

# Lambton-Kingsway Junior Middle School

## Return to School Manual for Parents

**REVISED SEPTEMBER 11, 2020**



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## **A Shared Message from the TDSB and Lambton-Kingsway Administration**

We are planning for a school year like none other. COVID-19 has significantly impacted how we operate and we have been busy thinking about how to navigate these circumstances as we prepare to welcome our students and staff back to Lambton-Kingsway in September. Much of our direction is based on guidelines from the Ministry of Education and Toronto Public Health and, of course, the Toronto District School Board. Above all else, in planning for the start-up of this school year, we are striving to ensure a consistent approach to learning and prioritizing the health and safety of students and staff. We will have to remain flexible and recognize that circumstances may change depending on the evolution of COVID-19. We are committed to providing students with regular and meaningful learning opportunities as well as connectivity to staff while also maintaining a safe environment for the entire school community.

We do not know what this year has in store and we will need to be responsive to ensure the safety of our students, staff and community. This may mean changes to the way things work at Lambton-Kingsway throughout the year. We recognize and appreciate the challenges and anxiety that this uncertainty can bring, but one of the principles that has guided our planning and will continue to guide us as we move forward is the needs of staff, students and families.

We encourage you to continue to look at the TDSB's website for specific board wide information. What we are striving for with this Parent Manual is to provide some contextual information about how the TDSB's [Return to School](#) guide will be implemented at Lambton-Kingsway.

As you know, these things are extremely fluid and things change on a daily basis. As new direction is given to us and as things change, we will continue to keep you informed. We both feel extremely blessed to have such an amazing staff who have worked with us throughout the summer to develop the procedures we hope will keep our staff and students safe and learning. The ongoing support of our students, parents and the Lambton-Kingsway community is very appreciated. Thank you for your support and continued patience as we navigate through this critical work.

We understand that there is a lot of information in here and we hope you find it valuable in preparing for September.

### **The Critical Role of Families **Revised****

Families play a critical role in supporting health and safety in our school. The most important thing families can do to help mitigate the transmission of COVID-19, is to screen their children daily for any COVID-19 symptoms and keep them home from school if they are sick or have had close contact with anyone diagnosed with COVID-19. Parents/guardians should also encourage their child to adhere to the health and safety measures put in place and outlined in both the TDSB's [Return to School](#) guide and specific to LKS below. This includes following physical distancing, practicing good hygiene habits, including hand washing, and wearing a mask while inside.

A helpful checklist can be found on the [Return to School](#) website.

Many of our routines such as drop off and pick up have to change and we ask that you read this information carefully so you know what the expectations are for supporting our efforts to keep everyone safe.

### Delayed Start and Staggered Entry

Given the amount of time that will be needed to prepare for the return to school, the decision has been made by the TDSB to move the first day of school (for elementary, secondary and virtual school) to start on **Tuesday, September 15th** at which point we will stagger the entry of grades over a few days. All students will be in school by Thursday, September 17th. So, if your child is in grade 4, he/she will start school on Tuesday and will continue to attend moving forward. If your child is in grade 7, he/she does not come to school on Tuesday, but starts on Wednesday.

- Tuesday, September 15 – SK/ Grade 4/ Grade 8/ ISP
- Wednesday, September 16 – JK / Grade 1/ Grade 7
- Thursday, September 17 – Grade 2/ 3/ 5/ 6

### New Bell Times

You will read a bit later about our outdoor learning and recess plans. Because we are staggering our recesses, the time has been redistributed a bit. All grades will now be on the same schedule.

Entry	8:30	8:35
Period 1	8:35	9:30
Period 2	9:30	10:25
Period 3	10:25	11:20
Lunch	11:20	12:20
Entry	12:20	12:25
Period 4	12:25	1:20
Period 5	1:20	2:15
Period 6	2:15	3:10

### Elementary Class Sizes **REVISED**

As of August 20, 2020, the TDSB has directed LKS class sizes to be:

- Kindergarten capped at 27 (change from 29)
- Grades 1 to 3 capped at 20 (no change)
- Grades 4 to 8 capped at 27 (change from no official cap)

As of Friday, September 11, 2020, we are not in complete compliance with this directive. We have one grade 8 class over the cap and we are working with the TDSB to secure the staff allocation we need to meet the cap of 27. We believe we have all new registrations in place, but we still may need to do some reorganizing. We will hopefully know by Monday, September 14th if we have been given the allocation which means we will be contacting families who are impacted by a reorganization on Monday.

### Placement Letters **Revised**

You will be receiving this revised parent manual with your placement letter.

## **Hygiene Practices**

According to Toronto Public Health, hand washing is one of the most effective ways to minimize the risk of transmission of COVID-19. Signage about hand washing and proper respiratory etiquette will be prominent in LKS. Teachers will be building regular hand-washing time into their timetables. Non-scented, alcohol-based sanitizers will be available in each class and throughout the school and at designated entry and exit points.

## **Personal Protective Equipment (PPE)**

All staff members will be provided with the appropriate PPE (medical masks and face shields) to safely interact with each other and with students. All students are required to wear masks. We encourage you to send at least 2 masks with your child as well as a tear-away lanyard that attaches to the mask. You should also label the masks with your child's name. If the mask is attached to the lanyard, and worn around the neck, we will have less likelihood of misplaced masks when the students take them off outside and while eating. Please teach your child how to wear a mask, how to store it and change it, and the importance of wearing it properly. We know this is one of the biggest stumbling blocks for many parents. A simple Google search will provide you with a plethora of information on suggestions on how to do this. For example, [Coronavirus \(COVID-19\): Helping Kids Get Used to Masks \(for Parents\) - Nemours](#). All classroom teachers will have extra masks, just in case. All classrooms will have non-scented hand sanitizer, soap and paper towels. Students may bring their own 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.

## **Cleaning and Other Additional Measures**

Caretaking staff will perform routine cleaning of general facilities throughout the day and will 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. In addition, 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.

## **Suspected Cases of COVID-19**

The TDSB [Return to School](#) guide outlines the procedures we will follow if there is a suspected case of COVID-19. Please refer to pages 15 and 16 of this guide for specifics.

## **Well-Being and Supports for Students**

Returning to school after many months away will require time to address the social and emotional needs of students and we continue to provide ongoing support to students who need it. All staff have a role to play in supporting students' mental health and well-being. Building relationships and connections, offering support and building capacity of school-based staff will help ease the transition back to school and help meet the needs of students. Professional learning will be provided to staff to help identify students' specific needs and appropriate strategies during the return to school.

## **LKS Specifics**

Based on the information provided in the TDSB's [Return to School](#) guide, direct and indirect contacts in school for elementary students should be limited to approximately 50. This has informed many of our school-wide decisions where more than one cohort or class will be in around the same area. This includes our entry and exit routines, the movement of students

inside the school, washroom routines, classroom supplies, outdoor learning opportunities, recess and lunch. Much of this is a change from what we have done in the past, and we ask that you take some time to review it with your child as well, so they are prepared for what things are going to look like in September.

We will continue to be flexible and responsive to the public health data and recognize that we may need to adjust plans and practices based on current health information. This will be an ongoing process throughout the year.

### **Entering, Moving Through and Exiting School Revised**

Before coming to school, all staff and students are expected to conduct a [self-assessment](#) for COVID-19 symptoms. This is the most important defence against transmission of COVID-19. Students and staff will practice physical distancing and remain 2 metres apart to the maximum extent possible. Classrooms will be organized to encourage the maximum space between students but in all likelihood their desks will be closer to 1 metre apart. Our LKS floors have directional arrows and footprints that give an indication of how far students should be from each other while in the hallways. The arrows control the direction of flow for students. There are decals in front of the washrooms asking students to stop before entering. There are a number of posters and signs reminding students about proper hygiene and social distancing. Our goal is to maintain physical distancing whenever possible. In order to reduce the potential for larger gatherings of students, we will be limiting occupancy levels in common areas such as hallways and the stairwells. Lockers and hooks will not be used by students at this time. Since students will have to keep all their belongings with them at their desk, we ask that only the very bare necessities be brought back and forth from home and school. After the first few days, your child may not even need a backpack and only a lunch bag if they are staying for lunch.

### **Student Drop Off and Pick Up**

We know that as parents, you are anxious and want to be sure your child is safe and in line. One integral part of our LKS community is the parental involvement and the relationships you have with each other and with staff. Morning drop off, in the past, has been an opportunity for you to connect with other parents and teachers. Unfortunately, we have to forgo this for a bit and ask that you tighten up your drop off routines so that you are dropping off your child to his/her line and then leaving. This should be done as close to entry as possible (8:30) so that we do not have too many people congregated together in one spot. Teachers will be supervising starting at 8:25. Similarly with pick up, we ask that you do not spend time in the school yard after school. Please pick your child up and leave. We recognize that this is counterintuitive to everything we value about the "community" aspect of our school and trust you understand that we are doing this solely for the health and safety of everyone.

### **Entry and Exit Revised**

Each class has been assigned a specific area to line up and a specific door that they are to use for entry and exit. When you arrive on the first day of school, you will notice that there are X's on the ground which are 2 meters apart and are labelled with each class. This is where students line up - behind their assigned X on the ground. This is a change from previous years as students are going to be lining up with their teacher in areas all around the school. Students will be expected to wear a mask while in line so that they will have it on when they enter the school. Parents are encouraged to wear masks while on school property even though they are outside. Please meet your classroom teacher at the assigned lineup area.

**Revised** Door A (located at the main entrance of the school)

Room 240 - 3C  
Room 241 - 2C  
Room 242 - 3B  
Room 243 - 3A

**Revised** Door B (located on the North-West corner of Government and Prince Edward)

Room 212 8B - in front of the entrance  
Library 8A - in front of the entrance  
Room 210 7B - actual line up is along the wall that is parallel to Prince Edward  
Room 209 7A - actual line up is along the wall that is parallel to Prince Edward  
Room 208 5A - on the sidewalk along Government, starting at the utility box  
Room 119 K5 - on the wall running parallel to Government

**Revised** Door C (located on the North-East corner of the building, closer to Government and Marquis)

Room 158 - 4/5B  
Room 157 - 4/5A  
Room 156 - 4C  
Room 155 - 2B  
Room 101 - ISP ASD

**Revised** Door D (located on the South-West corner of the building, closer to the turf)

Room 232 - 2A  
Room 233 - 1C  
Room 234 - 2/3A  
Room 235 - 1A  
Room 236 - 1B

Kindergarten Yard

Room 176 - K1 (inside the fenced area)  
Room 166 - K3 (inside the fenced area)  
Room 172 - K2 (along the outside of the fence, running parallel to the parking lot)

**Revised** Rooms with Their Own Doors

Room 159 - K4  
Room 122 - 5/6A  
Room 123 - 6/7A  
Room 124 - 6A

Integral to this plan working is parents dropping off their students to their line and then leaving so that our limited space is not crowded and some physical distancing can be maintained. As you can imagine, there are over 650 students that need to remain in their classes and distanced and we need parent cooperation with this. Parents are encouraged to say good-bye either at the kiss 'n ride area of the parking lot, or if they are walking them to their line, to say good-bye quickly and then leave.

## **Outdoor Learning and Recess Revised**

We need to stagger recess and we want the students outside as much as possible. Since we cannot have a common recess, the time has been added to the periods. This means all grades are now on the same schedule. The new times are above.

The yard and shale pit are divided into 9 separate areas. We will be reserving the Kindergarten Yard and one space in the Shale Pit for a gym class. Each period of every day, the spaces are assigned to a class for outdoor learning. Each class has one period in the morning and one period in the afternoon. Students should come to school prepared for being outside for extended periods of time, so things like a hat, jacket or sweater and sunscreen they can apply by themselves will be useful.

Gym classes will alternate between outside and being in the gym every-other-week. Classes will be expected to be outside during their assigned time, actively engaged in learning. The last 10 minutes of each period is recess, so the students have free time but must stay in their designated area. Of course all of this is weather dependent and once things start to get cold, we will have to revisit this. In discussions with the Parent Council executive, we are very thankful for the donation of some outdoor learning materials and tents that can be used to provide shelter and shade when needed.

## **Lunch Revised**

Students are encouraged to go home for lunch whenever possible. Students should not return to school until 12:25. For the students who are staying for lunch, our routines have changed to support cohorting.

Classes are divided into 2 groups (Group A and Group B).

**Group A:** 1A, 1B, 1C, 2A, 2/3A, 5A, 5/6A, ISP

**Group B:** 2B, 2C, 3A, 3B, 3C, 4A, 4/5A, 4/5B

Group A will eat their lunch in their classrooms 11:20-11:50 and go outside 11:50-12:20. Group B will go outside from 11:20 to 11:50 and eat in their classrooms 11:50-12:20. The school yard is separated into 10 areas:

- Front Area
- Four-Square/Sand Box Area
- Climbers
- Turf
- Basketball Court
- Grass Area 1
- Shale Pit 1
- Shale Pit 2
- Shale Pit 3
- Shale Pit 4

Each class within a group is assigned a specific area for their outdoor time and will stay in that area for the 30 minutes that they are outside during lunch. Classes will rotate through the 10 areas every week so each class will spend 1 week in each area then switch. Three to four lunchroom supervisors will be watching each group, plus four non-HR teachers will be on duty inside and outside for 15 minutes at the beginning of lunch (11:20-11:35) and 15 minutes at the end of lunch (12:05-12:20). ECEs will supervise the entire lunch. Grades 6, 7 & 8 students will be strongly encouraged to go home for lunch if at all possible. If they stay for lunch, they will eat first in their classes and then go outside along Government and should

stay on that side of the school or go to Shale Pit 4. If they choose, they can also go to Shale Pit 4 for the entire lunch period but if they choose to eat there, they need to stay there for the entire time.

Please be sure to use containers that your child can open and close independently. You may want to consider not sending packages that your child cannot open independently such as yogurt tubes. We are postponing the start of any lunch programs including The Lunch Lady and Subway. There will be no access to microwaves to heat up lunches. We will revisit this once we have established a lunch routine that is safe for all. Students must take all food waste and wrappers home with them. More information will be provided as we figure this one out. Because we must limit people in the building, we ask that you send your child to school with lunch and not drop it off later in the morning.

### Rotary Revised

With the exception of 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 fairly clear.

### Washroom Routines

The use of washrooms will be a difficult one to monitor but we expect that students will use the facilities responsibly and with extra care. We will be instructing students to stop at the entrance of the washroom to see if another student is in there. If so, they will wait in the hallway (2 metres apart) and wait until they can enter. 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. Only one student will be allowed to be in the bathroom at a time.

### Classroom Supplies

We want to limit shared materials so we will be asking parents to provide personal school supplies such as pencils, erasers, scissors, glue sticks, pencil crayons, crayons, etc. These supplies should be in a container that students can open and close independently and be kept at their desk. Each grade team has provided us with a specific list of what they think each child should bring to school. You may want to look at all grade lists for other ideas.

<p><b>Kindergarten</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wipeable pencil case labeled (box)</li> <li><input type="checkbox"/> Pencils</li> <li><input type="checkbox"/> Pencil sharpener</li> <li><input type="checkbox"/> Erasers</li> <li><input type="checkbox"/> Glue stick</li> <li><input type="checkbox"/> Scissors</li> <li><input type="checkbox"/> Markers</li> <li><input type="checkbox"/> Crayons</li> <li><input type="checkbox"/> Yoga mat or floor square</li> <li><input type="checkbox"/> Tupperware for students to place their mask into when not being used</li> <li><input type="checkbox"/> 3-4 masks per day</li> <li><input type="checkbox"/> Ziplock bag to placed used masks in</li> <li><input type="checkbox"/> Change of clothes labeled in a large ziplock bag</li> </ul>	<p><b>Grade 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Large Backpack (1)</li> <li><input type="checkbox"/> Lunch Bag (1)</li> <li><input type="checkbox"/> Pencil Case/Pencil Box (1)</li> <li><input type="checkbox"/> Wax Crayons - Box of 24 (1)</li> <li><input type="checkbox"/> Sharpened Pencils (2-4)</li> <li><input type="checkbox"/> Sharpened Pencil Crayons (1pkg)</li> <li><input type="checkbox"/> Pencil Sharpener with Cover (1)</li> <li><input type="checkbox"/> Large Glue Sticks (2)</li> <li><input type="checkbox"/> Whiteboard Markers (2-4 Unscented)</li> <li><input type="checkbox"/> Erasers (2)</li> <li><input type="checkbox"/> Facial Tissues (1 box for yourself)</li> <li><input type="checkbox"/> Ruler (1)</li> <li><input type="checkbox"/> Scissors (1)</li> <li><input type="checkbox"/> Spare Set of Clothing (to be kept in backpack)</li> </ul>	<p><b>Grade 2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> individual pencil box/case (to fit in desk)</li> <li><input type="checkbox"/> pencils/erasers</li> <li><input type="checkbox"/> pack of pencil crayons</li> <li><input type="checkbox"/> washable markers</li> <li><input type="checkbox"/> enclosed pencil sharpener</li> <li><input type="checkbox"/> highlighter</li> <li><input type="checkbox"/> whiteboard markers</li> <li><input type="checkbox"/> scissors</li> <li><input type="checkbox"/> glue stick x2</li> <li><input type="checkbox"/> sketch book/colouring book/puzzle book for mindfulness time</li> <li><input type="checkbox"/> box of kleenex - kept in desk</li> <li><input type="checkbox"/> 30cm ruler</li> <li><input type="checkbox"/> masks</li> </ul>
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Indoor shoes</li> <li><input type="checkbox"/> Water bottle</li> <li><input type="checkbox"/> Small hand sanitizer (no scent) and best to be a pump bottle</li> <li><input type="checkbox"/> Small package of baby wipes to wipe face</li> <li><input type="checkbox"/> Box of Tissues</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mask (1 extra)</li> <li><input type="checkbox"/> Refillable Water Bottle (1)</li> <li><input type="checkbox"/> Indoor Running Shoes (1)</li> </ul>	
<p><b>Grade 3</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> pencils and erasers</li> <li><input type="checkbox"/> personal pencil case (labelled with their name on it somewhere)</li> <li><input type="checkbox"/> glue sticks x 2</li> <li><input type="checkbox"/> scissors</li> <li><input type="checkbox"/> 30 cm ruler</li> <li><input type="checkbox"/> hand pencil sharpener</li> <li><input type="checkbox"/> pack of pencil crayons</li> <li><input type="checkbox"/> pack of markers</li> <li><input type="checkbox"/> highlighters</li> <li><input type="checkbox"/> personal hand sanitizer</li> <li><input type="checkbox"/> personal kleenex box</li> <li><input type="checkbox"/> personal reusable water bottles</li> <li><input type="checkbox"/> whiteboard markers</li> <li><input type="checkbox"/> colouring book/drawing/sketch book for mindfulness time (no larger than 8.5x11)</li> </ul>	<p><b>Grade 4</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> individual pencil box/case (to fit in desk)</li> <li><input type="checkbox"/> pencils/erasers</li> <li><input type="checkbox"/> small pack of pencil crayons washable markers</li> <li><input type="checkbox"/> enclosed pencil sharpener</li> <li><input type="checkbox"/> highlighter</li> <li><input type="checkbox"/> whiteboard marker</li> <li><input type="checkbox"/> scissors</li> <li><input type="checkbox"/> glue stick</li> <li><input type="checkbox"/> sketch book for mindfulness time</li> <li><input type="checkbox"/> box of kleenex - kept in desk</li> <li><input type="checkbox"/> no backpacks necessary</li> <li><input type="checkbox"/> masks</li> </ul>	<p><b>Grade 5</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pencils</li> <li><input type="checkbox"/> Erasers</li> <li><input type="checkbox"/> Sharpener</li> <li><input type="checkbox"/> Highlighter</li> <li><input type="checkbox"/> Markers/ colours</li> <li><input type="checkbox"/> Geometry set</li> <li><input type="checkbox"/> Ruler</li> <li><input type="checkbox"/> Calculator</li> <li><input type="checkbox"/> Sketch book</li> <li><input type="checkbox"/> Sharpies</li> <li><input type="checkbox"/> Water bottle</li> <li><input type="checkbox"/> No pens!</li> <li><input type="checkbox"/> Masks</li> <li><input type="checkbox"/> personal hand sanitizer</li> <li><input type="checkbox"/> personal kleenex box</li> <li><input type="checkbox"/> personal reusable water bottles</li> </ul>
<p><b>Grade 6</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pencil case that stays in the classroom</li> <li><input type="checkbox"/> Pencils</li> <li><input type="checkbox"/> Erasers</li> <li><input type="checkbox"/> Pencil crayons</li> <li><input type="checkbox"/> Broad tipped washable markers</li> <li><input type="checkbox"/> Black sharpie markers - fine and extra fine</li> <li><input type="checkbox"/> Coloured sharpies</li> <li><input type="checkbox"/> Highlighters</li> <li><input type="checkbox"/> Ruler</li> <li><input type="checkbox"/> Scissors</li> <li><input type="checkbox"/> Protractor</li> <li><input type="checkbox"/> Compass</li> <li><input type="checkbox"/> Binder (6A Only)</li> <li><input type="checkbox"/> Calculator</li> <li><input type="checkbox"/> Glue stick</li> <li><input type="checkbox"/> Sketchbook</li> <li><input type="checkbox"/> Box of kleenex</li> <li><input type="checkbox"/> masks</li> </ul>	<p><b>Grade 7</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Backpack</li> <li><input type="checkbox"/> individual pencil box/case</li> <li><input type="checkbox"/> pencils/erasers</li> <li><input type="checkbox"/> Lined paper</li> <li><input type="checkbox"/> small pack of pencil crayons</li> <li><input type="checkbox"/> pencil sharpener with attached container for shavings</li> <li><input type="checkbox"/> highlighter (s)</li> <li><input type="checkbox"/> whiteboard marker</li> <li><input type="checkbox"/> scissors</li> <li><input type="checkbox"/> glue stick</li> <li><input type="checkbox"/> box of kleenex - kept in desk or pencil case</li> <li><input type="checkbox"/> Ruler</li> <li><input type="checkbox"/> Math set that includes a compass and a protractor</li> <li><input type="checkbox"/> Basic Function Calculator</li> <li><input type="checkbox"/> Tech? (Laptops, Ipads, Tablets etc.) - there may be issues with this coming in and out everyday</li> <li><input type="checkbox"/> masks</li> </ul>	<p><b>Grade 8</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Backpack</li> <li><input type="checkbox"/> individual pencil box/case</li> <li><input type="checkbox"/> pencils/erasers</li> <li><input type="checkbox"/> Lined paper</li> <li><input type="checkbox"/> small pack of pencil crayons</li> <li><input type="checkbox"/> pencil sharpener with attached container for shavings</li> <li><input type="checkbox"/> highlighter (s)</li> <li><input type="checkbox"/> whiteboard marker</li> <li><input type="checkbox"/> scissors</li> <li><input type="checkbox"/> glue stick</li> <li><input type="checkbox"/> box of kleenex - kept in desk or pencil case</li> <li><input type="checkbox"/> Ruler</li> <li><input type="checkbox"/> Math set that includes a compass and a protractor</li> <li><input type="checkbox"/> Basic Function Calculator</li> <li><input type="checkbox"/> Tech? (Laptops, Ipads, Tablets etc.) - there may be issues with this coming in and out everyday</li> <li><input type="checkbox"/> masks</li> </ul>

## Technology

When school first closed in March, the TDSB redeployed most of our technology to be distributed to students across the system who needed it for remote learning. These chromebooks and iPads will eventually be collected and returned to LKS. 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. We continue to be a cell-phone free building and students will not be allowed to use their phones as a device. Phones will stay in students' backpacks at all times.

### **Google Classroom**

Each teacher will maintain a Google Classroom where assignments and information is 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 to see some of the work that was missed, 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 Google Classroom, with a few exceptions, they will not be using it to teach their students. Many teachers have chosen not to use student planners this year, so this will be your main source of communication between school and home apart from emails or phone calls. Your child's teacher will let you know what their preferred means of communication will be.

### **A Note About 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 opted for remote learning, your child will be assigned to a central remote class that will be taught by either a centrally assigned TDSB teacher or a TDSB teacher who has chosen to teach remotely because of their own personal circumstances. You will not necessarily be with only LKS students. You are still an LKS student if/when you decide to discontinue remote learning and return to in-class learning. Changing between remote learning and in-person classes will be looked at after reporting periods. The first opportunity will be after Thanksgiving in October.

### **Visitors to the School**

We are very appreciative of all the parent volunteers that are in our building on a regular basis. Unfortunately, we are going to have to limit the number of people in the building, which means we cannot have volunteers in the class at this time. Volunteers are a fundamental aspect of our learning community and this was a very difficult decision to make. We look forward to the time when we can have you back with us. Mystery Readers and similar 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.

When you need to pick up your child from school early, we ask that you ring the bell, let our office staff know who you are picking up and then wait outside for them. When you are bringing your child to school late, we ask that only the parents of our youngest students enter the building, come straight to the office to let our office staff know your child is late, and we will take it from there.

### **Transportation Revised**

You are encouraged to check [transportation's website](#) regularly for updates and questions. You can contact either Sophie or Emily in the office with transportation questions.

### **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 that is needed for the entire day. A drop-off table will be put in the stairwell of the main

entrance where you will be asked to leave any items you absolutely have to drop off. Office staff will not be calling students down to pick up the items.

### **Contact Us**

Congratulations if you have made it this far! 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 are going to look and feel different and it is our sincere hope that we can support all stakeholders as we navigate this new learning environment.

Our Office Administration Team will be in the school office starting Monday, August 24th. We ask that you contact the school via phone at 416-394-7890. 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 Ms. Stefanowicz at [Zofia.Stefanowicz@tdsb.on.ca](mailto:Zofia.Stefanowicz@tdsb.on.ca) or Miss Emily at [Emily.Wieczorek@tdsb.on.ca](mailto:Emily.Wieczorek@tdsb.on.ca). John and Kimm can be emailed at [John.Currie@tdsb.on.ca](mailto:John.Currie@tdsb.on.ca) and [Kimm.Norton@tdsb.on.ca](mailto:Kimm.Norton@tdsb.on.ca).

Take Care!

John & Kimm