

## HD STAFFORD MIDDLE SCHOOL

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**Mr. J. Hantke**  
Principal

**Mrs. N. Roberts**  
Vice Principal

# HD STAFFORD MIDDLE SCHOOL SEPTEMBER 2020 EDUCATION RESTART PLAN

## PURPOSE:

The purpose of this document is to share information of our Phase 2 Educational Restart Plan at our school. In these unprecedented times we realize that our community is excited and anxious to return to school. Below is our school plan that we have developed in accordance with the guidelines outlined by the Public Health Officer, the Ministry of Education and the Langley School District. Our priority is to foster an environment that is safe while maintaining the integrity of our Middle School philosophy leading to academic success for our students and a sense of belonging for all. We look forward to welcoming our students and staff to our school for the 2020-2021 school year.

## GUIDING PRINCIPLES:

The plan will focus on the following principles:

- 1) Create a learning environment that is safe for all within our community
- 2) Provide a culture of care where all feel valued and a sense of belonging
- 3) Collaborate within our community to support each other's social emotional needs
- 4) Work with our families, staff and students to provide educational opportunities for all

## SUPPORTING DOCUMENTS:

The following documents guided the development of this plan:

- [Operational Guidelines for School Districts and Independent School Authorities](#)
- [Provincial COVID-19 Health and Safety Guidelines for K – 12 Setting](#)
- [Education Restart Plan](#)
- [Langley District Health and Safety Guidelines](#)
- [Daily Health Check Form](#)

## SAFE LEARNING ENVIRONMENT FRAMEWORK FOR OUR STUDENTS

- **Class Meeting Spot (Morning Routine):**
  - Teachers will meet their students at their designated exterior doors/meeting spots. This spot will be marked with a sign that has the teacher's name on it. Teachers will be at the designated spots before the bell to assist in physical distancing and greeting the students.
  
- **Attendance and Safety Protocol Procedures (Completed before leaving the meeting spot):**
  - Teachers are to remind students to put on their masks as they will be entering a common area.
  - Parents will be required to fill out a Daily Health Check form at the start of the school year. This form is to be used by the parent to confirm that the child does not exhibit symptoms of common flu, Influenza, COVID-19 or other respiratory disease.
  - Our District's procedure is for all students to complete this daily health check at home prior to entering school and/or boarding a District bus.
  - Teachers provide hand sanitizer for each student. (Teachers will spray the hands of the students.)
  - Teachers complete attendance.
  - Teachers remind of the physical distancing protocols before taking their class to the designated entrance.
  
- **Entering the Classroom:**
  - Students are to take their backpack to the designated desk/table that is determined by the teacher.
  - Backpacks can be put on the back of the chair or at their feet. (Lockers will not to be used and the backpack needs to remain in their reach throughout the day.)
  - Students are to be reminded by the teachers that they must remain in their cohort/classrooms throughout the day.
  
- **Late Students:**
  - Late students are to line up (physically distanced, wearing a mask) at the main entrance where a staff member will greet them and make sure that they have followed start of the day safety procedures.

○ **Visitors Sign In/Out**

- HD Stafford will be a closed campus during the school day.
- Any visitors to the building must phone ahead and make an appointment through the office to enter the building. The school phone number will be posted on the exterior doors.
- Visitors sign in as they enter and leave the building. Contact information must be provided including a phone number.
- Visitors enter through the main entrance and follow all safety control zone protocols in place with physical distancing & sanitization. Hand sanitizer is provided and the number of visitors is limited in the building at one time.
- Visitors must wear a mask as they are entering a common area.
- Visitors must sign out when leaving the building.

○ **Cohort Organization:**

- Learning cohorts are defined as the homeroom class and teacher with the additions of the team teaching partner(s), support staff and SEAs assigned to that particular cohort.
- Students will remain within their homeroom class both inside and outside of the building. Classes will not be combined, therefore limiting the movement of students and cohort size.
- Teachers will move to their respective team class(es) within their pod to teach their specialty area (French, Science, PE, Socials, etc.). Students remain in their own classrooms, only the teacher moves.

○ **Masks:**

- Masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household. This includes all common areas and high traffic areas such as hallways.
- When working with a teaming class, teachers must physically distance themselves and/or wear a mask while teaching.
- Any staff interacting with multiple learning groups are required to wear a mask.
- Visitors must wear a mask.
- Students may choose to wear a mask in their own cohort.
- Students are to label their masks with their name.

- **Hallway and Common Area Procedures:**
  - Masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household. This includes all common areas and high traffic areas such as hallways.
  - Teachers must escort their classes to and from the gym, Learning Commons or any other destination within the building.
  - Students are to walk on the right side of the hallways and follow the one way traffic flow patterns.
  
- **Washroom Procedures:**
  - Students must wear a mask to the washroom as they will be in common areas.
  - Students must physically distance in the washroom.
  - If the washroom is fully occupied, students are to stand on the waiting dot (on the floor) outside the washroom until it is their turn.
  - Students must wash hands before returning to the classroom.
  
- **Classroom: Desk Arrangement, School Supplies, Lockers and Transitions**
  - Students to provide their own school supplies/materials, full water bottle and self-contained lunch and snack.
  - No food is to be shared amongst cohort students. This includes birthday and holiday treats.
  - Lockers will not be in use.
  - Bulk school supplies can be organized in the classroom at the discretion of classroom teachers. Nothing is to be put in the lockers.
  - Supplies such as pens, eraser, rulers, etc. will be stored in backpacks. Lockers are not available.
  - Students are to wash their hands with soap or hand sanitizer between all transition breaks.
  - Fountains are not to be used. Students must come prepared with a full water bottle or students may use one of the refillable water stations to fill their personal water bottles.
  - Students should bring a quiet activity and silent reading book to school in their backpack as options for recess and lunch times.

○ **Lockers, Cell Phones or Other Technology and Valuables**

- Lockers will not be in use.
- Bulk school supplies can be organized in the classroom at the discretion of classroom teachers. Nothing is to be left in the lockers. Lockers will not be available at all during the day.
- Valuables are to be left at home.
- If students bring cell phones or other technology to school they must be kept in the student's backpack at all times. School cell phone and technology policies continue to be in place. However, students will be required to store these items in their backpacks as lockers are not in use.
- Teachers will close and lock classroom doors when not in the room.

○ **Gym Procedures:**

- Each class will be provided with a scheduled gym time. Classes will not be sharing a gym.
- Students must come to school in clothes appropriate for gym. Students will not have access to the change rooms. However, students are to bring appropriate shoes to change into for gym class.
- Students are to use the washrooms directly outside of the gym.
- Teachers must lead their class from the classroom to the gym. Students cannot be left unattended.
- Students must wear their masks in the hallway on the way to and from the gym.
- Students can share sports equipment. However, students must wash their hands before and after play. (BC Centre of Disease Control - BCCDC)

○ **Outside Time:**

- Teachers remind students of the physical distancing and mask wearing protocols before taking classes to the designated entrance/exit.
- To space everyone out and respect physical distancing, each class will be designated a zone outside to use. These zones will rotate throughout the school year.
- While outside, teachers will make sure students have activities that can be done in cohorts. PE equipment will be assigned to individual classes. This is the class' equipment for the year that can be used in PE or during outside time. The equipment is to be kept in individual classrooms.
- Teachers and SEAs are to supervise their own classes while outside.

- Lessons can be conducted outside.
- Nature walks are another good way to spend some time outside.
- **Morning Recess Time (15 minutes, Inside Recess):**
  - Students are to remain in their classrooms for recess. They can do independent or small group activities and eat their snack at this time.
  - SEAs and administration will supervise the classroom.
- **Lunch and Lunch Recess (30 minutes, Inside Lunch and Recess):**
  - Students are to remain in their classrooms for lunch and the lunchtime recess. They can do independent or small group activities and eat their lunch at this time.
  - SEAs and administration will supervise the classroom.
- **End of the Day (Teachers are to escort the students out of the building at the end of the day.)**
  - Students must pack up all of their belongings at the end of the day. Nothing is to be left behind on the desks. The tables and desks will be thoroughly cleaned by the custodial staff prior to the students returning back to school the following day.
  - Teachers remind of the physical distancing protocols and to wear their masks before taking classes to the designated exit.
- **Exploration Classes:**
  - Exploration teachers must wear a mask while teaching if they cannot physically distance.
  - The exploration classes will be mainly organized by division and all grades will rotate through every exploration offering.
  - At the start of the block, students must wash their hands/hand sanitize before touching any of the supplies/tools /instruments used in their exploration class.
  - Before the end of the block, students wash their hands/hand sanitize.
- **Technology Policy:**
  - Staff supervise the distribution and return of technology to carts. This includes wiping each device down before returning it to the cart.

○ **Staff/Student Health:**

- Staff, students or visitors are to remain home if they exhibit symptoms of common flu, Influenza, COVID-19 or other respiratory disease. For a full list of symptoms of COVID 19, see the [BC Centre for Disease Control website](#)
- Please [click here](#) to access the District “Daily Health Check Form”
  - This needs to be filled out, signed and brought to your classroom teacher at the beginning of the year
  - In signing the form, you are agreeing to not have your child attend school if they have any COVID 19 symptoms
- If a student or staff member is sick and shows symptoms of COVID-19, they will be asked to wear a mask (if they are able to). Designated staff assisting the student or staff will also wear a mask and will:
  - Isolate the student/staff member in a safe space (send staff member home)
  - Contact the parents/guardians to pick-up their child
  - Proper cleaning and disinfecting procedures will be followed in exposure areas.
- If a student or staff member is confirmed to have COVID-19, the following will occur:
  - Fraser Health Authority will do an investigation to confirm if any staff or students have been in close contact with that person and need to self-isolate
  - Fraser Health Authority will inform the school and District if there are close contacts of a confirmed case within a learning group or school
  - The District will take direction from the health authority regarding operations and communications

<b>THE FIRST WEEK:</b>
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The following is a glimpse of what the first week of school will look like.

<b>THE FIRST WEEK</b>	
Tuesday, September 8 <sup>th</sup>	Students do not attend: Staff Health and Safety orientation sessions
Wednesday, September 9 <sup>th</sup>	Students do not attend: Staff Health and Safety orientation sessions Parents will be notified of their child’s homeroom placement and exterior meeting locations for September 10 <sup>th</sup> or 11 <sup>th</sup>
Thursday, September 10 <sup>th</sup>	<b>Grade 6 Students</b> attend for a ½ day from 8:35 – 11:30 with their homeroom class for Health and Safety Orientation and Team Building Activities
Friday, September 11 <sup>th</sup>	<b>Grade 7 &amp; 8 Students</b> attend for a ½ day from 8:35 – 11:30 with their homeroom class for Health and Safety Orientation and Team Building Activities

Monday, September 14 <sup>th</sup>	First full day for all students 8:35-2:45

We are incredibly excited to welcome your child back to school. This return will look a bit different, and that is because we are putting the health and wellness of our students and staff at the front of our return to school plan. That said, this year is also a wonderful opportunity for students to connect with peers and with staff and to engage in the terrific opportunities that Langley Middle Schools have to offer. We can't wait to get started!

Sincerely,

John Hantke  
Proud Principal

Natalie Roberts  
Vice Principal