrival

Moving around the building

Classes will be able to use common spaces such as the gym, library, and music room. Students will wash or sanitize hands before going into these rooms. Teachers and staff who are outside of the cohorts listed above (LST's Administrators, etc.) will have to keep physically distant with students or wear a mask.

Directional arrows will help students to move down the right side of hallways and keep distant from other classes. Student movement through the building will be closely supervised by staff.

Bathrooms will be limited to 2 students at a time. Water fountains are turned off, but bottle refilling stations are available. **Please bring a water bottle to school every day or keep one at school.**

Students with diverse abilities

- We will continue the processes that have been established district-wide and are already in place in our schools: Case Management; SBT—Referral/Review process; development of IEP/Learning Plans; assessment processes/assessment
- Each student with diverse abilities/disabilities or designation will be assigned a Case Manager or PVP/Counsellor contact.
- Case Managers and/or PVP/Counsellor contacts will connect with families to ensure that they are aware that their child/youth is welcome to attend school and to provide an update on their child/family
- We will continue to monitor school re-engagement levels of vulnerable students and families and will follow processes to connect with these families.
- Case Managers/PVP/Counsellor contacts will bring students forward at SBT Review Meetings (to be held in the first 2 weeks of return to school) to review vulnerability, learning needs; EA supports, district specialist support, health and safety support; mental health support of all students in the cohort.

Parents /non-staff adult help required

We need to be mindful of the number of people who are in one space at any given time – we prefer parents to send their child toward the exterior classroom door or meeting point from a distance so as to not congest the area.

- ***Be on time!*** The careful planning around arrivals and entering the building depends on students being where they are supposed to be at the right time. Warning Bell at 8:35, Start Bell at 8:40.
- Please permit school staff the class meeting area to organize students without additional adults (parents)
- Parents who require additional time with their child before the start of the day can help us by wearing a mask to model awareness of population density requirements.
- Please help us by modeling physical distancing when you re-connect with fellow parents – we will be spending a lot of time instructing students key safety skills like physical distancing, handwashing, hands to self and potentially the proper use of masks – your modeling will help us.
- Please make a pick-up plan for your child(ren) in advance where you will meet each day after school if they are not walking / bike riding themselves home. – example: We will meet in the forest after school / the bike rack / the Lake Trail lower field, etc... Discuss it, point it out, even practice it. **The pick up point should be as far away from classroom and school doors as possible to avoid congestion.**
- Please remember that vehicle traffic often presents a problem after school. Timing your pick up for 2:45 pm can be a great way to reduce traffic congestion in front of the school. Parking on Embleton, Woods, 4th are all excellent for alleviating congestion in the school parking lot.
- Staff supervision around the school ends at 2:45. To protect cohorts, please do not stay and socialize onsite.
- Parents will not be able to come into the school building, which includes the courtyard, without a specific appointment. Teachers will meet their students outside and bring them outside again after

school for dismissal. If meetings are required we will schedule them for phone, online, or outdoors if possible.

Communication

- We want to keep you informed. We recognize that too much information is overwhelming, We will try to keep messages brief so they can be easily read.
- Weekly emails (or more if necessary) will come home as things change and we adjust to it.
- Our webpage is a good place to find current information. Classroom teachers are using their own strategies for keeping parents informed (planners, webpages, email etc...)
- If any issues or questions cannot be resolved through the teacher, please contact the Principal Stephane LeBlanc at 250-334-4495 or through email stephane.leblanc@sd71.bc.ca.