

STUDENT HANDBOOK

2020-2021

**Townsvie School
122 Lewis Fisher Lane
Woodstock, NB
E7M 0G6**

**Principal – Pat Thorne
Vice Principal – Steven Jones
Vice Principal – Angela Ketch**

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TEACHER EMAIL ADDRESSES





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TOWNSVIEW SCHOOL
Bell Schedule (2020-2021)

Morning Student Arrivals & Procedures	7:50am-8:25am Bus Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
	8:00am-8:25am Parent Drop-Off Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
	8:10am-8:25am Student Walker Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
8:30am-8:40am	School Day Begins Homerooms (Playing of O'Canada & Morning Announcements)	
-----	Grades K-2	Grades 3-8
	8:40am-9:13am Period 1	8:40am-9:30am Period 1
	9:13am—9:46am Period 2	
	9:46am-10:19am Period 3	9:30am-10:20am Period 2
10:20am-10:35am	Morning Break	
	10:35am-11:08am Period 4	10:35am-11:25am Period 3
	11:08am-11:41am Period 5	
	11:41am-11:45am Transition to K-2 Outside	11:25am-12:15pm Period 4
	11:45am-12:10pm K-2 (Outside)	
	12:10pm-12:40pm K-2 (Lunch)	12:15pm-12:40pm Gr. 3-5 (Lunch)
	12:45pm-1:18pm Period 6	12:15pm-12:40pm Gr. 6-8 (Noon Recess)
	1:18pm-1:51pm Period 7	12:40pm-1:05pm Gr. 3-5 (Noon Recess)
	1:51pm-2:00pm K-2 Dismissal (All Walkers Go Home)	12:40pm-1:05pm Gr. 6-8 (Lunch)
	1:51pm-2:50pm K-2 After School Recess (For Bus Students Only)	1:05pm-1:10pm Return to Homeroom
	-----	1:10pm-2:00pm Period 5
	-----	2:00pm-2:50pm Period 6
End of Day Procedures & Timelines		2:50pm-2:55pm Grade 3-8 Homeroom & Prepare to Go Home
	2:55pm-3:20pm Grades K-2 Bus Departures	2:55pm-3:00pm Grades 3-8 Departure for All Walkers & Parent Pick Ups
		2:55pm-3:20pm Grades 3-8 Bus Departures

Notes

-  All students upon arrival will need to wear their community face mask until they get to their classroom.
-  Due to COVID 19 Restrictions - No Students are permitted to arrive at school before 7:50am
-  Due to COVID 19 Restrictions – no parents/guardians will be permitted to walk their child in the school
-  K-2 End of Day Dismissal & Parent Pick Up – Parents/Guardians will wait outside the building. Homeroom teachers will walk their students outside to meet up with the parents/guardians out in front of the school.

WELCOME MESSAGE TO STUDENTS, PARENTS/GUARDIANS:

On behalf of the staff, it is our pleasure to welcome both our returning students and to those students who are new to Townsview School. We are extremely proud of our school and you have the biggest role to play in making sure that your year is positive and full of successful experiences.

This handbook has been created to help you and your parents learn as much as possible about school policies, procedures and the services we offer to our students. In addition to academics, we offer many activities, clubs, and athletics to help students become well-rounded. This handbook offers a great deal of information about activities at the school and expectations for both students and staff.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of the school community. Parents and teachers can be supportive, but ultimately you as a student must show respect, be responsible and make right choices. Get involved in your school, participate in activities and have the courage to care. You can make a difference by standing up and speaking out.

We look forward to this school year with great excitement. Get involved in your school and be committed to academic success. We hope you have a fantastic year.

Townsview School Mission Statement

**“Working Together To Prepare All Students For
Success In An Ever Changing World”**

Vision Statement

**At Townsview, we believe that our students and staff
will be empowered and engaged to become successful learners and citizens in an ever
changing world.**



RESPECT – RESPONSIBILITY- RIGHT CHOICES

ANGLOPHONE SCHOOL DISTRICT WEST -
FAIR NOTICE LETTER

September, 2020

Dear Parents/Guardians:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires intensive threat assessment training of School Administrators, Education Support Services, Teachers and District Staff. Further to this, partners from policing, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the VTRA process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "*hold and secure*" allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A "*lock down*" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,

David McTimoney
Superintendent

ANGLOPHONE WEST SCHOOL DISTRICT - SCHOOL CLOSURES

An Important Message to Parents – School Closures Because of Weather Conditions

Anglophone West School District is committed to the safe and efficient transportation of students. The District recognizes it may be necessary to cancel bus runs, close schools, or delay school opening to ensure students are not endangered by hazards brought on by poor weather and road conditions. When a decision is made to close school, delay school opening, cancel bus runs, or delay bus runs, safety is the number one consideration.

Options Considered

- Schools open as usual: no communication required.
- All schools closed for the day: see “Communication” section below.
- A school or schools in a particular zone of the district closed: see “Communication” section below.
- All school bus routes delayed by one hour: On these occasions, all schools in the district will open at their regular time to receive walking students and drop-off students. Students arriving late will not be disadvantaged.
- Schools may be closed early on days when it is anticipated that weather conditions may deteriorate significantly. It is important that parents have alternate arrangements for their children if they or another adult will not be at home to receive the students. Please ensure that the school has up-to-date contact numbers for parents (work numbers, cell numbers, etc.) and at least one emergency contact. It will be announced that buses will run their afternoon runs one, two, or three hours earlier than usual, whatever time is determined.
- Power Outage: In the event that a particular school is without power, the school will be opened at the regular time, unless otherwise communicated by the Superintendent. In some power outage cases, the decision regarding school closure for the day may be deferred from 6:00am to 7:00am.

Important Notes:

- There may be occasions when a particular bus route is hazardous because of varying weather conditions throughout the district. In cases where the bus driver has a safety concern, he or she has the responsibility to recommend either the cancellation or delay of his/her particular bus run.
- Parents may exercise their right to keep children at home if they believe that the weather and/or road conditions are not suitable. Students will not be penalized for such absences; however, parents must provide a written excuse to the student’s teacher when the child returns to school.
- There are times when school buses run late for reasons unrelated to weather. Individual school buses expected to be more than 20 minutes late will be announced whenever possible. Parents are responsible for the safety of their children at the stop until the bus comes.
- Decision Process: The Superintendent of Schools makes the decision to close schools after district transportation personnel provide current information about weather and road conditions. The school district transportation department has access to current weather and road conditions throughout the district through the Department of Transportation and Infrastructure road supervisors, a contracted weather information service provider, as well as other internet sites. Inclement weather predictions are monitored closely throughout the prior evening and again from 5:00 a.m. onward.

Communication:

- TOWNSVIEW IS IN SCHOOL ZONE **3**:
- It is a school-based decision to use voice-messaging, if available.
- Parents should not rely on this means of notification for information about school closures.
- Announcements will be made on local radio stations, through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free) or 453-5454 (local calls) any time after 6:00 a.m., and by checking the district website at www.asd-w.nbed.nb.ca.
- Please tune in to the local radio station CJ 104.1FM – Woodstock for announcement of a school closure or delay.

ALLERGY ALERT:

Due to the serious medical conditions of several students and staff – Townsview School is both a NUT SAFE and SCENT SAFE BUILDING. Thank you for respecting the safety of others.

ARRIVING, DEPARTING & PICKING UP AT SCHOOL – Refer to Operational Plan

- Parking of cars – you will have two places to park if coming into the school, the first is the main parking lot just outside in front of the school or the afterhours parking lot located up by the soccer field and upper playground (side parking).
- School Drop Off – if you are just dropping your child off at school, it is best to use the drop off lane; it is for continuous movement of cars. It is not made for cars to park and walk your child to the school doors. It is only for drop and go. We need to keep the traffic flow moving.
- At the end of the day, 1:55pm for K-2 students, parents/guardians are required to stay outside the front of the building and teachers will bring your child outside to you.

For students in grades 3-8, there are a couple of options for after school pick-up:

- If you are in your car and wanting to pick up your child, you can travel up into the drop off zone and the students who are being picked up will walk to the drop off zone and meet up with their parent. There will be a teacher supervisor present at this location. We ask that your child not run to your car but rather wait until you are able to drive near the teacher supervisor and pick up your child and then go on your way.

STUDENTS LEAVING DURING THE SCHOOL DAY:

- A student who has to leave during the instructional day must present to the homeroom teacher a signed note from the parent and/or guardian.
- Please note that students will not be dismissed from class to wait in the lobby or outside the school. Students will remain in class. We ask that all parents/guardians come into the school to pick up their child. The student must sign out in the office before leaving. Please note that this policy is not to cause hardship to you as a parent/guardian, but rather, it is a safety precaution.
- If the student is only leaving for part of the day, we ask that the student sign out & sign back in.
- Parents cannot sign out other parent's children without prior notification to the school administration or homeroom teacher.

VISITORS:

As a safety procedure for students and staff, visitors are expected to report to the office. During instructional time (8:00am – 3:00pm) all visitors must sign in and out at the main office.

ATTENDANCE:

As stated in the Education Act, students are expected to attend school each day school operates. Occasionally, absences are necessary due to sickness or appointments which cannot be scheduled beyond school times. In these cases, please follow the following procedures:

- In the case of a planned absence, send a note to your child's teacher beforehand informing him/her of the upcoming absence.
- In the case of an unplanned absence, please phone our Safe Arrival Number at 325-4435 before 8:00am to inform us that your child will not be in school and the reason. When your child returns to school, please follow this with a written note to your child's teacher explaining the reason for the absence.

SafeArrival School Messenger System.

- With SafeArrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:
 - Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
 - Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
 - Call the toll-free number 1-833-294-4838 to report an absence using the automated phone system.

- These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.
- Please note that for the School Messenger system to correctly identify your student, we must have up-to-date contact phone numbers and email addresses and this information must be consistent for all siblings in the family.
- Please be aware that teachers do not immediately receive information entered by parents into the SafeArrival system. The information provided by parents is used to explain absences reported by teachers. Notes and calls to report a planned absence are still useful and will continue to be accepted, though use of the SafeArrival system is appreciated.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest, recover and receive the extra tender love and care he or she needs. Please remember that we do not have a sick room: fresh air, exercise and opportunities to socialize are all very important to healthy growth, therefore all children who are present at school are asked to go outside during scheduled breaks.

- It is equal responsibility of the school, parent and student to ensure that the student attends classes punctually and regularly.

The New Brunswick Education Act states:

Section 14 (1) It is the duty of the pupil to: (d) attend school regularly and (h) comply with all school policies.

Section 13 (1) In support of the learning success of his or her child and the learning environment at the school, the parent is expected to: (b) communicate reasonably with the school personnel as required in the best interest of the child. Cause his or her child to attend school as required by the Act.

BUS NOTES:

- ASDW has implemented changes to our Bus Stops Policy. This means there will be two options for afternoon drop-off: *one primary, one alternate* – and these two options are to be used consistently on the same days each week.
- In September, parents/guardians will indicate on the student data collection form which days the students are to be dropped off at each of the two location options. School bus stops for primary and alternate addresses, if not the home address, must be on an existing school bus route and there must be space for the student on the bus.
- Parents/Guardians must notify the school in writing at least 24 hours in advance of a permanent change to either the primary or alternate stop location. Telephone calls and verbal requests will not be accepted. Continual or excessive changes to the primary or alternate stop locations may result in loss of bus privileges.
- Transportation for occasional drop-offs (i.e. birthday parties, visiting a friend, sleep-overs, or after-school activities) will not be provided for students in any grade level.

FEES

In all cases where fees are collected from students, receipts will be issued. Keep your receipts. Payment of fees can be made either by cash, cheque or fees may now be paid on line. To create your profile, go to <https://anglophonewest.schoolscashonline.com> If any fee cannot be paid on time, please contact administration to set up a payment plan prior to the start of the activity.

Middle School Student Fee:

- The amount of the student fee is \$30 – payable by Friday, October 2nd. This fee is used to cover expenses associated with guest speakers, specialized student assemblies, student agendas, and locks for lockers. If this fee cannot be paid on time, please contact administration to set up a payment plan prior to the start of the activity.

Student Activity Fees:

- A student who participates in an extracurricular activity may need to pay an activity fee. The activity fee helps to off-set the costs & operations of running the extracurricular program. All payments are made at the administrative office (cash or cheque (cheques made payable to Townsview School), or they can be made online. Please ensure that the fees are paid prior to the playing of the first game (athletic team) or on the day of the first practice (band and drama). If this is not possible, please contact the office to set up a payment plan. This is the responsibility of the parent/guardian, if this is not done, participation will be denied until arrangements have been made and have been followed through.
 - Boys & Girls JV Soccer - \$40.00 per athlete
 - Boys & Girls Varsity Soccer - \$40.00 per athlete
 - Boys & Girls Badminton - \$20.00 per athlete
 - Boys & Girls Varsity Basketball - \$175.00 per athlete
 - Boys & Girls JV Basketball - \$150.00 per athlete
 - Boys & Girls Varsity Volleyball - \$175.00 per athlete
 - Boys & Girls Varsity JV Volleyball - \$150.00 per athlete
 - Boys & Girls Rugby - \$20.00 per athlete
 - Band - \$40.00
 - Drama (Middle School) - \$60.00
 - Drama (Elementary) - \$50.00
- All payments are made at the administrative office (cash or cheque – cheques made payable to Townsview School, or can be made online. Please ensure that the fees are paid prior to the playing of the first game (athletic team) or on the day of the first practice (band and drama). If this is not possible, please contact the office to set up a payment plan. This is the responsibility of the parent/guardian, if this is not done, participation will be denied until arrangements have been made.

EXTRA CURRICULAR PARTICIPATION:

- Student participation is encouraged at Townsview, however, it is a privilege to represent the school. It is a requirement of all students to be in *good standing*.
- The definition of a student in good standing applies to three categories of student behavior: academic performance, attendance (not having high chronic absenteeism), and general positive attitude and behavior that complies with a positive learning environment at school. Students who have not demonstrated commitment to being in good standing, at the discretion of school personnel, will be assigned a probationary period or may be removed from the activity until they meet the requirements of the contract/policy and student in good standing clause. This may carry over from one academic year to another based on the above criterion.

LICE:

In order to contain the spread of lice at school, students whose hair has lice will have their parent or guardian called to come and take the student home for treatment. In some instances, a child may present with nits but no live lice. In this situation, home will still be contacted. We recognize that having lice is not a sign of uncleanliness and we act in a gentle manner always keeping the child's feelings in mind. We regret having to take this action, but lice is highly communicable as well as costly and time consuming to get rid of. Therefore, the school must ask the parent or guardian to keep the child home until all lice have been removed. It is necessary to continue to pick nits (or eggs) as not all nits are killed by the lice shampoo treatment.

In the best interest of the student body, all parents are asked to respect the following Department of Health guidelines regarding communicable diseases.

EXCLUSION CHART:

Infection/Disease	Minimum Exclusion Period From School
Pertussis (whooping cough)	If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.
Measles	Exclude until 4 days from the onset of rash.
Mumps	Exclude until 5 days from the onset of gland swelling, if non-immunized contacts are present.
Rubella	Exclude until 7 days from the onset of rash.
Chicken Pox	Exclude until child feels well enough to return to school.
Shingles	Usually not required (unless skin lesions (spots) cannot be covered)
Hepatitis A	Exclude until 1 week from the onset of illness/jaundice.
Pink Eye	If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no or minimal clear or watery discharge without fever, eye pain, or eyelid redness do not need to be excluded.
Scabies	Exclude until 24 hours after treatment.
Ringworm	Exclude until treatment started.

MEDICATION:

- As outlined in Policy 704, a form must be filled out by parents/guardians if medication is to be administered at school.
- Staff is not permitted to administer any medication (i.e. Tylenol, Advil, etc.) without speaking with the parent or having received written consent from parent/guardian.
- Epipen Policy - outlined in Policy 704, students who require Epipens should have at least one and preferably two on their person at all times. In addition, it is crucial that homeroom teachers and administration are notified as well.

PARENTAL CUSTODY ARRANGEMENTS:

- The school administration and classroom teacher need to be aware of any custody arrangements and, in particular, if there are court orders prohibiting a parent from having contact with the child.
- A copy of the specific, up-to-date court order must be in the child's school record. In some cases parents who have children under joint custody request that both parents receive copies of the school report card and other documents. Please inform the school if this is your preferred arrangement.

DRESS CODE:

- Students are expected to wear appropriate school clothing. This may not necessarily be in keeping with today's fashions; however, everyone is expected to dress sensibly and modestly. The following guidelines should be kept in mind:
 - Tops must have backs and fronts that completely cover undergarments. The chest and waist must be covered.
 - Shorts and skirts are to be of length no shorter than mid-thigh.
 - Pants and trousers are to be worn properly fastened at the waist to ensure that undergarments do not show.
 - Clothing should not bear any offensive slogans, or advertisement of drugs or alcohol.

FIELD TRIPS:

- **Start of Trip** - It is important to note that all students must be transported to a field trip on the school bus that is provided.
- **End of Trip** - Students are permitted to leave from the field trip destination with their parents provided that the teacher accompanying the class has been notified. Please note that a parent cannot take other parent's children without prior notification (either by email, phone call, or a hand written note).
- Unfortunately our parent volunteers who accompany their child on a field trip are responsible to pay their own admission fee as the school is unable to absorb that cost.

FIRE DRILLS:

- As part of the school evacuation preparedness, fire drills will be held periodically. Directions are posted in each teaching area.
- Students are expected to remain quiet and walk quickly (no running). Once outside the building, students will remain with their teacher, until the bell signal is sounded (all clear signal) and students return back into the school.

EMERGENCY EVACUATION:

- In order to make certain that we can evacuate the building as quickly as possible, a number of drills will be held each year. *WHEN THE ALARM IS SOUNDED, EVERYONE SHOULD REACT AS IF IT WERE A SIGNAL FOR AN EMERGENCY.*
- If the route that you are scheduled to follow is blocked for any reason, the line is to be re-routed to the nearest exit. Students on noon hour will exit the building and go to where their homeroom teacher is located.
- Students must be 30 feet away from the building. No parking is allowed around the building to ensure a fire lane is open at all times. During an emergency, students will be sent to the AYR Motor Center in cold or inclement weather.

IT IS A CRIMINAL OFFENCE TO PULL A FIRE ALARM OR CALL 911 AS A PRANK.
ANYONE FOUND GUILTY MAY BE PROSECUTED IN A COURT OF LAW.

BIRTHDAY INVITATIONS:

- Although we understand that it is natural for families to want to plan birthday parties by giving out invitations to friends, it is not possible for the school to disclose class lists, nor can homeroom teachers forward email invitations.
- Paper invitations can be given to the homeroom teacher for discrete distribution.

LOST & FOUND:

- This service is located just outside the cafeteria.
- We encourage parents/guardians to drop in and see if any items belong to their child.
- If after a bit, these lost items are not picked up, they are packaged and taken to local charitable organizations.

PUBLIC EVENTS:

- Students, parents and guests at school events are permitted to take photos and videos without obtaining consent. However, it is important to respect other people's privacy and be sensitive to the fact that not all students wish to have their photos and videos shared on social media.

OUTDOOR PLAY:

- Primary students (K-8) will have a 15 minute morning recess, a 25 minute noon recess, as well as, K – 2 an end of day recess for bus students. Parents are asked to ensure that children are dressed appropriately for going outdoors.
- When weather does not permit outdoor activities due to extreme cold or rain, we will have an "inside day" at our school.
- The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. Teachers scheduled for outdoor supervision (as well as two others) will supervise the designated in-school areas when the decision has been made to stay inside.

NOON (Lunch Hour) BREAK:

- Walking students who wish to go home for lunch (within reasonable walking distance) must bring a note from the parent/guardian indicating permission to do so.
- No other student(s) may leave the school grounds at noon unless they are accompanied by their parent/guardian. The student must sign out at the office before leaving and sign back in when returning.
- Townsview policy states that a parent or guardian is not able to give written permission for their child to leave the school grounds with another child and/or parent/guardian.

EXPECTATIONS FOR STUDENT PLAYGROUND CONDUCT:

The following behaviors are considered unacceptable because of their dangerous or offensive nature to others:

- throwing rocks or snowballs
- pushing and shoving other students
- grabbing coats, hats or other clothing
- using profane or vulgar language
- playing tag games that require excessive pushing or grabbing of other students
- playing tag games on equipment
- fighting and play fighting

Students are expected to come properly dressed to play outside during their free time. Skateboards, hover boards and roller blades are not to be used on the school grounds.

PROGRESS REPORTS/ PARENT TEACHER CONFERENCES:

- Three formal report cards will be issued per child each year.
- Parent/Teacher/Student Conferences will be scheduled after term one and term two report cards. It is important to note that parents may schedule a meeting with school staff at any time throughout the school year.
- Please contact your child's teacher to schedule an appointment.

SCHOOL CLOSURES:

- To ensure clarification – all school closure notices will come from the ASD-W Office of the Superintendent.
- They will communicate school closures via:
 - The local radio station
 - Through the ASD-W website
 - You can call the ASD-W phone line and listen for the directions. (We are Zone 3)
- Announcements will be made, through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free). We are Zone 3.
- Or 1-506-453-5454 any time after 6:00 a.m., and by checking the district website at www.asd-w.nbed.nb.ca

SCHOOL CASH ONLINE:

- Anglophone School District West now offers School Cash Online as its preferred method of payment for all school fees, including everything from swimming to school supply packs.
- School Cash Online helps parents and community members pay school-related fees safely, quickly and easily. By using School Cash Online, you help increase efficiency and security at schools by making payments directly into your school's bank account. This allows teachers and administrative assistants to focus on helping students, and not counting cash. Plus, you get to stay informed of your child's activities and needs!
- Powered by KEV Group, School Cash Online is the industry leader in school financial management. The new system will put all of the school fees available to your student online for purchase. Schools post their items and activities through the system and assign the relevant fees to your student. You can then choose to purchase these fees online through three different methods, including credit cards. You can also stay informed and keep track of which school fees require your attention.
- You are able to register by visiting: <https://district.schoolcashionline.com/>
- You will need your child's last name, first name and date of birth to register. Should you encounter any difficulties, you can use the parent help desk at 1(866) 961-1803 or by visiting schoolcashionline.com/Home/Support.

MIDDLE SCHOOL DANCES:

- Each year Townsview has dances for our middle school students on Thursday evenings (bi-monthly).
- Students must be in attendance for the day of the school dance – if not, they must have a note from the parent stating why they have been absent.
- The times of our dances are from 7:00 pm-9:00pm with our doors opening at 7:00pm. We ask all parents to not drop off their child before 7:00pm. We also ask that arrangements be made to pick up their child at 9:00pm unless they have permission to walk home.
- The cost of our dances is \$5.00 per person.
- Our electronic use policy is in effect at all school dances.
- All dances are supervised by Townsview Staff who willingly volunteer their time

TOWNSVIEW WEBSITE:

- Townsview has a website (maintained by one of our teachers).
- Website Address is as follows:
- <http://web1.nbed.nb.ca/sites/ASD-W/Townsview/Pages/default.aspx>
- On the website we will post newsletters, yearly calendar, etc. and other related information to keep our community in the loop as to what is going on at Townsview School.

PARENT/GUARDIAN EMAIL DISTRIBUTION LIST:

- The school administration has a global email distribution list to send school newsletters, school announcements, and other points of interest related to Townsview.
- If you would like your name added to the parent/guardian email distribution list you will need to contact Pat Thorne (School Principal). Her email address is patricia.thorne@nbed.nb.ca
- When contacting Pat Thorne please provide your name, your email (printed neatly), your child's name, what homeroom they are in, and all contact numbers.

VOICE MAIL:

- Townsview has a voice mail system in place. It is with School Connects system (district wide). At the start of the school year our office administrative staff will update our students contact information.
- If you change your phone contact during the school year, it is important to let the school know so we can update our data base as well.

TECHNOLOGY USE:

- Students are responsible for acceptable behavior as they use the computer network system at Townsview School. In the event individuals violate the school policy for technology, disciplinary action will be enforced.
- The following actions are considered a violation of the policy for technology use:
 - Sending or displaying offensive messages or images, using obscene language, downloading or sending threatening material, damaging computers, computer systems or computer networks, downloading games, programs and images without teacher permission, using web-based e-mail, using chat rooms, social networking sites, violating copyright laws, trespassing into another's folders, work or files, intentionally spreading computer viruses, making changes to system, file and software.
- Students and parents/guardians will be required to sign a User Agreement Contract indicating they have read and understand the Provincial Policy 311 regarding technology use.

PERSONAL ELECTRONIC DEVICES POLICY:

Townsvie School is striving to maintain technological relevance in education and is providing the opportunity for students to use electronic devices in accordance with the Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and parent/guardians.

- The basic purpose of the school policy around the use of cell phones or any “Personal Electronic Devices” is to prevent student and teacher distraction, disruption, and to respect the privacy of all in the school.
- Cell phones and other personal electronic devices (PED’s) must be turned off during class time, unless authorized by a teacher.
- The use of the camera or video/audio recording features is prohibited.
- Students in grades 3-8 may use cell phones and PED’s appropriately and respectfully when classes are not in session (i.e. recess and noon hour).
- The use of any electronic device that disrupts academic instruction may result in some form of discipline, including confiscation of the phone for a period of time. Repeated in-class offences will result in parents having to retrieve the phone at school.
- Disruptive and inappropriate exposure/use of cell phones and PED’s such as text messaging, web access, and social media sites may also result in confiscation for a period of time.
- To encourage responsible and respectful use of all devices, a staff member may request a student to “flip-it” (show the screen). Students are to immediately show the screen to the staff member. With probable cause, the school does have the right to look for specific records contained on the device related to the reason for the search. Students and parents should know that when students walk through the doors of the school, these devices can be searched to conduct an investigation.

Townsvie School assumes no liability or responsibility for any electronic devices that are lost, damaged or stolen.

TOWNSVIEW HOME & SCHOOL ASSOCIATION:

- Who are we?
 - We are a group of active volunteers, including parents, guardians, teachers and administrators committed to making Townsvie School a better place for the students and staff.
- What Do We Do?
 - We work closely with the Townsvie School administration to enrich the school community and provide additional funds for the school. We support them by fundraising, celebrating, encouraging and recognizing students and staff.
- How Do We Do That?
 - We fundraise through the school year and hold community events.
- How Can You Help?
 - You can help by volunteering your time, making a monetary donation or donating items throughout the year when needed for our events.

GENERAL ROUTINES & PROCEDURES:

- All students must arrive at school by 8:30am
 - If a student arrives after 8:30am a parent must sign the student in at the office
- Middle School students must use and maintain your assigned locker and do not share your locker with other students
 - Use only the lock issued by the school for your locker. All unauthorized locks will be removed from the locker and replaced with a school lock
 - Store all outdoor clothing in your locker
 - Keep a sweater or sweatshirt in your locker and use it in the school for cooler temperatures
- In all classes:
 - Demonstrate regular and punctual attendance (seated and ready to work - be prepared.
 - Seek permission from your teacher to leave the instructional area.
- Do not threaten the safety of another person:
 - Any item which is used for this purpose will be confiscated by school officials.
 - Items such as, but not limited to, guns, knives, firecrackers, stink bombs, laser lights, and aerosol sprays are prohibited.

GENERAL ROUTINES & PROCEDURES (con't):

- Listening Devices, and Video Devices,
 - must be turned off during instructional time and stored in your book bag, purse, or locker. The teacher may grant permission for students to use a listening device in the classroom whenever students require them in the learning activity or when students are working independently.
 - The teacher will monitor devices to ensure they are being operated at safe sound levels.
- Cell Phones & Electronic Devices
 - During instructional time, cell phones may be used at the discretion of the teacher. However, the teacher must give permission to use the technology.
 - At no time shall you take, send or post electronically a picture of students or staff members without their knowledge and permission OR use the picture for an unethical/illegal purpose.
- Hats & Hoodies
 - Remove your hat and/or lower your hoodie before entering going into the classroom.
 - Staff will give leeway when students first arrive at school and they have yet to go up to their locker and/or classroom.
 - Students will remove their hat and/or lower their hoodie coming back into the school at noon hour
- All bikes and skateboards must be left at the bike rack and do not use on school property.
 - Students riding bikes or skateboards to school should have helmets for safety reasons.
- Comply with all school policies and perform the Duties of a Pupil as outlined in the Education Act.
- Scent Free – Townsview promotes everyone wearing unscented personal products.
 - Scented products contain chemicals that can cause serious problems for some people, especially those with asthma, allergies or environmental illness. Please be sensitive to other's health problems.
- School Bus – It is a privilege, not a right, to be transported on a school bus.
 - All students are required to obey the rules as set down by the driver. Any infraction of the rules will be dealt with in a progressive manner and may lead to a suspension from using the school bus
- Property of Townsview is the grounds, building and any contents purchased by or for the school or belonging to the Province of New Brunswick.
 - A student who willfully, or accidentally, damages school property will pay restitution
 - All incidents will be documented.
- Fighting – Townsview supports solving problems through dialogue and mediation.
 - A student who willingly engages in a physical altercation or chooses to set up a fight may be assigned a suspension and the length will be determined using, but not limited to, the following criteria:
 - Recency, frequency, and intensity of threatening behaviours
 - Level of disturbance
 - Degree of any injury
 - Level of responsibility for instigating
- Theft – any case of theft is to be reported to the administration
 - Student(s) will be required to return the property in the condition it was in before it was taken
 - This may result in the student(s) paying restitution and/or being suspended
- Plagiarism
 - Plagiarism will not be tolerated. The student must redo the work in all cases of plagiarism, and the teacher will contact the parent/guardian. It is the responsibility of the student and their parent(s)/guardian(s) to understand what constitutes plagiarism.
- Dangerous Item – Townsview promotes a safe and orderly school environment.
 - Any item that threatens the safety of others will be confiscated by school officials.
 - Any student who uses the item will be assigned a suspension. The length of the suspension will be based on, but not be limited to, the following:
 - Recency, frequency, and intensity of threatening behaviours
 - Degree of injury or potential injury
 - Level of assurance that the act will not be repeated
 - Student's behaviour record
 - Level of police involvement

- Tobacco - No Smoking Tobacco, Vaping Products including E-Cigarettes On School Property
 - The building and property of Townsview School have been identified as a “No Smoking Zone.” Any student who smokes, uses chewing tobacco or the smokeless cigarettes in this zone will be assigned an out-of-school suspension. Length of suspension will be determined by the school administration. This is in effect anytime a student is under the jurisdiction of school officials and school related events.
 - It is a criminal offense to sell tobacco products to any person less than 19 years of age. A student who is caught selling will be required to turn over all money and tobacco products to school administration. In addition the student(s) will be assigned an out-of-school suspension. The length of suspension will be determined by the school administration. This is in effect anytime a student is under the jurisdiction of school officials and school related events.
- Drugs and Alcohol
 - Any student who is under the influence of, or found using, possessing or transmitting, drug paraphernalia, illegal drugs or alcohol will be assigned an out-of-school suspension. Length of suspension will be determined by the school administration.
 - Any student who sells drug paraphernalia, drugs or alcohol will be suspended from school. The length of the suspension may be long term thus the length will be determined by the school administration in collaboration with the ASD-W Superintendent. This is in effect anytime a student is under the jurisdiction of school officials and school related events.

BRING YOUR OWN DEVICE – A MIDDLE SCHOOL PROGRAM:

Townsview Middle School (grades 6-8) has a Bring Your Own Device (BYOD) whereby:

- All students grades 6 through 8 will be given a password and have the opportunity to be on the WIFI Network.
- All students will be responsible for following Policy 322 (Computer Use) at all times. Despite the fact that their electronic device is theirs, if there are any issues with the content of the account, the district has the right to confiscate the information on the phone.
- The electronic device is to be used when instructed by the supervisor in class. If the instructor has not given that permission, students are to follow the same standards as laid out prior to BYOD.
- It is important for parents to know that you are not required to provide your child with an electronic device. We are going to do our best here at the school to provide technology to our students when needed. That being said, we will not have enough devices here at the school to provide for everyone.
- Rules will not change about the content that students are supposed to follow as a result of the BYOD. Inappropriate sites are still just that despite your ability to get on sites during the school day.
- Your child will not have the ability to print documents from their phone.
- Cyber Bullying situations will be handled the same as always and any of those incidents involving the BYOD product will be dealt with through the administration.
- Students will not be permitted to share their passwords. Students can lose their privilege at any time. The rights to the passwords provided to the students can be deleted at any time.

VOLUNTEERS:

- All volunteers must complete a volunteer registration package, which is available at the office. Policy 701, completed online, is one aspect of this package. Also required are a criminal record check, a code of conduct form and acknowledgement of Policy 702 (Tobacco Use) and Policy 703 (Positive Learning and Working Environment). Completed and signed packages are to be returned to the office.
- Parent volunteers will be under the direct teacher supervision whenever assisting in the classroom and/or on field trips. This is required before you can volunteer at any school activity.

ANTI-BULLYING STATEMENT

- Townsview School is committed to providing a caring, friendly, and safe environment for all members of the school community so they can learn and work in a relaxed and secure academic atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all members of the school community should be able to report incidents and know they will be dealt with promptly and effectively, according to the anti-bullying policy currently being developed by the Government of New Brunswick.

What is Bullying?

- Bullying is a serious misconduct, which includes incidents that happen both inside and outside of school hours and both on and off school property to the extent they affect the school climate. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim, and many others in the immediate environment, including classmates, teachers, and support staff. Bullying can include any behaviours that verbally, physically, or psychologically affect another person.
- These behaviours may be initiated directly or indirectly by one or more people. These behaviours are deliberate and hurtful, and usually involve an imbalance of power. Research shows that bullying reduces student effectiveness and ability to learn in school. Bullying increases anxiety and health-related problems in victims. There are long-term harmful effects of bullying for both victims and bullies.
- Some of the many types of bullying and harassment are:
 - Verbal bullying, which may include name-calling, threats, teasing, unkind or suggestive and abusive remarks, and making intimidating phone calls;
 - Physical bullying, which may include shoving, hitting, poking, tripping, pushing, threatening, or destroying property;
 - Relational bullying, which may include spreading rumours, passing notes, making false accusations, racial slurs, interfering in friendships, and excluding from a group;
 - Cyber bullying, which may include threats, intimidation, or teasing over the internet [including mobile devices and social media];
 - Intimidation, which may include writing graffiti, playing a dirty trick, taking possessions, and coercion;
 - Sexual harassment, which may include making unwelcome comments or actions of a sexual nature;
 - Homophobic harassment, which may include derogatory comments or actions focused on the issue of sexuality;
 - Racial, religious, or cultural harassment, which may include racial slurs or name-calling.

At Townsview School, we believe that bullying is a serious problem for the individuals involved, the school, the families, and the community. Bullying and victimization are not part of the healthy development of the individuals or the stability of any community. Bullying will not be tolerated in this school in any form.

PSST WORLD:

- ASD-W encourages students to become familiar with *PSSTWorld Report It Now*, a new cutting-edge school safety & communication program that is now available to all ASD-W students. *PSSTWorld Report It Now* allows students to send safety-tips via email directly to school district safety staff.
- Safety-tip reports may be sent anonymously but all reports, whether anonymous or not, will be managed with confidentiality and respect for the reporter's safety.
- We encourage all of our students to visit the *PSSTWorld* website at www.psstworld.com to become familiar with this very important safety and communication program.
- School safety is the responsibility of both the staff and the entire student body.
- Parents are also encouraged to become familiar with the PSSTWorld program, please visit: <http://psstworld.com/about-us>.

DUTIES OF PUPILS – EDUCATION ACT:

14(1) It is the duty of a pupil to

- participate in learning opportunities to his or her potential,
- accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
- attend to assigned homework,
- attend school regularly and punctually,
- contribute to a safe and positive learning environment,
- be responsible for his or her conduct at school and while on the way to and from school,
- respect the rights of others,
- comply with all school policies.

14(2) It is the right of a pupil to be informed of his or her educational progress on a regular basis.

ROLES OF PARENTS – EDUCATION ACT:

13(1) In support of the learning success of his or her child and the learning environment at the school, a parent is expected to

- encourage his or her child to attend to assigned homework,
- communicate reasonably with school personnel employed at the school his or her child attends as required in the best interests of the child,
- cause his or her child to attend school as required by this Act,
- ensure the basic needs of his or her child are met, and
- have due care for the conduct of his or her child at school and while on the way to and from school.

13(2) The parent of a pupil has a right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.

13(3) It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

IMPROPER CONDUCT – EDUCATION ACT:

22(1) Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.

22(2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property that person commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence.

22(3) Where a person, in or on school property,

- (a) uses threatening or abusive language, or
- (b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence

WHEN A DISAGREEMENT OCCURS:

It is possible in a system like education that some contacts may lead to a misunderstanding or disagreement. When one occurs between the school system and a parent, it is essential for the well being of all concerned, especially the student, that the adults reach a resolution quickly and reasonably. The following steps shall be taken to ensure fairness:

1. Meet with the person and attempt to resolve the concern.
2. If a satisfactory resolution cannot be reached, meet with the appropriate supervisor – an administrator when it deals with a staff member - the WEC Director of School when it deals with the Principal.

STUDENT ACTIVITY CODE OF CONDUCT:

- This Code of Conduct is intended to provide a brief overview of our policy and philosophy at Townsview School, as well as to explain the expectations we have of our students who participate in school activities.
- Although activities are of great importance to our school, this by no means allow individuals to deviate from school behavior expectations. In fact, as ambassadors of our school, our activity students will be expected to uphold the very best in behavior and discipline. Activities are a privilege to participate in, not the student's right.
 - All Townsview School rules of conduct are applicable to members of our student groups at all times. Students are under the supervision of a coach/leader/director for home and away events, on trips, at tournaments, at practices, at productions, and at performances.
 - In accepting the terms of a group membership, students are expected to obey all reasonable direction of the coach, assistant coach, teacher supervisor, and/or director of group. Failure to do so may result in suspension or expulsion from the group.
 - Participants will exemplify the true spirit of sportsmanship and citizenship towards all officials, opponents, spectators, volunteers and teammates.
 - Participants must model appropriate legal and good health choices as they pertain to tobacco, drugs and alcohol. Students may be suspended from participation for violation.
 - Since our participants are considered ambassadors of Townsview School, the school itself will be judged by their conduct and presence. All participants must conduct themselves accordingly at all times.
- Each group member is expected to attend all practices punctually. Supervisors will establish a "miss practice-miss an event policy". Medical appointments or instances where the student has made arrangements with the supervisor prior to the practice and/or event are the exemption. It is also the responsibility of the student to inform the supervisors of any trips/vacations that may take place during the season
- School uniforms are to be worn for game/event situations only. They are loaned to students. Reasonable care and prompt returns of uniform is expected. Students may be charged a replacement fee for lost, damaged, or unreturned uniforms due to negligence.
- Participation in activities does not and will not take precedence over regular school requirements.
 - Students need to let their teachers know when of absences from class as per school policy
 - Students must be up-to-date on all school assignments and homework – if not, the student may be suspended from the activity until that student is caught up and is in good standing.
 - Students must be present at school in order to take part in extracurricular activities that day.
- Activity Fees – the school does not receive any district funding to cover the costs of association fees, equipment purchases and replacement, tournament registration, referee fees, regional & provincial fees, and additional equipment necessary to run a quality program.
 - It is for this reason that we must charge a fee for each student activity. Fees can be paid at the office and all fees must be paid or a payment program established before the student will be eligible to participate.
 - If you have any questions or concerns, feel free to contact the administration at the school

MIDDLE SCHOOL AWARDS:

Townsview School supports the belief that students involved in athletics, extra-curricular and/or academics should be rewarded for their efforts and achievements not only in participation and representing themselves both on and off the playing fields, but most importantly they represent Townsview School.

Athletic awards will be presented to the following teams:

- Cross Country Running (Coach's Choice) (Coach's Choice)
- Varsity Girls Soccer (MVP & Coach's Choice)
- Varsity Boys Soccer (MVP & Coach's Choice)
- JV Girls Basketball (MVP & Coach's Choice)
- Varsity Girls Basketball (MVP & Coach's Choice)
- JV Boys Basketball (MVP & Coach's Choice)
- Varsity Boys Basketball (MVP & Coach's Choice)
- Badminton (Coach's Choice) (Coach's Choice) (Coach's Choice)
- JV Girls Volleyball (MVP & Coach's Choice)
- Varsity Girls Volleyball (MVP & Coach's Choice)

- **JV Boys Volleyball (MVP & Coach's Choice)**
- **Varsity Boys Volleyball (MVP & Coach's Choice)**
- **Rugby (Coach's Choice) (Coaches Choice)**
- **Track & Field (Coach's Choice) (Coach's Choice)**

Team MVP Award

- This is awarded to an athlete on each sport team whom the coach(s) feels contributed the most to the team during the season, taking into account leadership, attitude, commitment, skill and performance.
- This athlete not only represents themselves extremely well both on and off of the playing field, but also represents Townsview School in a positive manner.
- This athlete reflects the values of Fair Play and Sportsmanship
 - This is selected by the coach(s) - when teams have more than one coach, both coaches must agree on the selected award winners

Coaches Choice Award

- This is awarded to an athlete for each sports team whom the coach feels contributed the most to the team during the season taking into account - sportsmanship, dedication, character and contribution to the team.
- This athlete embodies the willingness to play a role on the team when the coach needs him/her to do so.
 - This is selected by the coach(s) - when teams have more than one coach, both coaches must agree on the selected award winners

Athlete of the Year (Female and Male)

- This will be awarded to both a Male and Female Grade 8 student participating in Townsview School Athletics
- The selected athletes must have participated in a minimum of two athletic teams during the school year
- The selected recipient will reflect the values and beliefs of Townsview School in which the school values sportsmanship, commitment, dedication, and participation
- In addition, the selected athletes will display strong leadership, and is both respectful and positive towards all stakeholders (coaches, teammates, opponents, officials and fans)
- The selected athletes will have displayed superior athletic performances
- The selected athletes represents themselves above reproach both on and off the playing field – they have superior attendance for all practices and competitions, along with displaying superior teamwork skills
- The selected athlete also represents himself/herself in the classroom that is conducive to a positive learning environment
- Selection Process
 - Each coach will nominate one player from their team for the Female Athlete Of The Year, and/or the Male Athlete of the Year Award
 - Selection of each award will be made by the coaches, the Awards Committee and in consultation with the school administration

UNB Academic Achievement Award

- This is awarded to a Grade 8 student who maintains a high level of academic excellence in the areas of English/Language Arts, Mathematics, Social Studies, Science, and French throughout the school year
- The recipient of this award displays superior work habits and outstanding application to their schoolwork
- The recipient will be selected based on their level of academic achievement
- The selection process will be done in collaboration with the middle school teachers, administration and the Awards Committee.

Thunder Pride Student of the Year (Female & Male)

- This will be awarded to two grade 8 students (one male and one female) who have shown excellence in leadership, commitment, participation and possess qualities of responsibility, kindness, caring and respect for others.
- This recipient will have made an impact on the school and embodies the “whole student”.

- Overall contribution to extra- curricular activities, academics, and the positive learning environment of Townsview School. They are true ambassadors and suburb role models for all students of the school.
- Not necessarily limited to – but the recipients involvement/impact is felt over the 3 years of middle school
- The recipient will be selected in collaboration with middle school teachers, administration and the Awards Committee

The Spirit of Service Award

- This is open to all students who volunteer within our school, such as WE ACT - Early morning readers, Student Leadership, Peer Helpers, Recycling, Painted Memories, etc.
- Awarded to a student who has freely given their time in the act of service. Their actions and involvement strengthen our school community and improves the lives of others. They show commitment, enthusiasm, respect, care, concern, kindness and value others.
- Selection would be in collaboration with administration and the teachers involved in our clubs.

Homeroom Student of the Year

- This award will be selected by the homeroom teacher
 - This will be awarded to one student in each homeroom who has shown strengths in all areas of classwork, respect, diligence, participation, along with a positive school attitude.
 - The selected student would possess excellent attendance

If we have split classes – then the selected student does not always have to be from the higher grade level. Homeroom teacher makes the right choice for all the right reasons.

Craig Manufacturing Turn Around Awards

- This is awarded to two recipients – Upper Elementary and Middle School
- These recipients have made an overall change in who they are as a student. These recipients may have had serious educational and personal challenges in which they have altered their future by changing their attitude
- The recipients are recognized for taking steps in a positive manner to improve their personal behavior, attitude and academic performance.
- These awards will be selected in consultation with teachers, resource, guidance and administration

Thunder Express Awards

- These awards will be selected by the Thunder Express Teacher Supervisors
 - Dynamic Duo Award
 - Spectacular Story Seeker
 - Editor Extraordinaire
 - Paramount Prep Crew
 - Chosen by the Thunder Express teacher supervisor(s)

Middle School Band

- These awards will be selected by the Middle School Band Teacher Supervisors
 - Up & Coming Musician
 - Musicianship Award

Drama

- This award will be selected by the Drama Directors
 - Rising Star
 - Rising Star
 - Rising Star
 - Most Valuable Performer

**** Important to note for all of these awards:**

- Students are eligible to win more than one award
- School Administration will have final approval of all award recipients

TOWNSVIEW SCHOOL
Return to School Operational Plan

Return to School

- ✚ The Townsview School Return to School Plan presents both the EECD & ASD-W provincial expectations and standards for the safe operation of Townsview School during the COVID 19 pandemic
- ✚ Public Health plays a critical role in ensuring a healthy and safe school environment. We will continue to work with Public Health throughout the school year to ensure information is up to date and best practices are followed.
- ✚ The standards and policies are subject to change depending on how the Pandemic progresses in NB and based on new information on transmission and epidemiology becomes available
- ✚ Continued focus will be placed on ensuring consistent and transparent communication to all partners and stakeholders of Townsview School
- ✚ The Townsview Operational Plan will be reviewed on a regular basis (monthly) and as increased hazard/risk conditions warrant

Plan Implementation Date September 3, 2020

Principal Signature *Pat Thorne*

School District Official _____

Monthly Review

_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date
_____	_____
Name	Date

Parent / Student Orientation Night

- During this session, Kindergarten parents & new student would be invited to come to Townsview School and meet their teacher. They would be able to:
 - ✚ bring their school supplies, indoor sneakers and any other related school supply materials
 - ✚ get information for week #1
 - ✚ get information for the operational plan

Schedule – Tuesday, September 1, 2020 (Kindergarten & New Students)

- ✚ Kindergarten Classes - 6:00pm-6:30pm
- ✚ New Students to our Building - 6:45pm-7:15pm

Week #1 Student Return to School - Staggered Entry Start for Students

- Tuesday, September 8, 2020
 - ✚ Kindergarten Students (Wave 1)
 - ✚ Grade 2 Students
 - ✚ Grade 4 Students
 - ✚ Grade 6 Students
- Wednesday, September 9, 2020
 - ✚ Kindergarten Students (Wave 2)
 - ✚ Grade 3 Students
 - ✚ Grade 7 Students
- Thursday, September 10, 2020
 - ✚ Grade 1 Students
 - ✚ Grade 5 Students
 - ✚ Grader 8 Students
- Friday, September 11, 2020
 - ✚ All Classes will be in attendance

Rationale for Week 1 Staggered Start

- ✚ This would allow there to be no more than one grade level per pod
- ✚ Allows the staff to do school orientation and go over and rehearse daily routines and procedures with their students
- ✚ Provides time for ESST to provide support for student workload
- ✚ Significantly fewer people that first day allowing us to make adjustments as the week goes on so we are ready for Friday.

TOWNSVIEW SCHOOL
Bell Schedule (2020-2021)

Morning Student Arrivals & Procedures	7:50am-8:25am Bus Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
	8:00am-8:25am Parent Drop-Off Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
	8:10am-8:25am Student Walker Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)	
8:30am-8:40am	School Day Begins Homerooms (Playing of O'Canada & Morning Announcements)	
-----	Grades K-2	Grades 3-8
	8:40am-9:13am Period 1	8:40am-9:30am Period 1
	9:13am—9:46am Period 2	
	9:46am-10:19am Period 3	9:30am-10:20am Period 2
10:20am-10:35am	Morning Break	
	10:35am-11:08am Period 4	10:35am-11:25am Period 3
	11:08am-11:41am Period 5	
	11:41am-11:45am Transition to K-2 Outside	11:25am-12:15pm Period 4
	11:45am-12:10pm K-2 (Outside)	
	12:10pm-12:40pm K-2 (Lunch)	12:15pm-12:40pm Gr. 3-5 (Lunch)
	12:45pm-1:18pm Period 6	12:15pm-12:40pm Gr. 6-8 (Noon Recess)
	1:18pm-1:51pm Period 7	12:40pm-1:05pm Gr. 3-5 (Noon Recess)
	1:51pm-2:00pm K-2 Dismissal (All Walkers Go Home)	1:05pm-1:10pm Return to Homeroom
	1:51pm-2:50pm K-2 After School Recess (For Bus Students Only)	1:10pm-2:00pm Period 5
	-----	2:00pm-2:50pm Period 6
End of Day Procedures & Timelines	-----	2:50pm-2:55pm Grade 3-8 Homeroom & Prepare to Go Home
	2:55pm-3:20pm Grades K-2 Bus Departures	2:55pm-3:00pm Grades 3-8 Departure for All Walkers & Parent Pick Ups
		2:55pm-3:20pm Grades 3-8 Bus Departures

Communication & Orientation of Operational Strategies

- ✚ School personnel:
 - The operational plan will be sent to school personnel via e-mail upon district approval of the plan.
 - Staff will be asked to read the plan prior to entering the building on their first day of work.
 - On the first day of work – administration will go over the operational plan with all staff in small groups to ensure physical distancing
- ✚ Students:
 - The operational plan will be communicated to students by homeroom teachers.
 - In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as indicated on Page 2 of the Operational Plan
- ✚ PSSC / Home & School
 - The Operational Plan will be shared with both the current PSSC members and our Home&School Executive Committee for parental feedback
- ✚ Parents / Guardians
 - Upon approval of the Operational Plan, a copy of the Plan will be sent by email to each family.
 - The Plan will be posted to our school website and to the Townsview Home&School website
 - Parents/Guardians who have any additional concerns/questions will be asked to contact the school and speak with school administration.
- ✚ Visiting Professionals
 - will be provided in-person orientation the first time they enter the building during the 2020–2021 school year.
 - In addition, they will be given a summary that is explicit for visiting professionals.
 - ❖ This summary as well as the complete plan will be e-mailed in advance of a visiting professional entering the building. (This includes substitute teachers who are coming into the building.)

Building Access - Prevention of Public from Freely Accessing the School:

- ✚ Kindergarten and new students will have a parent orientation – schedule as outlined on Page 2
 - All parents/guardians/students will be required to wear a mask
 - Contact Tracing will be put in place – all parents/guardians will be required to sign in with homeroom teacher (first and last name, name of child, who did they meet with, time of arrival, time of departure, and phone number)
- ✚ During the first week of school students will have a staggered start – schedule as outlined on Page 2
 - Parent/guardian will not be permitted to enter the building with their child. They can walk them to the main entrance of the building(outside) and staff will assist students with the school supplies and walk them to their classroom.
- ✚ During the school year
 - Parents/Guardians will be asked not to enter the building unless they have an appointment, or they are picking up their child. Parents/Guardians must wear a face mask before entering the building.
 - Parents/Guardians will be notified that contact with school personnel will be through phone and/or virtual means.
 - Face-to-Face meetings with parents/guardians will be by appointment only and physical distancing will need to be maintained.
 - Parents/Guardians who are picking students up will be asked to write a note to the homeroom teacher and/or call the office.
 - The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom.
 - When the parent/guardian arrives – they will enter the school and report to the office
 - ❖ the student will be sent down from the appropriate classroom
 - ❖ the administrative assistant will record who picked up the child and the time that the child left
 - Students who arrive after the start of school will be signed into the school
 - The administrative assistant will record when the child arrived as well as the reason the child was late

Building Access & Procedures to Reduce Congestion and Adhere to Physical Distancing Requirements

✚ During the School Start

- Curious Kids will enter the school through the Curious Kids door
 - No parents will be permitted to walk into the school with their child
- K-8 students will enter the school through the main doors and go directly to their homeroom.
 - Students will hang up belongings and put on inside shoes then go to their classroom.
 - EA's and teachers will monitor (staff supervision).
 - Students who are dropped off at by parents/guardians will enter the building at 8:00 am through the main entrance of the building and proceed directly to their class.
 - Students walkers will enter the building at 8:10 am through the main entrance of the building and proceed directly to their class.

✚ During Dismissal Times

No parents/guardians will be permitted to enter the building to pick up their child. All students will be required to wear a face mask.

- Curious Kids
 - Parents will pick their child up at the Curious Kids door – no parent will be permitted to enter the building
- K-2 Dismissal time at 1:55pm (for walkers and parent pick-ups)
 - At the end of the day, once students have their belongings, they will return to their classrooms and wait until they are instructed to leave the building.
 - Teachers and students will exit through their designated pod doors and will meet parents outside the front of the building.
- K-2 Bus Students
 - At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.
 - The teacher(s) on bus supervision will indicate to teachers of Grades K-2 when their class can exit their room to proceed to the bus.
 - Teachers and students will exit through their designated pod doors.
- Grades 3-5
 - At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.
 - The teacher(s) on bus supervision will indicate to teachers of Grades 3-5 when their class can exit their room to proceed to the bus and or walk home
 - Students will exit through the main doors.
- Grades 6-8
 - At the end of the day once students have their belongings they will return to their classrooms and wait until they are instructed to leave the building.
 - The teacher(s) on bus supervision will indicate to teachers of Grades 6 – 8 when their class can exit their room to proceed to the bus or walk home
 - Half the pod will exit through the main doors and the other half will exit through the B1 pod doors.

Controls for the Classrooms

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ Staff are encouraged to maintain a 1m distance between themselves and students
- ✚ Students will need to have their own personal supplies. There should be little or no sharing of items between students. If sharing is required, sanitization of items will be completed as per this plan.
- ✚ Staff are encouraged to keep windows in the classroom open as much as possible. Teachers can take advantage of going outside to learn (weather permitting)
 - Teachers will notify the office that they are going outside – they will need to take a 2 way radio with them. They would get it from the office and return to the office upon coming back into the building
- ✚ Students will remain in homeroom classes and teachers will move from class to class.

Controls for the Library

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ The library will be used – teachers will need to schedule class time with librarian
 - The librarian will disinfect tables & chairs when the classes leave
- ✚ Students will be permitted to sign out books during scheduled library times.
- ✚ The librarian will sanitize books upon their return.

Controls for Music Classes

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ Classes have been scheduled (refer to teacher and class schedules)
- ✚ Wind instruments can be used
- ✚ Singing will be permitted
- ✚ Students will be required to wipe down their work area prior to leaving

Controls for Art Classes

- ✚ Hand sanitizing stations will be provided in all classrooms.
- ✚ Classes have been scheduled (refer to teacher and class schedules)

Controls for Science

- ✚ Science will be taught in homeroom classes.

Controls for MSTE Lab

- ✚ Hand sanitizing station will be in the classroom
- ✚ MSTE room will be used as per the class schedule
- ✚ Students will be required to wipe down their work area prior to leaving

Controls for PE Locker Rooms

- ✚ The locker rooms can be used for grade 6 – 8 students.
 - Students in support of teachers will wipe down contact areas within the locker room
- ✚ Students are responsible to sanitize the equipment.

Controls for Staff Working Outside of the Classroom

- ✚ Hand sanitizing stations will be provided in all work areas.
- ✚ Staff working in staff room areas – staff will require masks if social distancing cannot be maintained
- ✚ All other people working outside of classrooms will be provided with sanitizing spray and cloths to sanitize items/areas as necessary. This includes all programming rooms.
 - Resource Area
 - Small group work will be limited to students who are in the same class.
 - Between working with students chairs, tables and any areas touched by the student(s) must be cleaned with a sanitizing/disinfected solution.
 - Students have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed baggies
 - Guidance Area
 - Small group work will be limited to students who are in the same class.
 - Between working with students chairs, tables and any areas touched by the student(s) must be cleaned with a sanitizing/disinfected solution.
 - Students have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed baggies
 - SLP
 - the SLP will be required to wear a clear shield when working with a student.
 - Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.
 - Between students, chairs, tables and any areas touched by the student must be cleaned with a sanitizing/disinfectant solution.

- APSEA Worker
 - the APSEA Worker will be required to wear a clear shield when working with a student.
 - Each student must have their own set of materials to work with. These are to be kept in separate enclosed containers properly identified by student.
 - Between students, chairs, tables and any areas touched by the student must be cleaned with sanitizing/disinfectant solution.
- District Personnel meeting with Townsview Staff
 - When a distance of 2m cannot be maintained masks will be required.
 - If appropriate physical distancing can be maintained, masks will not be required unless district staff have been in another school prior to arriving at Townsview

Parent/Public Related Information

✚ School Attendance

- Students will resume learning full-time
- Students in K-8 will be required to attend school full-time

✚ Vulnerable Safeguards

- K-8 students who are unable to attend school because of a documented medical evidence will benefit from distance education, delivered through personalized learning.
- If a student has an immunocompromised household member who is required to stay home as recommended by a health professional and their condition prevents from attending school, the student will be provided with a plan to continue learning at home
 - As per Policy 704 – Health Support Services – a designated Resource / Guidance staff in collaboration with subject teachers will work with students with specific health conditions and the their parents/guardians to develop a plan for learning to be continued
- A non-immunocompromised student whose family has decided not to send them to school for any reason or because of pandemic will be required to complete an Annual Home-Schooling Request Form

✚ Emergency Drills

- All emergency drills (fire drills, secure the building & school lockdowns) will take place without physical distancing
- Masks should be worn for all emergency drills, but not to the detriment or the response to the drill
- Once the drill is over – all safety protocols and procedures will recommence and will be maintained during the re-entry of the school.

✚ Access to School

- Drop-In or unplanned visits by parents/guardians will not be permitted. Virtual or phone contact will be the primary method of communication.
- Parents/Guardians will need to have an appointment for a face-to-face meeting – community face masks will be worn and physical distancing will be maintained

✚ Outbreak Management

- The school will be informed by Public Health when there is a positive case in a school
- Public Health is responsible for the contact tracing with support from the school system
- Public Health through contact tracing and risk management will make decisions on who self-isolates, this may require an individual, or several individuals, a classroom or multiple classrooms. Public Health will inform these individuals of when they can return to school.

✚ Protect Yourself and Protect Others

- Screening is critical. Prior to leaving for school, make sure your child is well. If you have COVID 19 symptoms or if you are not feeling well, stay home and contact 811.
- Every student and school personnel must ensure they bring a mask to school, the mask must be cleaned daily.
- Every student and school personnel should have a small bottle of hand sanitizer.

- ✚ School Operational Plan
 - All schools will have a Operational Plan outlining their health and safety protocols. This plan will be shared with parents.
 - Class groupings or physical distancing will be respected during morning recess, lunch time and noon outdoor recess.
- ✚ Buses
 - All K-5 students will maintain a distance of 1m (one student per seat) – they are not required to wear a mask
 - All 6-8 students will wear a community face mask when entering and exiting the school bus
 - A student can remove their face mask if they are sitting alone or with a member of the same household during the duration of the bus ride
- ✚ Controlled and Limited Access to Townsview School
 - To help with contact tracing, access to schools will be limited to control the flow of people.
 - All visitors (not a student or member of school personnel) – will need to wear a community face mask and report to the office. They will also be required to physical distance and follow any other health and safety protocol as outlined in the school's operational plan.
 - Parents will only be able to enter the school if they have an appointment or are picking up a sick child.
 - Face-to-Face meetings will need to adhere to physical distancing guidelines
- ✚ Drinking Fountains
 - Water fountains will not be in use - bottle filling stations will be available.
 - Students must bring a water bottle with their name on it.
- ✚ Hand Sanitization Stations
 - Hand sanitation stations will be in each class and at each entrance of the school.
 - Students and school personnel are required to wash/sanitize their hands regularly.
- ✚ Washrooms / Change rooms
 - Handwashing signage will be posted throughout the school.
 - Washrooms and change rooms will be cleaned a minimum of 3 times a day.
- ✚ Community Use of Schools
 - Community Use of Schools (after school and evening activities) is on hold until further notice
- ✚ Cafeteria
 - Chartwells will follow Public Health and WorkSafe NB requirements.
 - Physical distancing requirement will be in place.
 - School bubbles will physical distance by 2m from other bubbles.
 - Meal times will be staggered – as per the schedule on Page 3
 - A cafeteria line is acceptable with physical distancing.
 - Students will wear a mask to and from the cafeteria.
 - Students will be sitting in the cafeteria with their bubble class.
 - Microwaves will not be available.
- ✚ Classrooms
 - All homerooms are considered to be a class bubble.
 - All students will have their own classroom materials and supplies, there will be no sharing (with other students) of these materials/supplies.
 - No physical distancing is required within the bubble.
 - Safety protocols will be in place for school personnel who visit multiple bubbles.
- ✚ Community Mask
 - All students must have a clean mask for use during the school day when they are outside their classroom bubble.
 - Grades 6-8 must wear a mask in all common places and spaces
 - All K-8 must wear a mask (outside the class bubble) going to office, resource room, library, etc.
 - We the school will follow the Mask Use Requirements Document for all staff & students

- ✚ Sharing Materials
 - All shared materials such as computers, physical education equipment, musical instruments (except wind instruments), microwaves, will need to be disinfected between uses
 - Materials that cannot be disinfected, must only be used by one student
- ✚ Instructional Time
 - K-8 students will be in class full time – they will follow the course daily schedules
 - Grades K-8 will be encouraged to take advantage of the BYOD program at our school
 - Students are permitted to bring their own electronic device to school for learning
 - Schools are not responsible for any lost or stolen electronic device
 - Personal electronic devices need to have their own virus protection
 - Physical Education, Art, Music and MSTE will be part of the weekly schedule
 - Music Class – singing and playing of wind instruments will be permitted
 - Where possible – subject teachers will travel to their student's classroom
 - There will be times where our students will need to travel to a class, such as, phys. ed, MSTE, grade 3-8 music, art, etc. As outlined in the class schedules
 - K-8 Co-curricular, Field Trips and Other Student Based Activities will be permitted as long as they meet the bubble requirements
 - These activities will follow any additional health protocols required by Public Health
 - The classroom bubble will be protected when participating in an activity off the school grounds
 - Assemblies
 - Large in-person school based activities or assemblies will not be permitted – they may take place virtually

Risk Assessment – Complete a Risk Assessment within the school to determine the risks and identify various controls needed to mitigate the risk of COVID-19 exposure:

- ✚ The risk assessment within the school is as follows:
 - Students will have interactions with 1 – 5 people while at school.
 - Students will have interactions with others at a distance of less than 2 m.
 - Students will have prolonged interactions with others (longer than 15 minutes).
 - The setting in classes has a high density of people.
 - The classroom setting is primarily indoors.
 - Students have frequent contact with high-touch surfaces.
 - Some school personnel and students belong to high risk groups and/or reside with someone belonging to a high risk group.
- ✚ Mitigating factors to address the risks are as follows:
 - Students will be taught to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing and identifying when they are feeling ill and staying home. This information will be reviewed, daily to weekly as required to ensure all students are following these practices.
 - High touch surfaces will be sanitized as per district guidelines.
 - Students and school personnel will have access to hand sanitizing stations.
 - Supplies are available to school personnel for sanitizing items.
 - Supplies are available to students and staff to practice hygiene (hand hygiene supplies, tissues, waste baskets).

Determine the Physical Isolation Elements for People Showing Signs of Illness in the Operational Plan

- ✚ People showing signs of illness will go to the health located in the Resource area
- ✚ The individual who is showing 2 or more signs & symptoms will be given a mask to wear (if he/she does not have a mask).
- ✚ All staff in the office & resource area will be required to wear masks until the person has been picked up and the room has been sanitized.
- ✚ The health room door will be kept shut while the person is inside (windows will allow for monitoring of the individual).
- ✚ The furniture in the room will contain a couch with vinyl upholstery and a garbage can.
- ✚ Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

Physical Distancing

- ✚ Staff, students, visiting professionals, parents/guardians, and community members will adhere to all physical distancing requirements, furniture will be arranged to promote the physical distancing requirements (including the reception area)
- ✚ Visual cues on the floor, to indicate directional movement markings will be placed (were needed)
- ✚ Hallways will have signage and arrows to indicate the directional flow
- ✚ Red signage will be added to indicate areas at which movement is to stop.

Staff Common Spaces

- ✚ Ensure staff does not congregate in groups – unless physical distancing can be maintained
 - Small group meetings can take place
 - Large group meetings in spaces whereby physical distancing can be maintained or they can be held virtually
 - Staff Rooms
 - Staffroom Couches (if used) will be sanitized with a disinfectant (3 times a day)
 - No more than 4-6 sitting people in staff room to maintain physical distancing - their staff members may walk into staff room area to access their food, get a coffee or fill up water bottle
 - Use of Keurig will be permitted but only single serve coffee will be available.
 - Photocopy Rooms & Staff Work Spaces
 - Adhere to floor markings for traffic flow
 - Should be limited to 4-5 staff members
 - Should be no students in these spaces
- ✚ Use of the school dishes, glasses and cutlery will not be permitted, please bring what you need from home.
- ✚ Dishwashers will not be used – All dishes brought from home are to be taken home to be washed (the same day).
- ✚ Sinks will be reserved for hand washing.
- ✚ Please bring your own water bottle.
- ✚ Microwaves and fridges will be available for use.
- ✚ EA staff will be able to use their lockers

Office (Reception Area)

- ✚ When entering the office please report to the main window.
- ✚ Please adhere to the floor markings for traffic flow
- ✚ There is to only be 3 additional staff person in the office besides office personnel at a given time.

Evaluate the risk of individuals/class bubbles coming closer than one meter (Stairwells, entry & exit points)

- ✚ Our hallways and stairways are a minimum of 2m
- ✚ Directional arrows will be added (if needed) to indicate the direction of traffic flow
 - Traffic flow of staying to the right and walking close to the walls
 - Red lines and signage will be added to indicate areas at which movement is to stop.
 - By office – stop zone for parents/guardians; markings to indicate appropriate standing spots
- ✚ K-2 students will access the gym – Side A entrance by the stage
- ✚ 3-5 students will access the gym – Side B entrance by the elementary equipment room
- ✚ 6-8 students will access the gym – Side A entrance by middle school music room
- ✚ 6-8 students will access the gym – Side B entrance by Mr. Saunder's PE office

Morning Recess

- ✚ Grades K-5 students will remain inside for morning recess – they will have their morning snack in their classroom
- ✚ Grades 6-8 students
 - Students may travel to cafeteria to purchase morning snack and then return to their classroom to eat snack
- ✚ Teacher will supervise as outlined in staff supervision schedule

Transition Times

- + School schedules has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.
- + Refer to bell schedule on Page 3 of the Operational Plan
- + Student Movement to classes
 - Grades 6-8 will wear community mask when travelling and gathering in common spaces
 - Grades K-5 are strongly encouraged to wear community masks when travelling and gathering in common spaces (when social distancing is not possible)
- + Teachers will move to student homerooms – students will stay within their class bubble
 - Grades 6-8 will move to Phys. Ed, MSTE, Art & Music classes as outlined in student schedules
 - Grades 3-5 will move to Phys. ED & Music classes as outlined in student schedules
 - K-2 will move to Phys. Ed – as outlined in student schedules
 - K-2 students will be taught music in their homeroom - as outlined in student schedules

Supervision Schedule – Noon Recess (weather permitting)

- + Students will be supervised at a ratio of 1 teacher/3 classes when outside and staff will ensure that students do not move between their classroom bubble.
- + Staff will be given a copy of the schedule of playground areas as well as class lists to assist them with supervising that students remain in their class bubbles.
- + Each class will have a marked, designated area in which to line up prior to re-entering the building following recesses. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained.

Playground Spaces

- + Noon Hour Recess
 - Classroom bubbles have designated spots. They must stay in their bubble to walk to and from the playground and they must stay in their designated spot to play or hangout with their bubble class.
 - K – 2's will walk with their bubble class (head and tail) to their designated playground spot.
 - Grade 3 – 8 must wear a mask in the hallway and outside until they get to their designated playground spot. Once they are at their spot, they can remove them. They must also put them on at the end of recess to be able to come into the school.
 - All classes will go in and out of their designated door except Middle School students will come in the main door to the cafeteria.
 - MS students will need to put their mask on to walk to the main entrance of the school, grab their lunch box and can take it off their mask once they are seated with their classroom bubble in the cafeteria to eat.
- + Designated Playground Area
 - Lower Playground – Kindergarten, grade k/1, grade 3, grade $\frac{3}{4}$ and grade 6
 - Upper Playground – Grade 1, grade 4, grade 7 and grade 7/8
 - Soccer Field – Grade 2, grade 4/5, grade 5 and grade 8

Playground Areas - Noon Recess

Lower Playground

	11:08 – 11:35	12:40 – 1:05	12:15 – 12:40
Swings	KA	3A	6A
Equipment	KB	3/4B	6B
Pad #1	KC	3C	6C
Pad #2	KD	3D	6D
Court Yard	K/1		

Upper Playground

	11:08 – 11:35	12:40 – 1:05	12:15 – 12:40
Path/Hill	1A		7A
Equipment #1	1B	4A	7B
Equipment #2	1C	4/5C	7C
Picnic Table/Tree	1D	4D	7/8D

Soccer Field

	11:08 – 11:35	12:40 – 1:05	12:15 – 12:40
Area #1	2A	5A	8A
Area #2	2B	5D	8B
Area #3	2C	5E	8C
Area #4	2D		8E
Area #5	2E		

✚ Doors to use to access designated playground areas :

- Kindergarten and K/1 in B1 Pod – Use B1 Pod door (Back door) to Lower Playground
- Grade 1 – Use D1 Pod Door (Dumpster door) to Upper Playground
- Grade 1F1 – Use Curious Kids door to Upper Playground
- Grade 2 – Use D1 Pod Door (Dumpster Door) to Soccer Field
- Grade 3 and Grade ¾ - Use C1 Pod Door (Back Door)
- Grade 3D (Davidson) – After Hours Door to Lower Playground
- Grade 4 – Use D1 Pod Door (Dumpster Door) to Upper Playground
- Grade 4/5 and Grade 5 – Use D1 Pod Door (Dumpster Door) to Soccer Field
- Grade 5E (Arjoon)– Use Main door to Soccer Field
- Grade 6 – Use Curious Kids door to Lower Playground
- Grade 6D (Antworth) – Use After Hours door to Lower Playground
- Grade 7 and Grade 7/8 – Use Main Door to Upper Playground
- Grade 8 – Use Main Door to Soccer Field
- Grade 8E (McCarthy) – Use After Hours Door

Provide Time for Food Preparation & Mealtimes

✚ Cafeteria will be open – Chartwells’ will be the food provider

- Students must have water bottles as access to water bottle filling stations is available but access to water fountains is not available. It is strongly suggested that students have their names on their water bottles.
- Microwaves will not be available to Grade 6-8 students. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.
- Teachers will provide noon supervision as outline in supervision schedule.

Breakfast Program

✚ Breakfast baskets will be provided to classrooms with non-perishable food items in them.

- These baskets will be filled by homeroom teachers following the guidelines of the amount of each item they can place in their basket.

Screening - Outline how passive screening requirements are being met and communicated.

- ✚ Parents/Guardians will be given the attached document on symptoms of COVID 19.
- ✚ Parents/Guardians will be asked to take their child’s temperature prior to the child leaving for school.
- ✚ Parents/Guardians will be required to ensure that if their child is not feeling well that their child remains at home.
 - As per provincial protocol, parents/guardians will need to have their child tested for COVID 19 when presenting with sufficient symptoms to require testing.
 - Parents/guardians will be asked to contact 811 if they are unsure as to whether or not testing is required.
- ✚ Members of the public who have an appointment to enter the building will be required to answer the COVID 19 questions prior to entering the building.

Ensure that the staff understands and implements its screening process.

- ✚ Passive screening will be required by school and district personnel.
- ✚ Signage will be posted at all entrances. Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day.

Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed. *Regional Public Health will notify the school about what is to be done.

- ✚ If a member of the school's personnel becomes aware that an individual is suspected of having COVID 19, he/she will notify the administration.
- ✚ A member of the administrative team will make contact with the individual to verify the information.
- ✚ School personnel and parents/guardians are to report to administration if they or their child is suspected of having COVID 19.
- ✚ School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID 19.

Students and staff must self-monitor throughout the day.

- ✚ Students and staff members are to self-monitor throughout the day.
- ✚ If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately.
 - Students will immediately move to isolation.
 - Staff members will leave immediately.
 - Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

Create a self-isolation space. Isolate persons showing signs of COVID-19 immediately at the facility. Keep the person isolated, and wearing a mask, to avoid contaminating others until they are picked up. Call 811 and comply with the instructions given.

- ✚ People showing signs of illness will go to the health room located in the Resource area.
- ✚ The individual who is sick will be given a mask to wear (if he/she does not have a mask).
- ✚ All staff in the office will be required to wear masks until the person has been picked up and the room has been sanitized.
 - The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual).
 - The furniture in the room will contain a couch with vinyl upholstery and a garbage can.
 - Following the departure of the individual who is ill, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished.

Cleaning and Disinfecting Procedures

- ✚ Proper hand hygiene practiced before and after handling objects or touching surfaces.
- ✚ Proper hand hygiene practice will be reviewed with staff. Homeroom teachers will have copies of this procedure in their classrooms.
- ✚ Teachers will be asked to give students handwashing breaks periodically to ensure that hand sanitizers remain effective.

Ensure availability of all necessary supplies for cleaning and disinfecting. Consider "Sanitization Stations" for accessing, borrowing and returning products by staff.

- ✚ Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the "health" room.
- ✚ All staff will return cloths and spray bottles to "health" room before leaving daily.
- ✚ Cloths will be washed in an appropriate bleach solution and dried for reuse.
- ✚ The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled and available each morning with the appropriate bleach solution.

Designate personnel responsible for monitoring supply levels and communicating with administrators.

- ✚ Ashley Orr or Designate, Custodian II, will monitor supply levels and communicate with administrators when supply levels are such that additional supplies need to be ordered.

Washrooms

- + Are equipped with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.
 - All washrooms will have liquid soap dispensers and paper towel dispensers.
 - The use of air dryers will be discouraged.
 - Soap, toilet paper, and paper towel will be checked as per district protocols throughout the day.
 - Washrooms will be cleaned three times per day.
- + Washrooms – as identified within the school
- + Hand-washing posters must be posted.
 - Additional hand-washing posters will be printed, laminated and posted.
 - All bathrooms will have a handwashing poster posted beside every sink. Sinks that are not to be used will be marked for easy recognition.

For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.

- + Homeroom teachers will ensure that only one student is excused to use the washroom at a time during class time.
- + Students will be required to return to homeroom classes after recesses and seek permission from the homeroom teacher prior to going to the washroom.

Since physical barriers are not always possible:

- + Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.
- + Homeroom teachers and all staff who work with students in areas outside of classrooms will pick up spray bottles with a designated cleaning solution daily and cloths from the classroom.
- + This cleaning solution is to be used to sanitize shared items each time the item is returned to the teacher.
 - All staff will return cloth and spray bottles to “health” room before leaving daily. Cloths will be washed in an appropriate bleach solution and dried for reuse.
- + The Custodian II or designate will sanitize the bottles and empty them daily. The sanitizing bottles will be refilled each day with the appropriate bleach solution and will be ready for staff to pick up in the morning.
- + Each class/programing area and entrance will be equipped with a hand sanitizing station.
- + Encourage proper hand hygiene before and after handling objects or touching surfaces.
- + Staff will work with students teaching them to wash their hands and/or hand sanitize frequently and before and after handling shared items.
- + For ventilation, consult the *Return to School* document.
 - If a staff member notices that the ventilation system is not working, he/she is to notify the administration immediately.
 - The Facilities Repair line will be contacted by the administration immediately. This will be considered an “emergency” issue.
 - The administration has contacted the facilities manager to ensure that the air exchange in the ventilation system is adjusted to the highest levels possible based upon weather.

Personal Hygiene Etiquette

- + Use of community face masks as outlined in the School Operational Return to School document protocols.
 - When physical distancing of 2 m is not possible, it is recommended that a community mask be worn. Mask wearing should be suited to the task and must be worn and disposed of or washed properly.
 - It should be noted that community masks are not intended to be worn for extended periods of time.
- + Promote appropriate hand and respiratory hygiene.
- + Staff will teach students about appropriate hand and respiratory hygiene during their first day at school.
 - Lessons and/or review of this will be done daily to weekly as needed.
- + Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towels where appropriate.
 - Custodians will ensure that washrooms are well stocked with liquid soap and paper towels. If a problem with water occurs, administration is to be notified immediately and the custodian will place a call to the Facilities Repair line.
 - Any issues with water will be considered an “emergency” issue.

- ✚ Provide minimum 60% alcohol-based hand sanitizer.
 - All classrooms and work areas will be provided with hand sanitizer that contains a minimum of 60% alcohol.
 - Staff are responsible to ensure that an adequate supply of hand sanitizer is available in their work area. Additional hand sanitizer can be obtained through custodial staff.
- ✚ Communicate frequently about good respiratory hygiene/cough etiquette.
 - Staff will teach students about appropriate hand and respiratory hygiene during their first day at school.
 - Lessons and/or review of this will be done daily to weekly as needed.
- ✚ Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer.
 - This includes washrooms.
 - Shared objects within a classroom are to be sanitized prior to being given to students and upon their return. Sanitizing solution and cloths will be available to staff to ensure this is done. Specific rooms will be cleaned as indicated earlier in this document.
 - All push bars, handrails, etc. and washrooms will be cleaned prior to and following morning recess and following noon recess and at the end of the day.

Protective Measures

- ✚ To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. To ensure that members of vulnerable populations and students with complex needs are accommodated.
 - Movable physical barriers will be in place at the office window opening and for the SLP and APSEA Worker working with students.
- ✚ Provide personal protective equipment – only for those situations that require it:
 - Hand protection (nitrile, rubber or latex gloves)
 - Eye protection (safety glasses, goggles or face shield)
 - Other PPE as determined necessary through the risk assessment
- ✚ In areas where following the school physical distancing standards as set out in the School Operational Return to School document is not possible, maintain an accurate visitor log, and staff and student attendance log.
 - This is in addition to regular school attendance logs.
 - Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.
 - A visitor log will be maintained by the administrative assistant. The administrative assistant will also keep a log of staff attendance and any substitutes that are in the building.
 - Teachers or designate will be asked to keep a log of staff who are in their rooms and the times they are in their rooms. If students are working outside the classroom, teachers or designate will be asked to note when students are not in their rooms and with whom the student(s) is/are working.
- ✚ Additional Protection
 - Use non-medical “community” face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the *Return to School* document protocols.
 - See isolation procedures as outlined in the School Operational Return to School Document
- ✚ Considerations for school licensed under Food Premises Regulations – Chartwells
 - Use of the cafeteria for 6-8 morning recess and lunch time as outlined with the School Operational Return to School Plan .

Occupational Health & Safety

- ✚ Occupational Health and Safety Act and Regulation Requirements
 - Communicate to staff and supervisors their responsibilities and rights under the *OHS Act* and regulations.
 - Staff will be given the following information as well as the website to do further reading about this information.
- ✚ The *Occupational Health and Safety Act* entitles all employees to three fundamental rights:
 - [The right to know](#) about health and safety matters.
 - [The right to participate](#) in decisions that could affect their health and safety.
 - [The right to refuse](#) work that could affect their health and safety and that of others.
 - Website: <https://ohsguide.worksafenb.ca/topic/rights.html>
 - Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.
 - Staff will have access to this document.
 - Staff will provide students with the information in this document at an age/grade appropriate level.
 - New staff members will have a summary of this information added to the orientation information required by the Occupational Health and Safety polices. They will also receive an electronic copy of this document.
 - Provide staff the employee training on the COVID-related work refusal process.
 - Staff will be asked to read and view the information at the site below. Staff will provide an e-mail indicating that they have completed this.
 - <https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/>
 - Keep records/log of visitor and employee presence, as well as orientation, training and inspections.
 - Records of orientation, training and inspections will be kept by the principal.
 - Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.
 - All supervisors will work with administration to ensure they are knowledgeable of the guidelines and processes established by Public Health.
 - Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.
 - All employees will have access to this document as well as other documents regarding the use of personal protective equipment.
 - This information will also be shared with staff on their first day returning to work for the 2020–2021 school year.
 - Make available appropriate personal protective equipment for the school setting.
 - Masks, gloves, shields and any other PPE will be provided as required for staff.
 - School District Human Resources confirm process for addressing employee violations of policies & procedures.
 - Staff not following policies and procedures will be referred to the School District Human Resources.
 - Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.
 - When new policies and processes are established in relation to COVID 19 members of the JHSC will be provided with this information. As needed a meeting of the committee will occur in the cafeteria (as it provides for appropriate physical distancing.)
 - Staff are advised to read information on the following website:
<https://ohsguide.worksafenb.ca/topic/fixe.html>
 - Provide competent and sufficient supervision to ensure staff, students and visitors are complying with policies, procedures and processes established.
 - Supervisory staff will work to ensure that all members of the school community are complying with polices, procedures and processes established.
 - Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.
 - Schools must engage the district from the beginning.
 - This plan will be evaluated by the district. The plan will be reviewed monthly at the school level. This review will be submitted to the district as well as any updates to the operational plan.
 - Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.
 - Once the district is advised of a positive case, they must then report it to WorkSafeNB.

Outbreak Management Plan - COVID Response

- ✚ In the event that the school becomes aware of one confirmed case of COVID 19, the principal is to advise the Superintendent as well as Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. The Superintendent will inform the Department.
- ✚ If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.
- ✚ In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. Unless the school building is closed by Public Health, school personnel are expected to report to school and continue offering education to students at a distance.
- ✚ Teaching and learning will not stop if a school is closed because of an operational closure due to the pandemic. As part of their preparations for the upcoming school year, school personnel will develop contingency plans for continued learning when students are not physically able to be in school. For example, teachers may have kits that they can send home with younger students; they may be ready to teach on-line; etc.
- ✚ If exclusion/isolation is required, the principal or vice-principal will inform parents/guardians and school personnel of the situation and of how important this control measure is, with resources from Regional Public Health. Parental and school personnel cooperation is critical. The school's designated isolation area is outlined previously in this document. Pick-up is to occur within an hour of notification.
 - Symptomatic individuals will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic individual should maintain a distance of one (1) metre and wear a mask.
 - The symptomatic individuals must wear a mask unless not tolerated.
 - Symptomatic school personnel must immediately isolate from others and wear a community mask until they are able to leave the building.
- ✚ If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure that disease information is available for school personnel and parents/guardians if needed or requested.
 - Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

Additional Considerations e.g. Mental Health Support

- ✚ Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.
- ✚ Staff will be made aware of contact information for EAP and Teacher Counselling.
 - Angela Ketch (VP) will make contact with K–5 teachers on a weekly basis
 - Steven Jones (VP) will make contact with the 6-8 teachers on a weekly basis
 - the EST-R (Kelli Oulton, Holly Jones & Amanda Sparrow) will make contact with Educational Assistants & First Nation Support Worker on a weekly basis
 - Pat Thorne (Principal) will make contact with custodians, administrative assistant, library assistant and any other staff members on a weekly basis.
- ✚ As per Department guidelines and the Schools SIP/PLWE Plan a percentage of each week will be working with students to promote their social, emotional and physical health.
 - In addition, as required students will be provided individual and/or group support by our school EST-G (Courtney Fox) Parents/caregivers will be given information about supports and information on websites to assist them in providing the supports necessary to address concerns that they might have about their child's social, emotional or physical health.
- ✚ Other, site-specific considerations: FYI: Guideline for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact [NACTATR Guide to School Re-Entry](#).
 - The ESST will read and review this document on September 1, 2020.

Self-Monitoring Checklist for Students and Staff

- ✚ Prior to leaving for school/work each day, please verify that you do not have two or more symptoms of COVID-19, even if mild:
- ✚ Do you have any of following symptoms:
 - If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing. As a precaution, please self-monitor for onset of additional symptoms that may develop..
 - If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.
 - A fever of above 38°C
 - A new cough or a worsening chronic cough
 - Sore throat
 - Runny nose
 - Headache
 - A new onset of fatigue
 - A new onset of muscle pain
 - Diarrhea
 - Loss of sense of taste or sense of smell
 - In children, purple markings on fingers or toes
 - If you answer YES to any of the following below, then you must stay home and self-isolate for 14 days.
 - If you develop symptoms, please refer to the self- assessment link on the Government of New Brunswick webpage.
 - Have you had close contact within the last 14 days with a confirmed case of COVID-19?
 - Have you had close contact within the last 14 days with a person being tested for COVID-19?
 - You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.
 - Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?
 - You have been told by public health that you may have been exposed to COVID-19.
 - Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.
 - If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.
 - For the latest information visit: www.gnb.ca/coronavirus