

Dear Roslyn Community,

The COVID-19 pandemic requires us to continue putting forth safety and preventative measures to keep all members of our community safe. First and foremost, we would like to thank you for your positivity, resilience, and support throughout the last school year.

We recognize that returning to school once again during the pandemic is a source of stress and anxiety, please know that Roslyn School is committed to taking the necessary precautions to provide our students, teachers and staff with the safest learning environment possible. We have prioritized the safety of students and staff as our most important guiding principle in our decisions and actions.

The following document outlines guidelines and protocols that will be implemented to ensure best practices within the parameters set forth by the provincial government. As always, we count on the cooperation of every Roslyn family to keep our entire community safe and healthy. We know you understand the importance of reading these directives carefully, and that you are mindful of our collective responsibility for keeping each other safe.

Regardless of our personal opinions, we have no choice but to work together to ensure that we provide a consistent, safe and supportive environment for our students and the staff members caring for them in school.

PREVENTATIVE MEASURES

Health Assessment

- Health self-assessment questionnaire will be posted at all entrances.
- Anyone entering the building (employees, parents, students) will be asked to self-assess daily – if he/she/they experience any symptoms, he/she/they will be required to return/stay at home.
- Please conduct a daily health assessment for your child before coming to school.

Procedural Masks

- Mandatory for all staff members while indoors. Teachers may remove mask if a 2-meter distance is maintained between them and the students.
- Kindergarten teachers will be provided with procedural masks and visors/goggles.
- Mandatory only for students in grades 1 to 6 while indoors. Please note that Kindergarten students are not required to wear a mask at school.
 - The school will provide **2 clean masks per day**. Use a **lanyard or a Ziplock to store the masks** during recess or while eating.
- Please see link for proper use of masks:
 - <https://www.youtube.com/watch?v=gYiX-FmiRt4&feature=youtu.be>
 - No masks necessary while outside during recess.

Handwashing and Hand Sanitization

- Parents/guardians must ensure their child washes their hands before leaving for school.
- Hand sanitizer stations available at every entrance and in the hallways.
- Students will be encouraged to wash their hands with soap and water regularly throughout the day.

Cleaning and Sanitizing

- High touch surfaces will be regularly cleaned and sanitized throughout the course of the day. High touch areas include but are not limited to:
 - Door handles
 - Faucets
 - Soap dispensers
 - Push plates / toilet handles
 - Toilet paper dispensers
 - Drinking fountains
 - Counter tops
 - School phones

CASE MANAGEMENT

Parents/guardians are required to **validate their child's health** in accordance with Public Health guidelines, individuals exhibiting COVID-19 symptoms must stay home and contact the **COVID-19 info-line at 1-877-644-4545 and follow instructions**. Please contact the school administration immediately to inform them.

- Students exhibiting symptoms will be escorted to the **Nurse's Office**.
- The supervising adult will be required to wear full PPE (a gown, procedural mask, and a visor or goggles).
- A parent /guardian will be contacted, and they will be required to pick up their child immediately and without delay.
- A letter will be sent home with the child who exhibits symptoms.

The school community (parents, staff and students) will only be informed when a case of COVID-19 is confirmed by Public Health.

ARRIVAL AND DISMISSAL ROUTINES

Entry Procedure

Buses

- For busing inquiries, please e-mail Ms. Ronda Griffith (rgriffith@emsb.qc.ca).
 - Bus students will be required to enter the building through the Lower Roslyn Door and proceed directly to class.
- The teacher on duty will release students one bus at a time.

Walkers and Drop-Offs

- Students will be required to enter the building through the Lower Roslyn Door or Lower Grosvenor Door.
- Colored Signs will be put up at the below mentioned doors, clearly indicating the entrance:
 - **Lower Roslyn Door (PURPLE)****
 - **Lower Grosvenor Door (BLUE)**
- **Late-arrivals** - Must use the main entrance to enter the building and report to the office.

Dismissal Procedure

3:45 PM Bell rings, students will be dismissed from class.

Walkers and Pick Ups:

- It is imperative you respect your child's pick-up location:
- Students will be required to exit through the following doors:
- **Upper Grosvenor Door (YELLOW)**
 - Grades 1 and 2
 - Kindergarten (first FULL day: September 7th)
 - **Rooms 004, 118, 119:** Upper Grosvenor Door
- **Upper Roslyn Door (PURPLE)****
 - Kindergarten (first FULL day: September 7th)
 - **Rooms 116, 117:** Upper Roslyn Door
- **Lower Grosvenor Door (BLUE)**
 - Grades 3, 4, 5 & 6

**Please Note that parents/guardians are prohibited from stopping their cars on Roslyn Avenue between 8:50AM and 9:05AM and from 3:15 PM to 4:00PM. Parents/guardians will be required to stop their cars elsewhere and walk their children to their designated doors for safety reasons.

Buses:

- For busing inquiries, please contact Ms. Ronda Griffith (rgriffith@emsb.qc.ca).
- Students will line up in the school gymnasium by bus number.
- Students in grades 1, 2, 3 & 4 will line up in the school gymnasium by bus number.
- Students in grades 1, 2, 3 & 4 will be brought to their buses by the teacher assigned on bus duty.
- Students in grades 5 & 6 will be dismissed from class and proceed independently to get on their bus.
 - **No child will be permitted to switch buses at any point of the year for any reason. If this occurs, the child will be removed from the buses for the remainder of the year.**
- School transportation: no physical distancing, assigned seats and procedural masks mandatory.
- **No child will be permitted to switch buses at any point of the year for any reason. If this occurs, the child will be removed from the buses for the remainder of the year.**

BEFORE AND AFTER SCHOOL CARE

- **Westmount YMCA**

- Parent Guide and Registration Forms were sent to parents by email during the week of August 23rd. If you have not received this information, please contact the school.
- Educators will be at Roslyn School and will pick up the students registered for their after-school program at 3:45pm. Teachers will send students to the waiting area in front of room 008 for pick up by the YMCA educator.

- **Tyndale Centre – Registration Date TBD**

- **Greene Centre – Registration Date TBD**

LUNCH AND RECESS

- Recesses and lunches will be staggered.
- Each recess period will be assigned a play area outdoors.

- Students will continue to eat lunch and snacks in their classrooms and will be required to clean their desks before and after eating.
- Waste-free lunches are encouraged.
- If this is not possible, we encourage students to take home whatever waste is left over to minimize the spread of possible bacteria.
- **Merenda Hot Lunch Services**
 - <https://www.traiteurmerenda.com/home.html>
- Birthday and other special occasion treats will not be permitted in the classrooms.
 - Teachers will highlight special events in other ways.

THE CLASSROOM ENVIRONMENT

- At the beginning of the year teachers will:
 - Assess students' understanding of the essential concepts taught in the previous grade review or re-teach as needed.
 - Assess students' overall needs.
 - Review the files of students with special needs and support them accordingly.
 - Teach social routines and good learning habits.
 - Special attention will also be placed on student emotional wellbeing to ensure they feel safe and happy during their transition back to school and throughout the year.
 - Teachers will be set up with their virtual classrooms and platforms for online learning in the event of a school closure.
 - Teachers will also provide all their students with their EMSB e-mail addresses and passwords to ensure access to all platforms.
 - School organization, without restrictions (no class bubbles).

OTHER INFORMATION

1. Parents/guardians/visitors who enter the building must wear a mask and on an appointment basis only.
2. Full educational services (including special pedagogical projects and school outings resume).
3. Evacuation and lock down exercises will resume as usual.

Payment of School Fees

- To pay school & gym shirt fee – please send two separate cheques with your child.

School Events

The following events will be held virtually until further notice:

- Curriculum Night – September 14th, 2021
- Governing Board General Assembly – September 13th, 2021
- Open House – November 18th, 2021
- Parent Teacher Interviews #1 – November 24th and 25th, 2021
- Parent-Teacher Interviews #2 – February 11th, 2022
- HandS Meetings
- Governing Board Meetings

Lunch & After School Extra-Curricular Activities

- Resumption of extracurricular activities, field trips and student in school activities and events.

PARENT PARTNERSHIP

- Make sure your child **washes their hands thoroughly before and after school.**
- **Leave personal supplies at home** (toys, sports equipment, cards, phone, headphones, etc.)
 - Students are of course still encouraged to bring their own books in French and in English.
- **Library service** will resume at school.
- Students also have access to the [EMSB Virtual Library](#)

- Provide a **waste free lunch.**
- Provide a **reusable bottle of water** as water fountains are reopened.
- It would be helpful if you could **supply your child with their own personal hygiene kit (Kleenex, wet wipes, and hand sanitizer), this is optional.**
- **Reiterate the rule of no sharing of personal objects or food.**
- **Explain** to your child how to **recognize COVID-19 symptoms.**
- **Remind** your child to **frequently wash their hands, practice proper respirator etiquette, to not touch their face, to avoid touching others or high touch surfaces or objects.**
- **Remind** your child of the importance of **cleaning their desks before and after eating.**
- Be mindful of **respecting all Public Health's guidelines.**
- Read all school communication thoroughly as important information is communicated regularly to parents.

GENERAL GUIDELINES FOR PARENTS

To prepare for the upcoming year some strategies that may be helpful include:

1. Maintain as much of a **routine** as possible. Especially mealtimes, quiet time, and bedtime.
2. Model **calmness and optimism** to your children, as well as **model** your own coping strategies when things go wrong, such as deep breaths, taking a walk, listening to music, etc.
3. **Limit media**, especially everything pertaining to the news. When watching the news, the focus should be more on the helpers in the news or what your child can do to help.
4. **Limit screen time**, no more than 2 hours daily is recommended.
5. Ensure **daily physical activity**. Get outdoors, in nature, get moving with your child!
6. Provide **socialization opportunities**, while respecting the up-to-date government guidelines, for your children to prepare them for school re-entry. Playing outside with a friend, cousin or age-appropriate neighbor are all good options.
7. **Read**. Ensure you promote joy in reading versus worrying about academics.
8. Have **meals as a family**, which helps build connections.

PREPARING FOR WHEN SCHOOL RESUMES

- Discuss re-entry by **taking a positive and calm approach**.
- **Reassure** your child that staff will be there to guide and support them, and to teach them the new rules.
- **Adjust bedtime routine** by beginning a week before going back to school to modify bedtime.
- **Talk to your child about the return to school date**. Parents can show a calendar and cross out each day until the return day arrives.
- **Validate any feelings of worry by acknowledging that going back to the school routine can be difficult, like any new activity**.
- For more information, please refer to the [EMS website](#).

Rest assured that we are committed to the safety of our students. We believe in the resilience of our students and families, and in a strong partnership with our parents. We look forward to welcoming grade 1-6 on Tuesday, August 31st (please refer to the attached first day procedure document for students in grades 1 to 6) and our new Kindergarten students on Wednesday, September 1st (please refer to the attached progressive entry plan for Kindergarten students).

In regards to academics and student learning, teachers will be working collaboratively with their colleagues and school team to address the academic needs of their students by adhering to the Ministry's guideline: **Learning to Be prioritized at the Elementary Level for the 2021-2022 School Year in the Context of the Pandemic** which is available on the Ministry's website [here](#).

The school year will be divided into **two terms** with the following ponderation:

- 40% for Term 1 (31st August, 2021 to 19th January, 2022)
- 60% for Term 2 (20th January, 2022 to 23rd June, 2022)

In addition, given that there will only be 2 terms this year, **each subject and each competency per subject will be evaluated for both report cards**. To ensure that parents are kept informed of their child's academic progress, **four written communications** will be made available on the following dates:

- **1st Communication (Progress Report):** November 18th, 2021
- **1st Report Card:** January 28th, 2022
- **2nd Communication (Progress Report):** April 22nd, 2022
- **2nd Report Card:** June 23rd, 2022

Thank you for taking the time to read this comprehensive back to school plan. At Roslyn School, we are committed to maintaining the highest standards and there will be no shortage of opportunities for students to be challenged with high quality instruction, to be socially connected to their peers and feel a sense of belonging to their school.

We will keep you informed of any policy changes or new information as the school year progresses. Please refer to the attached documents below for detailed information on the first day of school for grades K to 6, the monthly calendar and newsletter. We thank you for your continued cooperation, support and understanding.

On behalf of the entire Roslyn team, we want to wish you and your child a wonderful, rewarding and memorable school year!

Respectfully,

Joanna Genovezos

Principal

Mireille Tehbelian

Vice-Principal