



MJ Coldwell School

Safe Return to School Guide

2020-2021

“Every student counts. Every moment matters.”

Hello Coldwell Families,

We hope that you have had a relaxing and enjoyable summer. The Coldwell staff have greatly missed your children, our students. We are excited to create a secure, caring learning environment for when our students arrive, they feel comfortable, safe and happy.

We hope to help ease any concerns and answer questions about our return to school beginning September 8th, 2021. Details may be subject to change so we invite you to check our website and social media platforms for further information.

An Adjusted Start Up

MJ Coldwell School will have a staggered start for Grade 1 to Grade 8 students:

Last name starts with A-K attend school on Tuesday, September 8th & Thursday, September 10th.

Last name starts with L-Z attend school on Wednesday, September 9th & Friday, September 11th.

All students will attend school daily beginning on Monday, September 14th.

Kindergarten Students

Our Kindergarten students follow the Kindergarten “A” schedule, which means Kindergarten students with last names A-K will attend school on Wednesday, September 9th. Kindergarten students with last names L-Z will attend school on Friday, September 11th. All Kindergarten students will attend school according to Kindergarten “A” schedule beginning on Monday, September 14th.

New Coldwell Registrations

New students are encouraged to visit our website and register online. We realize this option may not be available to all families. Registration packages will be available to families outside our main school doors beginning on Friday, August 28th.

Guests are not able to enter the school; however, if assistance is needed with the registration process, please contact our main office at (306)791-8564. We will be most happy to assist you. Our main office will open to receive your phone calls beginning Friday, August 28th.



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An Adjusted School Day

We will be following an adjusted school day to limit transitions inside and outside the school.

8:53 a.m. – 9:08 a.m.	Morning Recess.
Students are encouraged to arrive as close to 9:08 a.m. as possible.	
9:08 a.m. – 11:45 a.m.	Instructional Time.
11:45 a.m. – 12:45 p.m.	Lunch.
12:45 p.m. – 3:22 p.m.	Instructional Time
3:22 p.m. – 3:37 p.m.	Afternoon Recess/Dismissal

Students are encouraged to go home for lunch if possible and return close to 12:45 p.m. to avoid unnecessary numbers on the playground.

- **Grade 4/5, 5/6 & 7/8 students** will have recess from 11:45 – 12:00 p.m. Lunch from 12:00 – 12:45 pm.
- **Grade K, 1/2 & 2/3 students** will have lunch from 11:45 a.m. – 12:30 p.m. and recess from 12:30 p.m. – 12:45 p.m.

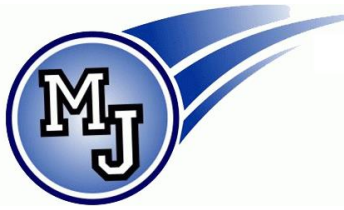
Teachers will provide students with body breaks inside the classroom and outside the school through the day to ensure students are able to stay focussed on learning.

Families will be provided a permission form which would allow the school to dismiss students at 3:22 p.m. rather than stay for recess.

Masks, Cohorts and Social Distancing

We are fortunate in many ways to have a small student population at MJ Coldwell School. We are a small school with a large heart. Our size allows us to adjust and more easily prepare safety measures for students and staff.

All Regina Public School staff and Grade 4-12 students will be required to wear non-medical masks. We will be providing students with one reusable mask to each student; however, we encourage you to have more masks available for your child so a freshly laundered mask may be used each day. Students in the lower grades are strongly encouraged to also wear mask. If you can assist us by familiarizing your child(ren) with their masks, this would be greatly appreciated!



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We may have instances where some students will be required to share lockers for coats and boot racks for shoes. Please send pertinent items to school only. Backpacks are welcome. We will do our best to have locker partners seated near or beside one another in class.

During instructional times, students will remain in their classroom groups – or cohorts – for the day. Specialist teachers, administration, educational assistants, etc. will interact with the cohort in the specific space to avoid having the students move within the school

Staff members entering classrooms will be required to wash their hands or use hand sanitizer prior to entry. Students who can go home for lunch are highly encouraged to do so. We ask those going home to return to school as close as possible to 12:45 p.m. Those who must stay at school will eat in their room and desk with the same cohort of students. The library, gym, music room and other shared spaces will be closed to start the year.

The Division will provide hand sanitizer and disinfecting wipes for classrooms and shared areas. Proper handwashing and sanitizing will be taught and encouraged. Parents may choose to send an unscented bottle of sanitizer with students. Outdoor play structures are not sanitized, therefore hand hygiene after using these structures is essential. Children may choose to wear a fanny pack with a personal bottle of sanitizer to use in these situations.

School Procedures

Guidelines for Illness in Care: Schools will follow the provincial protocol for students or staff who become ill at school, which is as follows:

- An isolation space has been created for students who are feeling ill or who show symptoms.
- A call the parent and to local Public Health contact will be made by the school staff, as per the Saskatchewan Government Safe Attendance Procedures.
- The Principal, or designated staff person, will supervise this room.
- Masks and eye protection will be worn during all interactions with the sick child.
- The room will receive a thorough disinfection. Items touched and unable to be cleaned will be sealed for 72 hours.
- Student can return to school once cleared by public health.



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Check here for more details:

<https://www.saskatchewan.ca/government/news-and-media/2020/august/10/safe-schools-plan-safe-attendance>

Mental Health & Social Emotional Supports. We will focus on wellness with movement breaks worked into the day. All staff will participate in trauma informed practices & mental health wellness during school start-up. We will continue to focus on building a culture that thrives on kindness.

Assemblies/Extra-Curricular/Community Gatherings. All gatherings, extra-curricular and assemblies are paused for this time. We know school assemblies are important to the culture of the school so we will be reimagining assemblies by broadcasting them into the classroom using school technology.

All meetings with parents or caregivers need to be done by phone or digitally. Parents wishing for a remote meeting can contact the office to set a time.

Band. Regina Public Schools is still in the process determining processes for Elementary School Band. Plans will follow in the coming weeks. There will be no band in September.

Classroom Cohorts. Students will only interact with students inside their classroom and will stay in their own classroom throughout the school day. All other areas of the school will be unavailable at this time. This includes the gym, library, music room, etc.

Seating Plans. A seating plan will be developed for each classroom. A copy of this seating chart will be kept for tracking purposes.

Classroom Flow and Accommodation. Tables and desks have been arranged to allow for as much physically distancing as possible inside the classroom. Excess furniture has been removed from classroom to improve classroom flow and physical distancing. All “soft” items have been removed – rugs, furniture, stuffed animals, anything made of fabric – to allow for improved sanitation.

Specialist Teachers. Specialist teachers will go into the homeroom classrooms instead of the students transitioning to another space. Physical Education can take place outside or in the homeroom classroom but will not take place in the gym.

Body Breaks. Body breaks will be scheduled by the teacher as needed. These will take place in the classroom or outside if the weather permits.



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Guests/Families Entering the Building. Guests, parents, visitors, volunteers, speakers (unless they are employed by Regina Public Schools) will not be entering our building at this time. Signage will be on school entrances advising that we are not allowing visitors to enter the building. If a guest must come in, they may phone the main office prior to entering the building. They will also be required to sanitize their hands, wear a mask, and sign-in at the office.

Avoid Drop-offs. Families to ensure students have **everything needed prior to the school day**. This includes lunch, keys, filled water bottles, school supplies and masks.

Students Entering the Building. We will be using all outdoor entrances. Students will line up outside their designated entrance. Markings and landmarks will be provided indicating where students line up to safely physically distance. Only one class (or cohort) will be brought through entrances at a time and the next class will not enter until the previous class is completely out of the boot room. Students will be accompanied by staff as they transition to classrooms.

Students Exiting the Building (Kindergarten – Grade 8). At the end of the day, teachers will accompany their students to the playground. Exit times will be staggered to avoid congestion at boot rooms and exits. We ask that all parents arrange for a pick-up area off the playground or along the perimeter of school property. Parents are not to wait at the school doors.

We strongly encourage all students/families to **Stride to School** or drop off students a few blocks away from school to promote increased physical activity and avoid congestion in our school zones.

Entering/Exiting the Building for Kindergarten Students. Kindergarten drop off and pick up will take place in the front of the school. No drop off or pick up will be allowed inside the school. Parents will wait on city property (sidewalk) rather than school grounds to allow for social distancing. There will be supervision available outside from 8:53-9:08 a.m. and 3:22-3:37 p.m. Designated staff will walk students outdoors each day.

Entering/Exiting the Building for Pre-K Students. Pre-K drop off and pick up will also take place in the front of the school. No drop off or pick up will be allowed inside the school. Parents will wait on city property (sidewalk) rather than school grounds to allow for social distancing. Designated staff will accompany students inside and outside during the designated times.

Please note that the Pre-K instructional day will take place **9:00 – 11:35 a.m.** to accommodate transitions through the designated entrance.



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Office Procedures. Students who are late must enter through the front entrance and report to office. We must do our best to avoid these circumstances to avoid unnecessary transitions at the main entrance. If you must pick your child up during school hours, please call the main office when you arrive at the front door and we will release your child.

Disinfecting Procedure for Regina Public Schools. Vigorous cleaning procedures have been developed for Regina Public Schools. We are using a product called Vital Oxide. This is a salt-based cleaning solution for spray bottles and misting machines. Disinfection of the entire school will happen each evening. This product is safe for technology, papers, toys, etc. and disinfects after 10 minutes of drying time on surfaces. Bathrooms will be disinfected twice throughout the day.

All members of the Coldwell Community will:

- ✓ Take all reasonable actions to ensure their own safety and that of their fellow school family members.
- ✓ Self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool. <https://public.ehealthsask.ca/sites/COVID-19>
- ✓ Not attend school when they are symptomatic or required to self-isolate.
- ✓ Follow guidelines for building traffic flow, social distancing, personal hygiene.
- ✓ Reduce risks by using electronic communication as much as possible.

eLearning Options

We understand that each family will have a differing level of comfort with face to face learning. We fully support all decisions for schooling in the fall. If you are interested in remote learning please visit [reginapublicschools.ca/eschool learning](https://reginapublicschools.ca/eschoollearning) to register, or to learn more. All questions can be emailed to elarning@rbe.sk.ca.

This is not the same as the supplemental learning we provided in March-June but rather the full curriculum with on-going assessment.

If you do enroll in this program, we ask that you send an email to mjcoldwell@rbe.sk.ca to inform us of this decision. Students registering with eLearning will need to commit to this learning option for a specific time.

All students in eLearning will remain connected to our school. Even from afar, we are together during this challenging time!



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What to Bring to School

- School Supplies (Please keep the extras at home)
- A labelled water bottle filled daily from home. **Water fountains are turned off.**
- Clean non-medical grade mask labeled daily and please practice wearing it.
- Optional: a personal hand sanitizer. Please ensure it is scent-free.
- Be certain every item is clearly labelled with the student's name. This is asked for all students including Kindergarten students.

Infographic Snapshot

For a quick snapshot of the Return to School details, see the attached infographic!

We are happy to welcome our Comets back to school! Although things will look different, we will focus on what we can do together while staying safe!