



# Lena Shaw Elementary

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May 26, 2020

Dear Parents/Guardians,

## **RE: RETURN TO IN-CLASS INSTRUCTION AT LENA SHAW ELEMENTARY**

Two weeks ago, it was announced that parents will have the choice of bringing their child(ren) back to class on a part-time basis in June, as part of BC's Restart Plan. The decision by the Ministry of Education and Provincial Health Officer to restart schools is based on the science that shows it is safe to bring children back to schools on a gradual and part-time basis.

### **The objective of this letter is to:**

1. *Provide you with an overview of our proposed plan to resume in-class instruction*
2. *Provide information around some of the details you can expect if you decide to send your child back to school on June 1, 2020*

The transition to in-class instruction is a voluntary option for families. Remote online learning will continue however, it will be at a reduced level as teachers balance in-class instruction with remote/online teaching.

### **Overview of proposed plan to resume in-class instruction**

The Ministry of Education has a five-stage approach for resuming in-class instruction in a measured way. Each stage is guided by health and safety guidelines, measures, protocols and orders, as well as the four guiding principles developed for continuity of learning during the pandemic, listed below in order of priority:

- a) Maintain a healthy and safe environment for all students, families and employees.
- b) Provide the services needed to support children of our essential service workers.
- c) Support vulnerable students who may need special assistance.
- d) Provide continuity of educational opportunities for all students.

The province has created these five stages in order to be able to direct schools to deliver learning in the safest and most appropriate manner depending on the current level of risk posed by COVID-19 in BC.

<b>STAGE 1</b> SCHOOL DENSITY TARGETS 100%	<b>STAGE 2</b> SCHOOL DENSITY TARGETS K-7: 100% Grade 8-12: 40%	<b>STAGE 3</b> SCHOOL DENSITY TARGETS K-5: 50% Gr. 6-12: 20%	<b>STAGE 4</b> SCHOOL DENSITY TARGETS K-12: 20%	<b>STAGE 5</b> SCHOOL DENSITY TARGETS K-12: 0%
<b>In-class instruction:</b>  <b>K-12:</b> 5 day per week	<b>In-class instruction:</b> <b>K-7:</b> 5 days per week <b>Grade 8-12:</b> 2 days per week  ----- 5 days per week available for: ✓ Children of essential service workers ✓ Students with disabilities/ diverse abilities ✓ Students who require additional supports  <b>Remote/online instruction:</b> Balance of learning	<b>In-class instruction:</b> <b>K-5:</b> 2 to 3 days per week <b>Gr. 6-7:</b> 1 day per week <b>Gr 8-12:</b> 1 day per week  ----- 5 days per week available for: ✓ Children of essential service workers ✓ Students with disabilities/ diverse abilities ✓ Students who require additional supports  <b>Remote/online instruction:</b> Parent/Guardian choice to return to in-class instruction optional  Balance of learning	<b>In-class instruction:</b> <b>K-12:</b> Limited  ----- 5 days per week available for: ✓ Children of essential service workers ✓ Students with disabilities/ diverse abilities ✓ Students who require additional supports  <b>Remote/online instruction:</b> <b>K-12:</b> Majority of all students	<b>In-class instruction:</b> <b>K-12:</b> None  ----- Suspend all in-class instruction for all grades and students  ----- <b>Remote/online instruction:</b> <b>K-12:</b> All Students

As mentioned previously, all school districts are required to send a plan outlining their approach to the Ministry of Education for review and approval before they can welcome children back into their schools. The information shared below is our proposed approach but is subject to ministry approval.

### School Density Targets

Each stage has school density targets to ensure the number of students in schools is manageable and maintains a healthy and safe environment for all students, families and employees.

For K – 5, we cannot exceed more than 50% of the school’s capacity. Remote/ online learning will continue, however it may be at a reduced level as teachers balance in-class instruction with remote teaching. For Grades 6 & 7, we cannot exceed more than 20% of the school’s capacity. As a result, remote learning will remain the predominant model for the majority of Grade 6 & 7 students.

At Lena Shaw, the maximum number of students in attendance on any given day would be 275 compared with the usual 550 currently enrolled.

The number of students in any particular classroom or learning space may vary to ensure that it is managed safely with appropriate physical distancing.

### Health and Safety Measures

In addition to the density targets, increased health and safety measures, as defined by the **Provincial COVID-19 Health and Safety Guidelines for K-12 Settings**, will be put into place to reduce the risk of COVID-19 transmission.

Next week, as mentioned already, we will be welcoming many of our teaching and support staff back to the school for the first time since Spring Break. As a result, the measures we plan to implement include, but are not limited to, the following:

- students will have designated desks or tables to maintain physical distancing
- students will be encouraged to use their own supplies

- the flow of people in hallways and bathrooms will be managed to minimize contact and maintain physical distance
- students will be prevented from gathering in hallways or other common areas
- cleaning of high-touch surfaces like doorknobs, toilet seats, keyboards and desks will occur regularly, and school buildings will be cleaned at least once a day
- students, educators and staff will be required to wash their hands upon entering school and throughout the day
- the school is well-stocked with hand sanitizer and cleaning supplies
- there will be increased outside time but **no physical contact sports**
- the school playground center will open for Kindergarten and grade 1 students only - swings will be available for students in grades 2-7.
- children will not be permitted to share food or personal items like phones, pens or pencils
- water dispensers for bottles will be available only - parents are encouraged to have your child bring their own water bottle
- there will be regular verbal reminders for children to minimize physical contact with their friends
- health and safety signage to remind children and staff to wash their hands, maintain physical distancing and practice appropriate respiratory etiquette will be displayed throughout the school
- staff will be required to stay home if they have symptoms of a common cold, influenza, COVID-19 or any other infectious respiratory disease
- parents will be asked to assess their children daily and to keep them home if they feel ill or have any symptoms of a common cold, influenza, COVID-19 or any other infectious respiratory disease
- if any student experiences symptoms while at school, they will be isolated with supervision and parents will be notified. Parent or caregivers must pick up their child as soon as possible if they are notified that their child is ill.
- Parents and visitors to the school will not be permitted within the school building unless previously arranged and agreed to by the Principal. This includes to pick up or drop off, to discuss issues with Admin or staff or to drop off lunches.
- only one student per seat will be permitted on school buses, unless children are from the same household
- as per the Provincial Health Officer's guidance, there is no need for staff or students to wear Personal Protective Equipment (PPE). For those who choose to wear their own equipment, such as masks, their choice will be respected

**Please note:** School districts follow the direction of the Provincial Health Officer. If new guidance is issued in the coming days and weeks, there may be additions or changes to the above measures.

### **Schedule for In-Class Instruction**

Subject to the density targets outlined by the Ministry, for all other learners:

K-5 students can expect to receive two days of in-class instruction a week, one day on either a Monday or Tuesday and 1 day on either a Thursday or Friday. Please note: our grade 5/6 is included in the K-5 scheduling.

Students in Grades 6 & 7 can expect to receive one day of in-class support a week. Please note Division 4 (Ms. Shin's class) and Division 5 (Mr. Weakes) will be attending on either Monday or Tuesday, while Divisions 3 (Sangha), 2 (Pattar), and 1(King) will be attending on either Thursday or Friday.

Classes at Lena Shaw will be divided into 2 groups. Group A and Group B. Your teacher will be contacting you at the end of this week to let you know what group your child is in and confirm what days your child will attend.

If you are a parent who is defined as an Essential Service Worker (ESW), you may be entitled to have your child supported through childcare on the days outside of your assigned time.

Here is the schedule for Week 1 and the activities your child might do while on site:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>K - 5 Group A</b>	<b>K - 5 Group B</b>	<b>No Classes</b>	<b>K- 5 Group A</b>	<b>K - 5 Group B</b>
<b>Div. 4 Group A</b> <b>Div. 5 Group A</b>	<b>Div. 4 Group B</b> <b>Div. 5 Group B</b>		<b>Div. 1, 2, 3</b> <b>Group A</b>	<b>Div. 1, 2, 3</b> <b>Group B</b>
ESW students	ESW students	<b>ESW students</b>	ESW Students	ESW Students
Health and Safety, Social and Emotional Learning	Health and Safety, Social and Emotional Learning		Health and Safety, Social and Emotional Learning	Health and Safety, Social and Emotional Learning
Teachers may consider incorporating:  <i>play, outdoor activities, open-ended activities, project-based learning</i>	Teachers may consider incorporating:  <i>play, outdoor activities, open-ended activities, project-based learning</i>	<b>Custodians deep clean the school</b>	Teachers may consider incorporating:  <i>play, outdoor activities, open-ended activities, project-based learning</i>	Teachers may consider incorporating:  <i>play, outdoor activities, open-ended activities, project-based learning</i>

**\*Please note, the above schedule is subject to change prior to Week 2**

**Arrival in the Morning**

Lining up at school will look different. Students will no longer be lining up at their classroom doors or at previously designated spots. Instead, all students will arrive and muster on the gravel field. Each class will have a division number posted on the fence at either the **north or south side** of our gravel field. Odd divisions will be on the north side and even divisions on the south side. When students arrive, we are asking them to go to the gravel field and find their division number. All students will line up in front of their sign - 2 meters apart from each

other. Your child's teacher will be outside to help. Once students are accounted for, students will enter the building accompanied by their teacher one class at a time to ensure social distancing. **Please note, parents cannot enter the building.** Please dress for the weather and come prepared with umbrellas, raincoats, sunscreen, hats etc. as needed.

### **Dismissal at the End of the Day**

At end of the day, teachers will dismiss students at the same door we dismissed students at previous to Spring Break. It is important that parents are on time to pick students up afterschool as always.

### **Breakfast and Lunch Program**

The breakfast program will no longer be provided at our site. Ms. Brenda is back but will instead provide a morning snack if needed in the classroom after attendance (ex: granola bar / fruit cup). Our lunch program will continue with lunches being dropped off for those in attendance, or at your home if your child is continuing with distance learning.

### **Recess and Lunch**

In order to help with social distancing at both recess and lunch, our school will be staggering our recess and lunch times.

Recess: 10:00 – 10:15 – all odd divisions

Recess: 10:25 – 10:40 – all even divisions

Lunch: 11:15 – 11:30 lunch eating and 11:30-12:00 outside play – all odd divisions

Lunch: 11:55 – 12:10 lunch eating and 12:10 – 12:40 outside play – all even divisions

**Important: no drop off of student snacks or lunches is allowed.**

While we look forward to welcoming your child(ren) back into our school, we recognize this partial return to schools may be causing some anxiety and stress. Some of you may be fearful of sending your child(ren) back to school. We understand your concerns and will support whatever decision you make. Please know that the option to send your child(ren) back to school will be there when your family is ready.

In the meantime, thank you for your continued understanding, patience and support. These are truly unprecedented times but together we will get through them.

Warm regards,

Mr. S. Chambers  
Principal