

<p><b><u>ARRIVAL:</u></b> <b>PRE- KINDERGARTEN/ KINDERGARTEN FIRST DAY OF SCHOOL September 1, 2, 3</b></p>	<p>-Students must follow the progressive entry dates provided by the school.</p> <p>-As of September 8, entry into the school will be on Martin street. -Teachers will join you transitionally at 8:50am to pick up your child from the gate.</p> <p>Pick up at the end of the day will be at the main entrance.</p> <p>-Parents must respect the two-meter distance outside the front building during this time.</p>
<p><b><u>ARRIVAL:</u></b> <b>GRADES 1-6, FIRST DAY OF SCHOOL September 1, 2020</b></p>	<p>-Grade 1 will use the Martin Street drop-off area.</p> <p>-Grade 2-6 will use the Marian Street drop off area</p> <p>(Siblings may choose to use drop off area together if they are to enter from two different locations)</p> <p>-As of September 8 when all students are required to be back at school, Pre-Kindergarten and Kindergarten will use the Martin Street drop-off area.</p>

<b>BUSSES</b>	<ul style="list-style-type: none"><li>-When busses arrive, students must remain on their bus until a supervisor arrives and allows the student to disembark.</li> <li>-On the first day of class, the students will be directed to their class by their homeroom teacher.</li> <li>-Following the first day of class, students will line up outside behind their class indicator located on the ground and their homeroom teacher will escort them to their respective homeroom class.</li></ul>
<b>BATHROOMS</b>	<ul style="list-style-type: none"><li>-Bathrooms will be supervised to ensure the capacity of the bathroom is respected.</li> <li>- During class time, students require permission from the teacher to go the bathroom. students will bring a hallpass and hang it on a hook located outside the bathroom to indicate their presence. This will permit students to see if the bathroom is full. If it is full, they will wait outside the bathroom.</li> <li>-Bathrooms have been divided to facilitate the addition of Pre-Kindergarten classes at our school:</li></ul>

<b>BATHROOMS (continued)</b>	<p>-Pre-K/Kindergarten/grade 1 will exclusively use the small bathroom located in the new section next to the Red gymnasium.</p> <p>-Grade 1-Grade 6 students will exclusively use the bathrooms located in the old section of the school which accommodates more students.</p>
<b>CLASSROOM SEATING ARRANGEMENTS</b>	<p>-Each student will be assigned his/her work space.</p> <p>- Each student will be given a plastic bin to store their school supplies under their desks.</p>
<b>CAFETERIA</b>	<p>-The cafeteria will not be available during lunch.</p> <p>The hot lunch service will be delivered by Mr. Ted and his team to each homeroom class.</p> <p>-More details will be shared by Mr. Ted to all parents the week of September 1<sup>st</sup>.</p>

<b>COVID</b>	<p>-If a student begins to feel unwell at school, the Principal or Vice-Principal will assess their state of health and take the actions required by the Ministry Protocol.</p> <p>-Parents are required to pick up their child immediately if called by the school.</p>
<b>CURRICULUM NIGHT/GENERAL ASSEMBLY</b>	<p>-Our Curriculum Night and Annual General Assembly will take place on August 31<sup>st</sup>, however, we will be organizing a VIRTUAL format for everyone's safety.</p>
<b>DAYCARE</b>	<p>-Daycare will be available between 7:00am-6:00pm.</p> <p>-Ms. Sabrina Valletta will be sharing updated information to all registered concerning the changes we needed to make in order to comply with the Ministry's emergency protocol.</p>
<b>DISINFECTION</b>	<p>-Each main entrance and classroom will have a hand-sanitizing station, which students and personnel must use each time they enter.</p> <p>- When students go to the bathroom, they are expected to wash their hands, but will</p>

<b>DISINFECTION (continued)</b>	still have to use the sanitizing station in the classroom upon re-entry.
<b>DISMISSAL</b>	<p>-Students will be dismissed in a staggered format and will have to use a designated exit, depending on the location of their homeroom.</p> <p>-Students must board their bus/car immediately and may NOT congregate outside.</p>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<p>-For the time being, rental activities will not be offered after school. We will reassess in January 2021.</p> <p>-There will be no field trips/fundraisers scheduled for the start of the school year.</p>

<b>HALLWAYS</b>	<ul style="list-style-type: none"><li>-All hallways have been assigned directions to ensure physical distancing can be respected.</li><li>-Hallway markers have been installed to assist students.</li></ul>
<b>HOMEROOMS</b>	<ul style="list-style-type: none"><li>-Students are grouped into homerooms, which stay together for all periods throughout the day.</li><li>-Specialists will circulate into all homeroom classes to teach their specialty.</li><li>-Physical Education class and Dance classes for the younger grades will set up a plan to best allow students to participate in Physical education, either in class or outdoors.</li></ul>
<b>LOCKERS</b>	<ul style="list-style-type: none"><li>-To start the year, students will NOT be assigned a locker. They will be permitted to bring their school bags/light jackets into class and encouraged to keep all valuable items at home.</li><li>-Their outdoor shoes will be lined up beside their homeroom class, below locker area.</li><li>- As the year progresses into the winter season, we will relook at this arrangement.</li></ul>

<b>MASKS</b>	<p><b><u>-Pre-School -Grade 4 students:</u></b> Not be mandatory for students from preschool up to and including Grade 4 students.</p> <p>-However, Pre-K -grade 4 students will be permitted to wear them in school during transition times and on transportation vehicles.</p> <p><b><u>-Grades 5 and 6 students:</u></b> Required to wear a face covering/masks when using transportation and in common areas (hallways, bathroom, and other common areas in the school) or in the presence of students from a different stable group.</p> <p>-The face covering/mask may be removed when they are in their regular classroom with their class-group.</p> <p>-Two metres must always be maintained between students and school staff, except for preschool (Kindergarten for 4-year-olds and 5-year-olds) where physical distancing will not be compulsory between students and teachers.</p> <p>-Personal protective equipment (face covering AND visor or goggles) will be mandatory for preschool teachers.</p>
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<b>MASKS (continued)</b>	<p>-In the classroom, non-teaching staff members will not be required to wear face coverings if they respect the two-metre distance from students.</p> <p>-They will always wear their face covering/mask when circulating in the school/centre and in the common areas.</p>
<b>MOZAIK/PARENT PORTAL</b>	<p>-Report cards, Individualized Education Plans, School Fees will be available on the portal.</p> <p>-New students to our school/school board must register as first-time users.</p>
<b>ONE SCHOOL PLATFORM OF COMMUNICATION</b>	<p>-As per the ministry's directive, we will provide one communication platform for all parents to access each teacher's information, lessons, communications etc. This link will provide more fluidity for easy access to all students/parents.</p>



<p><b>ONE SCHOOL PLATRFORM OF COMMUNICATION</b></p>	<p>-Your teacher will provide you with more information at the start of the school year.</p>						
<p><b>ONLINE LEARNING</b></p>	<p>-In the event of a second confinement, we will quickly shift to remote learning. A schedule to pick up your child's belongings will be sent to you at that time.</p> <p>-The teachers will provide each parent/guardian with a link to access their classroom platform in the event that we have to return to online learning.</p> <p><b>Ministry Parameters for Online Learning:</b></p> <table border="1" data-bbox="639 1562 1256 1883"> <tr> <td data-bbox="639 1562 948 1709">Schedule should we transition to online learning</td> <td data-bbox="948 1562 1256 1709">Weekly hours of teaching or learning and preparation activities</td> </tr> <tr> <td data-bbox="639 1709 948 1856">Preschool</td> <td data-bbox="948 1709 1256 1856">11.5 hours of personalized learning and preparation activities</td> </tr> <tr> <td data-bbox="639 1856 948 1883">Cycle 1</td> <td data-bbox="948 1856 1256 1883">10.5 hours of teaching</td> </tr> </table>	Schedule should we transition to online learning	Weekly hours of teaching or learning and preparation activities	Preschool	11.5 hours of personalized learning and preparation activities	Cycle 1	10.5 hours of teaching
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<p><b>ONLINE LEARNING          (continued)</b></p>	<p>Cycle 2</p>	<p>13 hours of teaching</p>	
	<p>Cycle 3</p>	<p>13 hours of teaching</p>	
<p><b>PHYSICAL          DISTANCING</b></p>	<p>-A VIRTUAL schedule will be provided at the start of the school year should our school turn to VIRTUAL teaching at any time during the school year.</p> <p>-All students must stay 1 meter apart from other students and 2 meters apart from all staff at all times.</p> <p>- Distancing markers are in place to assist students when lining up outside bathrooms, offices, outside, or the cafeteria.</p>		
<p><b>RECESS/LUNCH</b></p>	<p>-Students will have a staggered recess schedule to accommodate the limited 250 person gatherings at one time.</p> <p>-A rotating schedule will allow all students to have access to all playground equipment throughout the month.</p> <p>-Lunch will take place in each classroom. More supervisors have been hired for lunch period.</p>		

<b>LATE SIGN- IN/EARLY DISMISSAL SIGN- OUT</b>	<p>-If a student arrives late or has to leave early, parents/guardians can NOT come into the school, but must notify reception by phone (450-680-3045 extension 7415) or by email at <a href="mailto:spotamoussis@swlauriersb.qc.ca">spotamoussis@swlauriersb.qc.ca</a>.</p> <p>- Students will be signed in or out by a supervisor. A parent must escort their child outside the main door on Lisane Street if they are signing in late.</p> <p>-If their child is being picked up early, the parent must wait outside the main door on Lisane Street until their child is brought to them.</p> <p>- Early dismissals are not permitted past 3:15pm as students have already begun the process of getting ready for the school-wide end of day dismissal.</p>

<b>WORKBOOKS AND TEACHER-CREATED MATERIALS/AGENDA</b>	<ul style="list-style-type: none"><li>-All workbooks and school material will be distributed in class this year.</li><li>-School fees must be paid directly to the school secretary by phone at 450-680-3045 extension 7415 or directly online where it is available on the MOZAIK Parent Portal.</li></ul>
<b>TRANSPORTATION</b>	<ul style="list-style-type: none"><li>-Masks must be worn on the bus at all times by grade 5 and 6 students.</li><li>-Students must sanitize their hands upon entering their bus.</li><li>-Students must remain seated in their assigned seats and may not change their assigned seats at any time.</li><li>-Students cannot change busses at any time throughout the year.</li></ul>

<p><b>VISITORS</b></p>	<p>-All visits to the school must be pre-arranged and authorized.</p> <p>-Parents/guardians are requested to call the school if they require an appointment.</p>
<p><b>NEW WATER FOUNTAINS</b></p>	<p>-The students must use their reusable water bottles from home to fill up their water at school.</p> <p><b><u>-A Twin Oaks water bottle will be distributed to all students at the start of the school year.</u></b></p> <p>-As we are officially launching the 2020-2021 school year as a plastic-free school, please refrain from sending any form of plastic water bottles with your child as this will be returned home at the end of the day.</p> <p>-Any form of plastic water bottles sent to school with your child will be returned home at the end of the day.</p>

<b>WEBSITE/FACEBOOK</b>	<p>-All information will be provided on our website, including letters sent home and school policies. Please review regularly for all up to date information.</p> <p>-Facebook will continue to be a celebration of our students and school community.</p> <p>-Should you have any questions, please <b>DO NOT USE</b> the messenger feature on FACEBOOK to communicate important questions pertaining to school or your child. You must contact the school secretary between 8:00am--4:00pm and she will direct you to the personnel who will be able to best assist you.</p>

The Twin Oaks family is looking forward to welcoming your children on Tuesday, September 1<sup>st</sup>. We will continue to update you on all new information from the Ministry as it affects our school.

Twin Oaks Back to School  
Back to School Document 2020-2021

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Your Twin Oaks Administrative Team,

**Ms. Dena Chronopoulos**

Principal

**Ms. Jessica Savard**

Vice-Principal