

Back to School at École Puntledge Park

January 2022



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

The school [Code of Conduct](#) and the [Puntledge Way](#) will continue to provide us guidance.

Monday January 10th – full time school for all Grade k-7 students.

Safety procedures

All our plans and procedures are based in the safety protocols and procedures outlined by both the [School District](#) and the [BCCDC](#). Some of the highlights in these documents are:

- **Masks:** Students in grades k-7 must wear a mask at all times while indoors. All adults must wear a mask while indoors.
- **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. Everyone must complete a [daily health check](#).
- **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 daily.
- **Parents and Visitors:** the school may be accessed for specific purposes only (i.e. meeting, volunteering, etc). A health check and sign-in are mandatory for all visitors. A reminder that all students / classes will be dismissed at the outside door or designated outdoor area.

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 A Schedule Div. 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18	Group B Schedule Div. 1, 2, 3, 4, 5, 6, 19, 20, 21, 22, 23
9:55 – 10:25 Recess Outside	10:30-11:00 Recess Outside
11:55-12:25 – Lunch Recess Outside	12:10-12:30 Eating in Classroom with teacher
12:25 – 12:45 – 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 (div. 13), Mrs. Makinson (div. 4), Mrs. Young (div. 3), Mme Coustalin/Leblond (div. 18), Mme Frain (div. 14), Mme Pilote (div. 17) Mrs Greenlaw (div. 2), Mme Macleod (div. 9), Mme Timbers (Sutton – div. 10), Mrs. de Goede (div. 8), Mrs Buckley/Jernslet (div. 7)
- Mme Black (div. 22), M. Williams (div. 12), M. Hartig (div 21), M. Swaney (div 23) – students line up outside their classroom windows – come in through front doors one class at a time
- Mme Peddle (div 20)– line up in front of building next to Wee Care entrance
- Mme Mathew/Pollard (div 15), Mme Stefan (div 11), Mme Sedunow (div 16) – Line up under bike shelter and next to gym doors under cover. Enter / exit through breezeway.
- Mrs. Devlin/Mr. Turenne (Div. 1), Mr. Turenne/Mrs. Edwards (div 5) and Mr. McLaughlin (div. 6) – Line up along back wall of school, under cover. Enter / Exit through back double doors one class at a time
- Mme McLaughlin / Leblond (div. 19) – Line up at the Indigenous Room door on the forest side. Enter/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 or after recesses unaccompanied by their teacher
- Regarding parents and school visitors, access at the school will be limited to those areas required for the purpose of the visit. All parents and visitors are required to wear masks in all schools. A reminder that all students are greeted and dismissed outside.
- 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 at 2:30 pm will be from the same location outside as arrival

Learning Space Configuration

Learning spaces are arranged to maximize the space available and to avoid people directly facing one another (where possible). Staff and students are continually reminded to consider and respect others personal space.

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. While directional arrows have been removed, students and staff are reminded to stay to the right and respect others' personal space.

To ensure movement without involuntary contact with others, the following measures will return:

- Return to clutter free hallways without furniture, especially in higher congestion areas like around front door, near gym area, around the hand washing stations near room 9
- Staff is encouraged to use the front office counter at plexiglass window when interacting with office staff. Also, accessing copier, staff room, mailboxes is encouraged from exterior
- Reminder to avoid cutting through other classes whenever possible
- Classes/larger groups may not move around the building unaccompanied by their teacher (i.e. when getting the ipads or computers)

Parents /non-staff adult help required

We need to continue 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 meeting areas.

- ***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)
- 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. – ex: 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 2:40 pm can be a great way to reduce traffic congestion in front of the school.
- Staff supervision at the front of the school until 2:45.
- Teachers will meet their students outside in the morning and bring them outside again after school for dismissal. Regarding parents and school visitors, access at the school will be limited to those areas required for the purpose of the visit. All parents and visitors are required to wear masks in all schools. A reminder that all students are greeted and dismissed outside.

School Events and Activities

Staff Meetings – online

PAC / Parent Meetings – online

School Gatherings and Events – online or outdoors

School Sports – may continue, without spectators. No tournaments.

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.

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 will come up with their own method 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.