

 **WELCOME BACK!**

* OPERATIONAL GUIDELINES

* PRINCIPAL'S MESSAGE

Our start to the 2021-2022 school year will be very different from years past. Although the school start may look and feel different, we will continue to navigate these challenging times by supporting each other. As a community we will work together to ensure the safety and well-being of our students, staff, and parents.

COVID 19 has significantly impacted the way in which we operate as a school. As we prepare to welcome our students, we are guided by the Ministry of Education, Toronto Public Health and Toronto District School Board.

We recognize the difficulty and anxiety that these uncertain times may bring. Staff is working very hard at preparing classrooms and programs however, we appreciate your flexibility and understanding should circumstances change with the evolution of COVID 19.

We look forward to seeing our students back in the classrooms. In partnership, we will help stop the spread of COVID 19 and create a safe environment for our staff and student learning.

Regards,

Romina Barone-Pace
Principal

* PROFESSIONAL ACTIVITY DAYS

October 11

November 19

December 20 - 31

January 14

February 18

February 21

March 14 - 18

April 15

April 18

May 23

June 3

June 30

- Thanksgiving Day
- P. A. Day
- CHRISTMAS BREAK
- P. A. Day
- P. A. Day
- Family Day
- MARCH BREAK
- Good Friday
- Easter Monday
- Victoria Day
- P. A. Day
- Last day of school

These are very different times, and with the beginning of each school year comes the opportunity for all parents, new and returning, to participate in Humber Valley Village JMS. As always, parents are encouraged to become involved and are always welcome to attend regular school council meetings; which we plan to conduct virtually. Any in-school volunteer opportunities are on hold until further notice.

Humber Valley has always had wonderful support and involvement from parents and we look forward to another year of continued success for our students and parents alike!

 **PARENT COUNCIL**

* 1st Day Procedures

We look forward to welcoming our students back to in school learning. On September 9th, the homeroom teacher will be outside to greet and welcome your child(ren).

Students will need to line up at their designated door.

Door Entry and Exit	Class /Room Number
EXIT 1- FRONT DOOR	JK/SK A (Jayanetti) & C (O'Leary/Campbell)- Room 6 & 8
EXIT 11- (near friendship garden)	Gr. 1- Room 5 (Santin) Gr. ½- Room 3 (Ferguson) Gr. 3- Room 4 (Costas)
EXIT 10- (near back playscape)	Gr. 2- Room 1 (Resendes) Gr. 2/3- Room 2 (Abreu)
EXIT 9B	JK/SK B- Room 7 (Malik/Siddiqui)
EXIT 9	Gr. ¾- Room 14 (Venczel) Gr. 4/5- Room 12 (Krupa) Gr. 6- Room 11 (Hallett)
EXIT 8	Gr. 6/7- Room 10 (Allen)
EXIT 6	Gr. 5 -Room 17 (Vojvodic) Gr.7 - Room 16 (Legault)
Exit 5	Gr. 8- Room 20 (Gorry)

* BELL TIMES



Periods	Times
School yard supervision	8:40 - 8:55
PERIOD 1	8:55 - 9:35
Announcements	9:15
PERIOD 2	9:35 - 10:15
A.M Recess #1	10:15 - 10:25
PERIOD 3	10:15 - 10:55
A.M. Recess #2	10:55 - 11:05
PERIOD 4	10:55 - 11:35
PERIOD 5/Lunch #1	11:35 - 12:15
Lunch entry	12:15 - 12:20
PERIOD 6/Lunch #2	12:20 - 1:00
Lunch entry	1:00 - 1:05
PERIOD 7	1:05 - 1:45
P.M. Recess #1	1:35 - 1:45
PERIOD 8	1:45 - 2:25
P.M. Recess #2	2:15 - 2:25
PERIOD 9	2:25 - 3:05

**Kindergarten end at 2:55 p.m.



MORNING ENTRY PROCEDURES

All staff and students are expected to conduct a daily self-assessment for COVID-19 symptoms. This self-assessment screening questionnaire will be provided to staff/students and visitors. Schools will email a copy of the self-assessment for COVID-19 symptoms so that parents can help their child to familiarize themselves with the questions they will be asked by staff when arriving to school.

We ask that parent /guardian sign the TDSB Student Health Pass daily. Each student will be required to show the health pass to their teacher prior to entering the building. If assessment has been completed, school entry will be permitted. If not completed, the student will enter the building and wait in the Wellness Room until a parent is contacted for appropriate COVID screening. Masks are mandatory for staff and students and hand sanitation is to be performed.

* PUNCTUALITY



Being on time for school is a key to success and a good valuable habit to establish. The bell rings at 8:55 a.m. Children should be in the schoolyard shortly before those times, ready to enter the school with their classmates. Students who arrive late create learning interruptions not only for themselves but also for their classmates. If your child is late, he/she will be met at the front doors for COVID-19 screening; then make their way on their own to the office for a late slip.

* EARLY PICK-UP/LATE ARRIVALS

If your child arrives to school late, he/she needs to come to the front entrance to be met by school staff for COVID-19 screening; then make their way on their own to the school office to obtain a late slip before going to their classroom.

Students in Grades 6, 7 and 8 can sign themselves out at the office, with a DATED AND SIGNED note from a parent. If you need to sign your child out earlier for an appointment, we ask that you buzz the office at the front entrance. Office staff will contact the teacher to have your child meet you at the front doors.

Please give yourself 10-15 minutes to allow for your child to be located, gather his/her personal items and make their way to the front entrance.

* SCHOOL SUPERVISION

Staff supervision in our schoolyard begins at 8:40 a.m. Students should not be dropped off in the schoolyard prior to this time. To ensure compliance with COVID-19 safety guidelines for distancing, we ask parents to not wait in the schoolyard with your child.

Schoolyard supervision, at the end of the day, ends at 3:15 p.m. Parents/caregivers should meet students at their designated exit/entry door by this time.



* CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Please report any of the following changes immediately to the school:

- change of address and telephone numbers
- change of business telephone numbers
- change of “emergency” contact person
- change in medical information
- change in e-mail address(es)

In the event that your child is sick or injured; or if the school needs to close for an emergency reason, it is essential that we are able to contact you. Please keep us informed with all up-to-date information.

* RECESS ROUTINES

Students are required to wear their masks inside and outside the school building. We have scheduled two recess breaks to reduce the amount of student cohorts outside. It is important to note that recess is a time for our students to socialize with friends inside and outside of their classrooms and to be active. Students have difficulty maintaining a physical distance of 2m (6 feet), outlined by TPH, during recess. For this reason, masks will remain on outside as a safety measure. However, if students require a mask break during recess, they are to advise a teacher on duty and socially distance while their mask is off. We had great success with this last as we had no COVID transmissions in the school last year.

Regular masks breaks will be provided throughout the day.





LUNCH ROUTINES



Parents will be required to commit to either having your child stay at school EVERY DAY or go home for lunch EVERY DAY.

Students will eat during instructional time at their desks, in their classrooms, supervised by their teacher. Students can bring a placemat for their desk if they wish and must have all necessary eating utensils with them. Students will not be sharing food or utensils.

There will be two 40-minute lunch recess breaks. The first from 11:35 to 12:15; the second from 12:20 to 1:00. Students will be outside for the lunch recess and should be dressed accordingly for the weather. In the event of rain, students will be in their classrooms for lunch recess.

Students who go home everyday for lunch will be dismissed at their designated entry/exit door. They need to return to their designated area in the schoolyard at the end of their lunch recess break; remembering to arrive in time to come into the school with their class.

Again, to avoid potential COVID-19 spread/exposure, Middle school students are strongly advised to not go to Humbertown plaza for lunch. Parents, we appreciate your support with this request.

* WASTE FREE LUNCH

We continue encouraging "Waste Free Lunch " at our school. Help us become leaders in this environmentally friendly waste reduction program. It involves the following steps:

Lunches and snacks should be packed in re-usable containers, not in disposable bags



* WASHROOM ROUTINES

Students are expected to use the washrooms responsibly and with extra care. We will instruct students to stop at the entrance of the washroom to see if other students are in there. They are reminded to keep 2 metres apart while waiting and when washing their hands. Students are to practice proper hygiene and minimize contact with high touch surfaces.

*VISITORS AND VOLUNTEERS

At this time, volunteer opportunities are on hold. In accordance with TPH safety protocols for COVID-19, entry to the school will be limited to TDSB staff, students, health and safety personnel and facilities services team.



* **HEALTH & SAFETY**



CRITICAL ROLE OF PARENTS

In order to stop the spread of COVID 19, we need to work closely. The role of families will be critical. **We ask that parents/guardians screen their children each morning for COVID 19 symptoms; record and sign their screening form and send to school with them.** Keep your child home if he/she is feeling ill or has been in close contact with anyone diagnosed with COVID 19. Parents/guardians should remind their child to adhere to the directives of the Toronto Public Health and the health and safety measures of the TDSB. This includes physical distancing, keeping good hygiene, washing hands, and wearing a mask.

* **IMPORTANCE OF WEARING MASKS**

We ask that you ensure your child has a supply of masks with him/her. We suggest that you provide your child with 2-3 masks per day. Please label or write your child's name on all his/her masks. Students will be wearing them during their time at school. The only time they will be removing their masks is when eating and during mask breaks.

Masks should be snug and over your child's nose.



WASHING HANDS/HAND SANITIZING



There is hand sanitizer in the classrooms, at entrances and throughout the school and students will be reminded to sanitize/wash hands regularly; and will be doing so when entering the school during the day. Please continue to remind your child to sanitize their hands before removing or putting on their mask.

Students will also be reminded and asked to wash their hands regularly throughout the course of the day. Classroom sinks are equipped with hand soap and paper towels for student to use.

* HEALTHY HYGIENE

According to Toronto Public Health, hand washing is one of the most effective ways to minimize the risk of transmission of COVID-19. Signage and discussion of proper hand washing and respiratory etiquette will be prominent at HVV. These practices will be part of their daily teaching.

Please see the links below to further support your child with healthy hygiene practices while at school.

How to wash your hands:

<https://www.youtube.com/watch?v=ETbleaNS7dM&feature=youtu.be>

How to hand rub:

<https://www.youtube.com/watch?v=hH23hzGkGwU&feature=youtu.be>

Putting on Mask and Eye Protection :

<https://www.youtube.com/watch?v=1YiLjpLXvg4&feature=youtu.be>

How to Wear a Fabric Mask Safely:

https://www.youtube.com/watch?v=9Tv2BVN_WTk

Putting on

Gloves: <https://www.youtube.com/watch?v=Yg4eaoUTXic&feature=youtu.be>

Taking off Gloves:

<https://www.youtube.com/watch?v=HRr7SO2rnYo&feature=youtu.be>

*CLEANING

Caretaking staff will perform routine cleaning of general facilities throughout the day and will conduct enhanced cleaning of high touch surfaces such as light switches, handrails, door handles etc. twice daily.

Shared items will be used minimally in each classroom and will be cleaned between users.

* WATER FOUNTAINS

All water fountains have been blocked off with the exception of our refilling stations. Students are to bring their own water bottles and refill them at the water stations.

Classroom sinks are not to be used for drinking water.



* SUSPECTED CASES OF COVID 19

If a staff or student has symptoms of COVID 19, they are to go to an assessment centre and get tested.

If the test is negative, individuals may return to work/school as long as they are afebrile (not feverish) and their symptoms are improving for 24 hours (48 hours for gastrointestinal symptoms such as nausea/vomiting, diarrhea).

Individuals with a confirmed case of COVID 19, may return to work/school 10 days after their symptoms first appear, as long as most of their symptoms are gone. Re-testing is not required. Upon student's return the Back to School Confirmation Form must be returned.

*WELLNESS ROOM

If a child arrives at school with symptoms or becomes unwell throughout the day, he/she will go the Wellness Room until arrangements can be made for pick up.

The Principal will assign a staff member to supervise the child. Please note the following:

- *Staff will wear PPE equipment and maintain physical distancing if possible

- *Student will continue to wear a mask if tolerated

- *The room will be thoroughly cleaned by caretaking staff after use

* EMERGENCY MEDICAL INFORMATION

For students who are at risk medically i.e. anaphylactic (reaction to insects or food), asthma, etc. it is imperative that parents complete emergency forms. These forms need to be reviewed with a family doctor and returned to the school office as soon as possible.

Anaphylactic students are required to have two epipens at school; **one to be kept in a 'fanny pack' and worn at all times and one to be kept in the office.**

All students are required by law to be immunized. Failure to provide proof of immunization/declaration of non-immunization could result in suspension of a student by the Medical Officer of Health. Any medical needs or restrictions must be reported to the office. If a child requires medication during the school day, the TDSB Permission to Administer Medication Form must be completed prior to administration of any medication.

* MEDICATIONS

Principals, teachers and support staff of the TDSB are not permitted to administer any type of prescription medication during the school day, unless we have written authorization signed by a parent and the *prescribing physician (doctor)*. The forms to dispense any medication must be updated when a change occurs. These forms are available from the school office.

Also, please be advised that staff in TDSB schools cannot dispense any non-prescription medications (aspirin, Tylenol, cough syrup, etc.) to students.



* ALLERGEN AWARENESS

Please be aware that there are children in our school with severe life threatening food allergies to peanuts/nuts. This is a medical condition (anaphylaxis) that causes a *severe reaction* to specific foods and can result in death within minutes. As this affects the entire school community, please remember:

Do not send snacks or lunches with your child that contain (or say “may contain”) peanut and/or nut products..

Speak with your child about not sharing their snacks or lunches with students. Washing hands after every meal is also a safe practice to help prevent spreading of peanut residue.

Birthday celebrations: please DO NOT SEND ANY ITEMS OR FOOD products for birthday celebrations.



* PEDICULOSIS(HEAD LICE)

Pediculosis is a common occurrence in school. Parents/guardians should check their child's hair regularly. Students who have live lice will be sent home to complete the course of treatment.

* SAFETY & ACCIDENTS

Please take a few minutes to review basic safety rules with your child. This will reinforce the lessons taught by the teachers regarding safety and rules at school. Despite the constant reminders and attention given to students regarding safety, occasional accidents do happen.

In case of a minor accident i.e. cuts, scratches etc., first aid will be administered by the school staff. If the child continues to be uncomfortable or is in distress, it is the school's practice to notify the parent/guardian. In case of serious accidents the parents/guardians will be notified as soon as possible to request direction from them.

The Principal will take the appropriate action as directed by the TDSB if attempts to contact you are not successful. **In case of an emergency it is imperative that we have an up-to-date telephone number for your home, work, daytime care provider, day care or emergency contact other than a parent. Please inform the school of any changes in contact information throughout the year.**

* STUDENT WELL BEING

The change in routines and feelings of separation from peers, educators and other important caregivers may cause distress. However, this time offers an opportunity to strengthen our resilience and pay greater attention to our well-being.

At HVV we continue to provide support to our students. Building relationships, offering support and building capacity of staff will help ease the transition back to school.



* CODE OF CONDUCT

Included in this year's Student Agenda is information related to the TDSB Code of Conduct, Code of Online Conduct and Chart of Consequences of Inappropriate Student Behaviour. Staff will be reinforcing these rules in the classrooms and throughout the school and at student assemblies during the year. We are committed to maintaining a safe and welcoming environment for all members of our community and your support and cooperation is crucial.



*CHILD WELFARE

In accordance with Ontario Law, school staff is obliged to report any disclosure or suspicion of alleged child abuse.



* IMPORTANT REMINDERS



*REPORTING STUDENT ABSENCES AND LATES

- * Student absences and late arrivals need be reported to the school office, not the teacher.
- * If your child is going to be absent or arrive late, for any reason, please report this information by calling the school's Safe Arrival line at **416-394-7866**.
- * For morning or all day absences, kindly leave a message before 8:45 a.m.; for afternoon absences, leave a message before 12:45 p.m. You can leave a message on this line 24 hours a day/7 days a week.
- * Please include your child's name, teacher name and grade; reason for the absence and if the absence is for the morning or afternoon session, or for the entire school day. This is also a convenient way to leave messages for any upcoming absences (i.e. planned vacation, future medical appointments, etc.)
- * When a student is absent, and it has not been reported, you will receive follow-up automated enquiry calls from the School Messenger system. To avoid getting these calls, please report your child's absence/late arrival.

*STUDENT AGENDAS

We will be using student agendas for our students in Grades 1 - 8. We strongly encourage our students to purchase an HVV agenda as it serves as a valuable organizational and teaching tool.

The cost of the agenda is \$6.00 (cost recovery) and is available through your child's teacher, order forms are not required.

* LOST AND FOUND

In keeping with health and safety practices during COVID-19, the lost and found bins will not be used.

Please label your child's clothing/personal items so they may be identified and returned promptly.

* VALUABLE ITEMS

Students should leave valuable items such as expensive jewelry, iPods, cell phones, video/computer games and toys at home. Hockey sticks, baseball bats and hard balls are not permitted at school. The school is not responsible for lost, stolen or damaged items.

Under no circumstances, are weapons, or replicas of a similar nature (i.e., toy gun, water gun) permitted on school premises. Your child should only bring to school items necessary for the school day or items that the teacher has requested they bring for instructional purposes.

* CELL PHONES



Students are asked to leave all cell phones and other communication/media devices at home. If however, parents feel it is necessary to have their child carry a cell phone, the following guideline needs to be respected:

While on school property, all cell phones must be turned off and stored in backpack.

Parents wishing to contact students can do so by contacting the main office 416-394-7860.

Non-compliance will result in the devices being confiscated by school staff and returned to a parent at the end of the school day. We thank you for your support.

* HOMEWORK

The TDSB recognizes the value of homework that furthers students' learning in relation to the curriculum. Homework should be practical and meaningful and directly related to the Ontario Curriculum Learning Expectations. A well designed homework program should not be punitive or place unreasonable demands on the students or parents.

The TDSB Homework Policy strives to create a balance between school expectations, extra-curricular activities and family time. Please refer to the student agenda for additional information

*STAY IN TOUCH

The TDSB invites you to receive regular news and information from across the Board. Find out quickly about the many good news stories from our school communities and our students, as well as critical notifications bus cancellations, closures or other urgent information. For regular updates on COVID-19 guidelines, please check the TDSB website. www.tdsb.on.ca

* HVV FRIDAY FLASH

Humber Valley communicates with families by e-mail. Each Friday you will receive the HVV Friday Flash - providing school information, upcoming dates to keep in mind, school celebrations, school news, etc.

The school website is: <http://schoolweb.tdsb.on.ca/humbervalley/home.aspx>.

Important school information is contained in both of these sources and serve to keep you informed of school news.

We also send out a monthly newsletter at the start of each month.

Please be patient as I update the website this month.

* PARKING LOT SAFETY

Please do not park in the school parking lot. We have limited parking for staff, deliveries and TDSB visiting staff. Please park on Hartfield Rd. or Anglesey Blvd. when visiting the school. For safety reasons, **DO NOT** drop students off in the parking lot or walk across the parking lot with your children.

USEFUL CHECKLISTS

* **USEFUL CHECKLISTS**

ELEMENTARY DAILY CHECKLIST

https://www.tdsb.on.ca/Portals/0/docs/ACCESSIBLE_ChecklistElementary.pdf

COVID 19 SYMPTOMS CHECKLIST