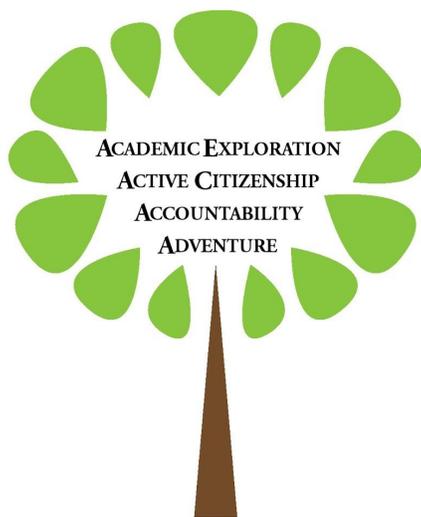


ANNETTE ST PS AND HIGH PARK ALTERNATIVE

OPERATIONAL PLAN

Family Guide for Safe Re-entry

SEPTEMBER 2020



HIGH PARK ALTERNATIVE SCHOOL
since 1981



This document is an extension of the TDSB published [Operational Guidelines – Elementary](#). It details the items specific to Annette St PS and High Park Alternative concerning school re-entry under COVID restrictions. Please note that as things change daily, the information in this document too will change. All changes and current information will be communicated to parents on an ongoing basis.

The TDSB has identified general guiding principles. While planning all of the operational procedures, we MUST center in some core values and beliefs that will guide our work and ensure that we create an **inclusive, welcoming** and **safe** environment.

Guiding Principles



OUR Commitment to Indigenous Education, Equity, Anti-Racism and Anti-Oppression

We are committed to providing equitable access to learning opportunities for all students. This includes our ongoing commitment to human rights, equity, anti-racism, anti-Indigenous racism, anti-Black racism, antioppression and, ALL other forms of racism and discrimination. Vision for Learning. This commitment will be the basis of everything we do at Annette and High Park and underpins all programming at every grade level. We recognize that the intersections of social identities of students within our school add further dimensions and complexities. Therefore, we must ensure that we are conscious of the role implicit bias plays and how it can impact students in harmful and discriminatory ways in classrooms and schools. “We will effectively integrate the voices, choices, abilities and experiences of our students into our school programming [and] be more responsive to the strengths, interests, gifts, and lived realities of our students as we create and design our schools and classrooms.” TDSB Multi-Year Strategic Plan.

PREPARING TO COME TO SCHOOL

Self Screening at Home

Employees, students and parents are expected to be familiar with and recognize the signs and symptoms of COVID-19. Before coming to work or school each day, they must perform a [COVID-19 self-health assessment](#) before coming to school and remain home if they have any signs or symptoms of COVID-19. It is available online at [It is recommended that employees, students, parents and visitors seek testing if they are demonstrating any symptoms of COVID-19 or if they do not pass the self-health assessment for any other reason.](#) These individuals are not permitted to enter the school. Employees, students, parents, and visitors will be expected to report their COVID19 test results to Shauna Davidson (Principal) as soon as they are available, so additional action may be taken if necessary.

Health Screening App and Screening at Home

The TDSB is developing a health screening application to assist in verifying that staff and students are safe to enter their school/site, as per the guidelines set out by Toronto Public Health. Using the app, staff and students will complete an online health screening self-assessment either before arriving at school/work or a screening station once they arrive each day. More information on the app and its impact on the screening stations will be shared in the coming weeks. Visitors to the school will be significantly limited and by appointment. They, too, will be expected to conduct the self-screening and will have an additional screening upon entry.

Each teacher with individual classes will conduct an additional screening process during attendance-taking OUTSIDE. Every class will have a designated meeting area in our schoolyard every morning, where attendance and screening will occur before entering the building. Parents will be notified of the meeting area for their child/ren class when class placement emails are sent out. The poster below is what will be used at school as a screening tool. It is linked if you would like to see and read it.



Delayed Start

Please see the table below regarding our staggered start days. School will officially begin on September 15, 2020, and by September 17, 2020, all students who have chosen the face-to-face schooling option will be at school. If a student is in a combined grade class, they will begin on the day respective of their grade. For example, a grade 1 student in a Grade 1/2 class will start on Wednesday. A grade 2 student in a Grade 1/2 class will begin on Thursday.

DATE	KINDERGARTEN TO GRADE 5 SCHOOLS	KINDERGARTEN TO GRADE 6 SCHOOLS	KINDERGARTEN TO GRADE 8 SCHOOLS	GRADE 6-7-8 SCHOOLS	GRADE 7-8 SCHOOLS
TUESDAY, SEPTEMBER 15	SENIOR KINDERGARTEN GRADE 5 ALL ISP CLASSES	SENIOR KINDERGARTEN GRADE 6 ALL ISP CLASSES	SENIOR KINDERGARTEN GRADES 4 AND 8 ALL ISP CLASSES	GRADE 6 ALL ISP CLASSES	GRADE 7 ALL ISP CLASSES
WEDNESDAY, SEPTEMBER 16	JUNIOR KINDERGARTEN GRADES 1 AND 4	JUNIOR KINDERGARTEN GRADES 1 AND 5	JUNIOR KINDERGARTEN GRADES 1 AND 7	GRADE 7	GRADE 8
THURSDAY, SEPTEMBER 17	GRADES 2 AND 3	GRADES 2, 3 AND 4	GRADES 2, 3, 5 AND 6	GRADE 8	

Class Size Caps

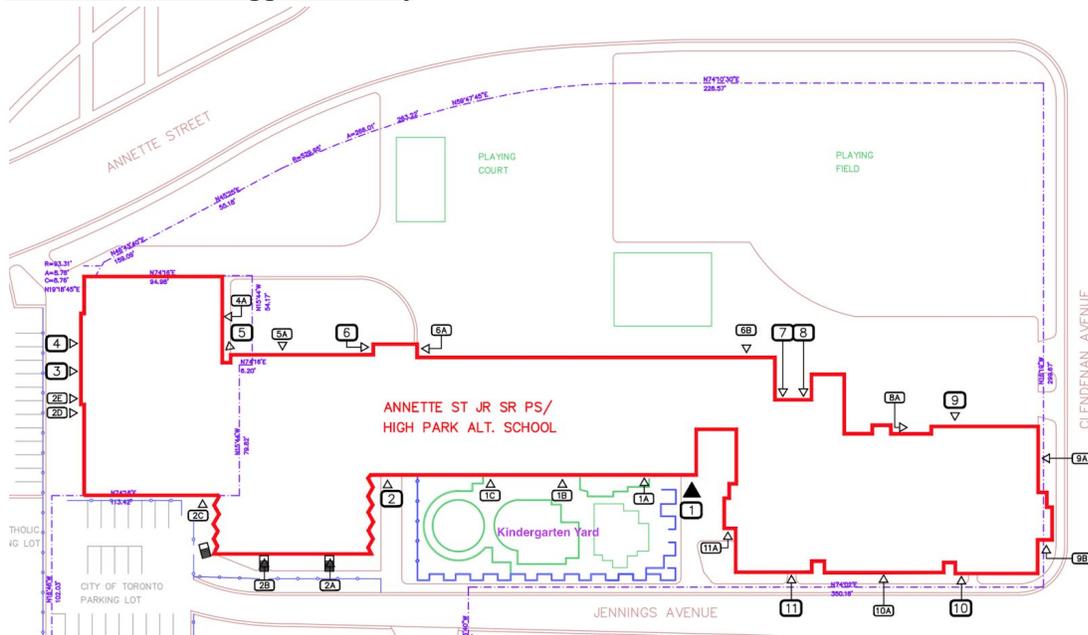
All class sizes will be capped, as shown below, as per TDSB guidelines. At Annette, a number of our kindergarten and intermediate classes were above this cap. As such, staffing, teacher assignments and student placements have been modified to meet the cap criteria. There were changes made to the HPAS model as well to balance the class sizes.

School	JK/SK	Grades 1 to 3	Grades 4 to 8
Virtual School	29	20	35
TDSB Identified High Priority Schools (based on TPH and other criteria)	15	20	20
All Other Schools - (this is us)	24	20	27

Placement Letters and Entry Information

Each of you will receive a placement email with information about your child/ren's teacher/s, classroom number, meeting spot and entry door. We are aiming to have these sent by **September 11, 2020**.

Start Time and Staggered Entry



Grade 1-8

Our school start time and dismissal time will not change. When our school bell rings at 8:45 am, our teachers will come outside and meet their class at their respective meeting location for attendance and screening. Once this is done, teachers will begin to enter the building at 8:55 am in the following order:

Door 11	Door 9	Door 8	Door 7	Door 6
Belvedere	Fairweather - 3rd Floor	Sand 3rd Floor	Gidzinski Main Floor	Nagy 2nd Floor
Armstrong	Saunders 3rd Floor	Del Bel 3rd Floor	Brun 2nd Floor	Rowe Quinn 2nd Floor
	Yang 2nd Floor	Aloisi 3rd Floor	Ali 1st Floor	Bourke 2nd Floor
	Chang 2nd Floor	Goodfellow 3rd Floor	Tsim 1st Floor	Hansen 2nd Floor
	Masellas 2nd Floor	Romao 2nd Floor	Fricker 1st Floor	Shaw 2nd Floor
		Halicki 2nd Floor		Stronach 2nd Floor

We have opened an additional door for entry and exit - Door 11 on Jennings Ave.

Drop off

Suppose you are entering the back schoolyard to drop off your child at the designated drop off location. In that case, we ask that you go directly to the spot and maintain physical distancing throughout. Integral to this plan working is parents dropping off their children and then leaving so that our limited space is not crowded and some physical distancing can be maintained. As you can imagine, over 600 students need to remain in their classes and distanced, and we need parent cooperation with this. Parents are encouraged to say good-bye quickly and then leave.

If your child is late and their class has already entered the school, they can buzz the Main Door (Door 1) off Jennings Ave, and a staff member will let them in and do a screening upon entry.

Kindergarten

ALL Jr and Sr Kindergarten students will be dropped off and picked up at the school's FRONT on Jennings Ave. **Our DECEs will be providing supervision in our front Kindergarten yard starting at 8:50 am daily.** Teachers will come out to pick-up their classes at 9:00 a.m. We ask that, upon drop off and pick up, parents do not enter the Kindergarten schoolyard, please say goodbye at the gate.

If your child is late and their class has already entered the school, parents can buzz the Main Door (Door 1) off Jennings Ave. and a staff member will let the student in and do a screening upon entry.

Visitors to the School

We are very appreciative of all the parent volunteers that are in our building regularly. Unfortunately, we will have to limit the number of people in the building, which means we cannot have volunteers in the class or school. Volunteers are a fundamental aspect of our learning community, and this was a tough decision to make. We look forward to the time when we can have you back with us. Visitors to our programs may be able to continue with the use of technology. Individual teachers will let you know what they come up with that works for their class.

Early Pick-up

When you need to pick up your child from school early, we ask that you call first, and upon arrival at the school, please ring the bell at the Main Door (Door 1), let our office staff know who you are picking up and wait outside for them.

Item Drop Off

Very often, parents will drop-off lunches or items students have forgotten at home. This is going to be strongly discouraged. We are limiting hallway traffic as well as the number of people in the building. Please try your very best to send your child to school with everything needed for the entire day. A drop-off table will be put outside of the main entrance where you will be asked to leave any items you absolutely have to drop off. Please ring the bell to let us know that you are dropping something off. **The item must be clearly marked with student and teacher name.** A

staff member will come out to pick up the item and then call the student down to pick up their item.

Personal Protective Equipment

All staff members will be provided with the appropriate PPE (medical masks and face shields) to interact with each other and with students safely. All students are required to wear masks. We encourage you to send at least two masks with your child and a fanny pack to store them. **Please teach your child how to wear a mask, how to keep it and change it, and the importance of wearing it correctly.**

All classroom teachers will have extra masks, just in case. All classrooms will have **unscented** hand sanitizer, soap and paper towels. Students may bring their hand sanitizer from home to keep at their desks, but please remember this must be **scent-free**. There will be hand sanitizer stations throughout the school, including entry points.

We are ordering fanny packs with our school logos on them. We will be selling these through cash online as soon as they arrive.

Helpful videos:

[HOW TO HAND WASH](#)

[HOW TO HAND RUB](#)

[PUTTING ON A MASK AND EYE PROTECTION](#)

[HOW TO WEAR A FABRIC MASK SAFELY](#)

[TAKING OFF GLOVES](#)

[TDSB SAFE RETURN TO SCHOOL](#)

Cleaning and other measures

Caretaking staff will perform routine cleaning of general facilities throughout the day and conduct enhanced cleaning of high touch surfaces such as light switches, handrails, door handles, etc. twice daily. Shared items will be used minimally and will be cleaned between users. Mechanical HVAC systems have been checked during the summer months to ensure they are operating as designed, and we will increase the frequency of filter changes. Also, the intake settings will be adjusted to increase the amount of fresh air and reduce recirculation. Where possible, windows will be opened to increase natural ventilation. All windows have been checked to ensure they are functioning at full capacity.

Annette and HPAS are fortunate to have sinks in most of our classrooms. Teachers will schedule frequent hand-washing breaks for students during instructional time and before and after

recess/lunch breaks. All classrooms will be equipped with soap, hand sanitizer (double for those without sinks), paper towel and disinfectant spray to wipe clean learning tools/manipulatives.

Drinking Fountains and Washrooms

Our drinking fountains will be closed for the time being. We have one water bottle filling station that will remain open. Please ensure that your child has a full water bottle with them daily. All washrooms have been opened throughout the school, and cohorts will be assigned which bathrooms to use. Each bathroom has a “capacity of students” (a number) posted on the doors with instructions for students on how to assess how many students are in the washroom and how they enter and exit. There will be paper towels in the bathrooms, and soap dispensers will be checked regularly to ensure that they are operating correctly and have enough soap. Please remind your child about hand washing routines.

Teachers will continuously review these practices.

Our Wellness Room

To ensure that language remains positive, we will be calling our “isolation room” the “wellness room.” This room must be proximate to the office for supervision purposes and parent pick-up purposes. This space will include all PPE (gown, shield, masks and alcohol-based sanitizer) and will be disinfected ongoingly.

Students and Staff Who Become Ill

- Students in our wellness room will be supervised until a parent picks them up.
- If a student becomes ill with COVID-19 symptoms, they will go to the wellness room, and parents/guardians will be contacted and notified to pick up the student as soon as possible.
- Parents will be asked to go to an assessment centre for testing as soon as possible and to self-isolate at home until results are available.
- **Our closest assessment centre for the Annette and High Park Community is St. Joseph’s Hospital at 30 The Queensway.**
- The administration will contact Occupational Health and Safety, who will then notify TPH, who will provide additional information on the next steps.
- [Who gets tested, and when?](#)

Confirmed Cases of COVID-19

- In the event of a confirmed case of COVID-19, Shauna will verbally inform all staff who have been in the building on those days of a confirmed case of COVID-19 (personal information/name will not be shared).
- Principal records this information, including attendance, contact information and visitor sign-in logs for possible Toronto Public Health (TPH) contact tracing purposes.

- Senior Manager, Occupational Health & Safety reports the name of employee/student to TPH.
- Students and employees who test positive for COVID-19 will self-isolate for 14 days following TPH protocol.
- TPH will contact positive cases directly and provide a letter directly to the other staff/students identified to have a high risk of exposure.
- The Communications Department will work with TPH on letters to school or community, as determined by TPH.
- TPH will collaborate with the Supervisor/Principal to obtain contact information for those individuals with a high risk of exposure.
- TPH will follow up with the employer through the Senior Manager, Occupational Health & Safety if needed.
- Supervisor/Principal discusses any enhanced cleaning protocols that may need to be performed with the Facility Team Leader. These area(s) will be closed until this enhanced cleaning is completed.
- Additional direction will be taken from TPH and is based on the Ministry of Education and Ministry of Health guidance in the workplace.

Negative Cases of Covid-19

- If the individual has **not had** a high-risk exposure to COVID-19, they may return to school 24 hours after being symptom-free.
- But if they are a close contact of someone who tested positive for COVID-19, they must remain in self-isolation for 14 days and monitor for symptoms.

Lockers and Coat Hooks

For the time, lockers and coat hooks will not be available for use. Jackets and backpacks will hang on the back of classroom chairs and, where possible, some items (like outdoor shoes) will be lined up in the hallways.

Classroom Set-up

“However, while physical distancing and its role in the prevention of infection transmission should be discussed with students of all ages, it is likely not practical to enforce strict physical distancing in elementary school children, especially during periods of play. Cohorting is an additional strategy that can facilitate close interactions while minimizing the number of potential exposures. Interaction, such as playing and socializing, is central to child development.”

Students will be placed **1 meter** apart in each class.

Students are encouraged to have personal writing and learning tools. Our teachers have ordered most of these for each class. A list of additional items may be sent to you via your child’s teachers at the beginning of the year.

Entry and Dismissal

- Kindergarten
 - ECE on duty at 8:50 am
 - Entry into the yard at 8:50 am
 - Entry into school 9:00 am
 - Lunch 11:30 - 12:35 pm
 - Dismissal 3:10 pm outside in the Kindergarten Yard
 - Teacher on duty 3:25 pm

- Grade 1- 8
 - Teachers on duty at 8:35 am
 - Bell rings at 8:45 am
 - School Entry at 8:50 am
 - Lunch 11:30 - 12:35 pm
 - Dismissal at 3:20 pm
 - Teacher on duty until 3:35 pm

Cohorting, Recess and Lunch Breaks

Classes will all be cohorted up to approximately 50 students (this means about two classes per cohort). Classes that are cohorted together will spend recess times together, lunchtime outside together, and can do some learning together outdoors. We have worked with Junction Daycare to align their cohorts with ours wherever possible. We want to ensure that students in our before and after school childcare program are not exposed to additional cohorts.

To ensure that cohorts remain together, we will have a staggered recess in the morning and afternoon.

We have shortened recess this year to accommodate the timetable. Students will be outside more during their outdoor classroom time.

Morning Recess #1 - 10:00 am - 10:10 am

Morning Recess #2 - 10:20 am - 10:30 am

Grade 1- 8

11:30 am - 12:35 pm with staggered outdoor playtime and in-class eating time. Lunchroom Supervisors and school staff will supervise the lunch hour.

Kindergarten

11:30 am - 12:35 pm with staggered outdoor playtime and in-class eating time. Lunchroom Supervisors and school staff will supervise the lunch hour.

Afternoon Recess #1 - 1:50pm - 2:00pm

Afternoon Recess #2 - 2:10pm - 2:20pm

The schoolyard is sectioned into five “zones.” Each day on the five-day cycle, cohorts are scheduled to play on one of the five zones. Students will get the chance to rotate through each zone by the end of a five-day cycle (usually a week).

Kindergarten will have a schedule for outdoor learning and play in the front yard.

“After consulting with Toronto Public Health, all TDSB play structures will be open to students during the school day (one cohort at a time) and continue to be open to the public outside of school hours. As always, everyone who uses the play structures should practice hand hygiene before and after use.”

At School for Lunch:

Students who stay at school will be eating lunch in their classrooms. All unfinished food will be returned home along with lunch garbage and recycling.

At Home for Lunch:

A teacher at either gate will meet students returning from lunch. These students will not be permitted to enter and play on the playground; they will line up and join the grounds when the bells ring. They will line up with their class if their class is outdoor. Those whose classes are indoors will enter before the rest of the students join their class in their classroom.

Leaving School for Lunch

Where appropriate, we are encouraging students to go home for lunch.

Please read our lunch policy very carefully and sign the appropriate permission forms. If your child comes home for lunch, they should return to school right at entry time (12:30 pm).

Grade 7 and 8 students who have written parent/guardian permission to leave school grounds during lunch can do so and also return not before 12:30 pm.

Permission forms for lunch will come home on or before the first day of school. All other forms will be distributed electronically in the first week of school.

Directional Flow and Decals

Our “decals team” has installed directional flow signage around the school and posters around the school. Essentially, we ask students to “stay to the right” and follow social distancing requirements when standing in line at the bathrooms or in any other areas that require a more significant congregation than usual. To reduce congestion and contact in the hallways, students should go directly to their destinations and not congregate in the halls unless they are waiting to access a bathroom or a classroom.

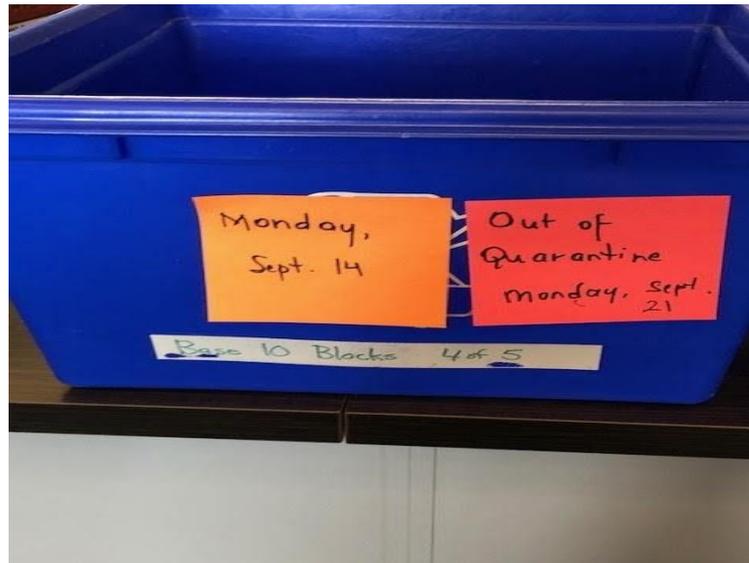
PROGRAMMING

How will BOOK use work?

Use and Quarantining of Print Materials (textbooks, paper, classroom books)

The TDSB Central Library department has issued this guidance about how to use print materials and classroom books. Below is a condensed version. Click [here](#) to read the full TDSB policy, which has a useful diagram attached to it.

1. NEVER to be shared; one per student. Assign a textbook to one particular student, and this student may only use it. A student picks one book and keeps it until they finish reading it.
2. Book selection: it is recommended to display classroom books face-up on a table surface or face up in bins, and to have students visually pick a book rather than handle it.
3. Handouts and printed texts--there must be a name on the text, and it stays with that student.
4. Classes should have five cardboard boxes labelled Monday to Friday.
5. When a student finishes with a book, he/she/they place it in the box for that day of the week. (see Monday example below). The teacher notes the date on the box. (see picture below).
6. Each box will house items, after use, for a quarantine period of one week. Although 72 hours is practiced in public libraries, using a day pattern (M-F) will be easier in educational settings.
7. After the cycle of one week, the box is opened, and the items are placed back on the shelf or redistributed to a new student.



Unfortunately, our Library will be closed to students for the time being closed, and there will be no book exchange.

Google Classroom and Brightspace

Each teacher will maintain a Google Classroom/Brightspace where assignments and information are shared with parents. Depending on the grade level, assignments may be submitted this way as well. This is NOT a replacement for in-class learning. Students who are away for a couple of days can look to Google Classroom/Brightspace to see some of the missed work, but it will not have all the learning and/or assignments that happened in the classroom on any given day. Most of our students are familiar with how to use Google Classroom after our distance learning from April to June. Please note that while teachers will maintain their online classrooms, they will not regularly teach their students using it. Your child's teacher will let you know what their preferred means of communication will be.

Remote Learning

For parents who are opting for Remote Learning, please know that we respect your decision and know that you are doing what is right for your family. Once you have decided for remote learning, your child will be assigned to a remote central class taught by either a centrally assigned TDSB teacher or a TDSB teacher who has chosen to teach remotely because of their circumstances. You will not necessarily be with only Annette and High Park students. You are still an Annette or HPAS student if/when you decide to discontinue remote learning and return to in-class learning. Changing between remote education and in-person classes will be looked at after reporting periods. The first opportunity will be after Thanksgiving in October.

Technology

When the school first closed in March, the TDSB redeployed most of our technology to students across the system who needed it for remote learning. These Chromebooks and iPads will eventually be collected and returned to Annette and HPAS. Until then, we are ordering some replacements, but this will take some time. For this reason, we are allowing students to bring their own devices to use in the classroom. If the devices are misused (texting, social media, gaming, etc.), they will be taken away, and these students will be asked to keep their devices at home.

Rotary

Except for Physical Education, all subjects will be taught in the students' homerooms. This means the teachers will be moving from class to class, not the students. This should limit the opportunity for cohorts to interact and keep our hallways reasonably clear.

Outdoor Learning

We are very fortunate at Annette and High Park to have spaces on our school property that allow for outdoor learning and spaces in the community (eg., Ravina) where students and

teachers can teach and learn. The school has designated “learning areas” in the yard, and all classes will be scheduled in these areas daily.

Students should come to school prepared for being outside for extended periods, so things like a hat, jacket or sweater and sunscreen they can apply by themselves will be useful. Of course, all of this is weather dependent, and once things start to get cold, we will have to revisit this. We are working with parents in the community and Parent Council to source additional seating and outdoor learning materials for the schoolyard.

In conclusion....

Thank you for taking the time to read all of this through! We cannot stress enough how much we have missed the staff, students and their families, and we are very excited to see everyone again!

We know that things will look different, and it is our sincere hope that we can support all stakeholders as we navigate this new learning environment. Our Office Administration Team, Marlene, Corey and Libby, will be in the office from 8:00 am - 4:00 pm daily. We ask that you contact the school via phone if you have an inquiry at Annette 416-393-9040 or HPAS 416-393-9050. As you can imagine, they will be exceptionally busy, so please leave a message if they don't answer, and they will get back to you as soon as possible.

Alternatively, you can email us at:

High Park: marlene.richardson@tdsb.on.ca

Annette: corey.clark-mcbride@tdsb.on.ca or elizabeth.pindar@tdsb.on.ca

Administration: maria.harvey@tdsb.on.ca or shauna.davidson@tdsb.on.ca

Our sincerest best wishes for a very safe and exciting school re-entry.

Shauna and Maria