



School Website: <https://hbv.hrce.ca>

Twitter: @HarbourViewElem

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Phone: 902 464-2051

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Safe Arrival: 902 464-2051



Harbour View Handbook

1. Welcome Back

We are happy to welcome returning families and new families to Harbour View Elementary School. Things will look different this year as we all work together in and out of school to support our shared health. Teachers and staff are working very hard to be creative and ensure that your children will feel a warm welcome amid all the changes this year. Before school starts, you will receive an email/phone call from your child's teacher indicating who they are and classroom specific information. This year, there are changes that we all need to help with in order to follow the directives of The Chief Officer of Public Health and Provincial Department of *Education and Early Childhood Development's* Back to School Plan. Please review this document carefully so that you are familiar with the new protocols, and can talk with your child about the changes (such as physical distancing, masks and hand washing/sanitizing) that are in place to protect our shared health. It is a shared responsibility among all of us (staff, families and students) to work diligently together for the health and safety of us all.

2. Changes

Please check back often and as new learning and information happens, we will update our procedures and routines to reflect them.

3. First Day of School Only

With the first day fast approaching, we are sharing information with families to develop understanding of what the school day will look like.

- a) If your child is a returning student and is walking or being dropped off (not sent by bus). Please say a quick good-bye at the edge of the school yard. Please direct your child to see their teacher at the designated spot for their class cohort. If they are unsure, direct them to see a staff member and they will be directed to the correct location.
- b) If your child is new to the school, and is being dropped off by car, please be advised that the parking lot is for staff only. The parking lot will be closed at 8:15 am. You are asked to walk with them up to the location where your child's class cohort will meet their teacher. You will need to say a quick good-bye to your child once with a member of our staff.
- c) If your child is taking the bus to school, they will be welcomed as they get off the bus by a staff member and will be directed/shown where to go to meet their teacher and class cohort.
- d) Our teachers/support staff will be stationed around our playground areas so students will be able to go to their class cohorts right away and will be instructed to stay with their teacher. Please remind your child where they need to go on the first day to meet their teacher and class cohort.
- e) **After the first day**, students will not need to wait outside. Support Staff will be at all doors to direct students upon arrival to go directly to their classrooms where their teachers will be waiting. Please talk to your children about what time to arrive to school. Please ensure your children do not arrive on the school property before 8:25 am, as there will not be supervision before that time, and we will not be able

to ensure COVID protocols are being followed. Students are not permitted to enter the school before 8:25 am.

4. Entry and Exit Doors

Students will be assigned entry and exit doors according to their classroom cohort. Your child's teacher will communicate the door to use. Please help your child get to know where their classroom cohort will be entering and exiting the building this year. Students are not to arrive before 8:25 am and must leave the school property upon dismissal at 2:45 pm.

5. Parking

Staff only will be permitted to use the school parking lot. Please be aware of traffic and parking signs on Alfred Street. There will be no parking along the fence in front of the school, on Alfred St. before and after school. This area is where the buses will be dropping off and picking up students.

6. Arrival Procedures

At 8:35 am, students will directly enter the school through their assigned door that will be communicated to families by classroom teachers prior to the first day of school. Students will physically distance as they are coming into the building and will sanitize hands upon entry. Grade 4, 5 and 6 students will have their masks on and sanitize hands upon entering. Masks are mandatory for grade 4, 5 and 6 when social distancing is not possible. Support staff at these designated doors will actively supervise students entering, while classroom teachers are in classrooms waiting to receive students. **Students are not permitted on school grounds before 8:25 am, as there will be no supervision or entry into the school.** There is no gathering or congregating outside. Parents can drop off their children at edges of the school property.

7. Dismissal Procedures

Students will follow directions from their classroom teacher and dismissal will begin at 2:45 pm. Teachers have organized an order of class dismissal so exit doors are not congested. Please be aware of traffic and parking signs on Alfred St. All parents/guardians are asked to socially distance and model this for students as you wait for your child. Please be patient with your child's teacher as they will be taking their time to dismiss students in a safe manner.

8. What the School Day Looks Like (School Design)

Students in Pre-Primary to Grade 6 will stay with their class (cohort) throughout the day, where possible. For the most part, staff will come to the students to limit interaction.

Non-essential furniture will be removed from classrooms and tables will be spaced out as much as possible to allow students to have more physical distance.

Students will notice additional signage including directional signs to control flow in hallways, common areas, and outside spaces. Signage includes traffic flow arrows, physical distancing reminders, and designated Entrances & Exits.

An essential part of the Back to School plan is to maximize time spent outdoors. More classes (including Physical Education) will be held outdoors, when possible, to encourage physical movement and support our students' well-being.

9. Movement in the Building

Students will need to follow directional signs and floor arrows. There are lots of new visuals to guide us throughout the building (see appendix). Teachers will model and practice appropriate directions with classes so they learn the expectations. There are also areas with occupancy rates including the washrooms. We will be spending a lot of time in early September teaching students these new norms and helping them follow the procedures.

10. Late Arrival

When you arrive with your child or your child arrives late, please come to the door and buzz or call the school from your car 902 464-2051. Please remember that parents are not permitted into the school and the parking lot is for Staff Only. When your child arrives to the main entrance door, we will then welcome your child through the front doors, sign them in, direct them to sanitize their hands and help them to go directly to their classroom.

11. Safe Arrival

If your child will be absent or will be late, please ensure that you call our safe arrival line at 902 464-2051. Please indicate the name of the student absent, their classroom teacher and the reason for their absence.

12. Midday Pickups

If you need to pick up your child midday, please call when you arrive or ring the front buzzer and a staff member will sign your child out and bring them to the door for you.

13. Water Bottles

We recommend students bring a full water bottle each day to reduce the sharing of water sources in the school as well as limit interactions among cohorts and social gatherings. The fountains are off limits until further notice. Water cooler stations (like we had last year) will still be available. Sending your child with a full water bottle every morning is greatly appreciated.

14. Breakfast

We know how important a healthy breakfast is to starting the day off right. We are working on a plan to ensure our students continue to have access to our breakfast program while ensuring health guidelines are in place. Here are some more details around our plan for our breakfast program:

Volunteers will come to the school and prepare breakfast food with individually wrapped items for breakfast bins. Volunteers will then exit the school before the students arrive for the day. The breakfast bins will be collected by the classroom teacher before the students arrive. Once students enter the classroom and are seated at their table, teachers will pass out the breakfast items. The menu we have used in the past may look different. We will ensure to include the children when choosing menu ideas. The date for when Breakfast Program will start is to be determined and will be announced as soon as possible.

15. Snack Program

Each classroom will have a box of nut free snacks for students starting on the first day of school, Sept. 8. We will continue to replenish the snacks as needed.

16. Lunch Program

We know how important a healthy lunch is to keep kids' energy levels up and learning through the day. We are working on a plan to ensure our students continue to have access to our lunch program while ensuring health guidelines are in place.

17. Recess

Recess is being scheduled differently this year in order to limit interactions among cohorts and social gatherings. Students will have breaks with their class on a staggered schedule. Here is what we plan to do:

Students will remain with their class cohort and go outside to play for recess in designated zones.

Primary and Gr. 1 will have recess at 10:00 am – 10:15 am

Gr. 2-3 will have recess at 10:15 am – 10:30 am

Gr. 4-6 will have recess at 9:45 am – 10:00 am

Classes will have snack before or after outdoor playtime.

18. Lunch Routines

Students will be eating lunch in their classrooms. It is your responsibility to provide your child their own lunch. Please ensure it is something they can manage independently to avoid unnecessary handling of items by others. Here are some more details around our plans for lunch:

Primary and Grade 1 students will have lunch at 11:45 am – 12:45 pm.

Grade 2-3 will have lunch at 12:15 pm – 1:15 pm.

Grades 4-6 will have lunch at 11:15 am – 12:15 pm.

Students will be eating in their classroom for the first 30 minutes then play outdoors in their designated zone with their class cohort. Lunch monitors and support staff will provide supervision.

19. Lunch Monitors

We continue to seek lunch monitors that are willing to work 5 days a week for two hours per day or part time. This position is a paid position and does require a current Vulnerable Sector Search/ Criminal Record Check and Child Abuse Registry forms. Please inquire by calling 902 464-2051 or send an email to Ms. Currie at pjcurrie@hrce.ca

20. Scent Aware

We are a scent aware school. Please do not send your child to school with scented products including hand sanitizers.

21. Nut Aware

We are a nut aware school. Please do not send your child to school with peanuts or any nut products including any kind of nut spreads like Nutella.

22. School Supplies

These can be found on the Harbour View School website: <https://hbv.hrce.ca> under the 'Our School' tab. Please contact the school if you need support with school supplies. Teachers will be contacting you this week and will let you know what to send with your child for the first day.

23. Items from Home

No toys or personal items from home (including cards) are permitted at school this year to support our shared health.

24. PowerSchool Logins

Information on PowerSchool logins will be sent prior to the first parent teacher day for primary students. All previous students have received these in the past. If you require a new one, please email Ms. Currie a week or two before the first parent-teacher day and request one.

25. Technology

Chromebooks borrowed from the school last spring are to be returned the first day of school. School-based technology will be cleaned after each use.

26. School Photos

Individual School photos will still take place. There will be no class pictures. Our picture day is scheduled for October 2, 2020.

27. Yearly Calendar

https://www.hrce.ca/sites/default/files/hrsb/hrce_school_calendar_2020-21.pdf

28. Library Access

Library will take place in classrooms with a Mobile Book Cart. Students will keep books in the classroom.

29. Emergency Drills

Using health and safety protocols, we will continue to hold our emergency drills so students know what to do during an emergency.

30. Intramurals/Extracurricular Activities/Field Trips

We know how much students and their families value the opportunities to participate in extra-curricular activities, however these types of activities will not be permitted until further notice.

31. Communication with the Teacher

Please email your child's teacher with any questions, information or concerns. All email addresses can be found on our school web page under 'Staff Directory' tab. All teachers will have an initial communication with the families before the first day of school. This communication will include expectations for the first day. Any meetings (SAC, Program Planning Meetings & Parent-Teacher Meetings) may take place virtually or over the phone. School updates will be sent out through our SwiftreachK-12 alert (email and phone), school website and Twitter, as we will not be sending paper notices. Please make sure the school has updated email and phone numbers so you receive all electronic updates.

32. Visitors

School access is limited to staff and students only as per Public Health directives. This means parents, volunteers, community partnerships will not be able to enter the school building at this time.

33. Bathrooms

Limited persons will be permitted at a time. Please help your child understand how to line up on decals and wait their turn. Let us know if there are issues ahead of time so we can support.

34. Mask Wearing

Two reusable masks will be given to every student on the first day of school. Families can send something like a fanny pack or a lanyard with a breakaway clasp to help prevent children from losing their mask while not in use at school. Otherwise, teachers and lunch monitors will store the masks in a paper bag or envelope while not in use during outdoor instruction and recess/lunch play time. Families have an important role to play to help socialize mask use for their children. Resources are available at www.novascotia.ca/backtoschool and <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html> for families and students about mask use. Please practice with your child and make sure their masks are labelled.

35. Physically Distancing

Students are required to physically space themselves as much as possible when lining up, walking in the hallways, playing on school grounds and throughout the school. In classrooms, we have tables and chairs. Staff are removing nonessential furniture to allow for more spacing in classrooms as much as possible. Visuals will support this (see appendix). Please practice social distancing and what that looks like with your children, so they experience this before attending school.

36. Hand Washing and Sanitizing

Please work with your child to help them develop regular hand washing/sanitizing routines and expectations. Think sanitizing over every threshold, for example when entering the school, the classroom, or the washroom, before and after eating and on a regular basis during the day. Please do not send scented hand sanitizers with your child. HRCE has provided hand sanitizer for staff and student use.

37. Sharing

Students will not be able to share items such as toys, food, class supplies. Our new normal is "Caring is not sharing". Please have a conversation and regularly remind them.

38. Monitoring Symptoms - COVID - 19 Checklist

Before sending your child to school, families are responsible to go over the COVID-19 checklist (link below) to ensure that your child does not display any of the symptoms. If your child does display any of the COVID-19 symptoms, refrain from sending them to school and call 811. <https://novascotia.ca/coronavirus/symptoms-and-testing/>

39. Illness at School

If your child becomes sick at school, we will ensure they have a mask, are isolated from others and contact you to pick them up right away. If you are unable to pick up your child should they become sick, make sure you have arrangements for someone you trust to pick them up and **ensure the school has current emergency contact information.**

40. Specialist Classes (Music, Phys. Ed., Library and French)

French, Music and Library teachers will travel to cohort classrooms to minimize movement and prevent congestion in hallways. Phys Ed will regularly take place outside when possible. Activities for French, Library, PE and Music will be creatively modified to follow Public Health and EECD protocols.

41. Bussing

The Transportation Team has been providing an update to families on busing this week. This information will be shared with principals.

If you ever have any questions or concerns, please do not hesitate to contact the school at 902-464-2051 or via email: hres@hrce.ca Thank you for your cooperation during these times!

APPENDIX

COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling unwell, you should stay home or go home immediately, and follow the instructions below.

1 Are you feeling unwell?
If yes, stay home and avoid public spaces, including work, school/child care, and shopping.

2 Do you have any of these symptoms?



Fever OR Cough (new or worsening)

OR two or more of the following symptoms (new or worsening);



Sore throat



Runny nose



Headache



Shortness of breath

If yes, stay home and contact 811 to be screened for testing for COVID-19.

If you are unsure whether you should be tested complete the 811 online assessment, <https://when-to-call-about-covid19.novascotia.ca/en>, or if unable to access the online tool, call 811.

3 In the last 14 days, have you travelled outside Atlantic Canada?
If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.

4 In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?
If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.

5 Are you waiting for results from a COVID-19 test?
If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised September 4, 2020

novascotia.ca/coronavirus

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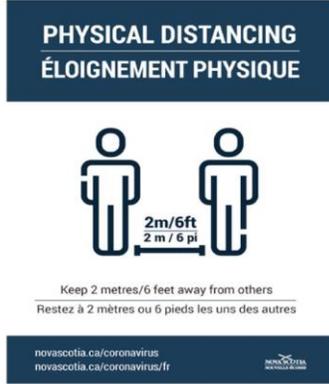
3)



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9) How to Wear a Mask



10) Face Masks Required

