

## September 2020 Startup Message

Monday, September 7, 2020

Dear GFSS Families,

We would like to welcome all our students, families and staff back to Glenforest Secondary School. We hope that you and your family had a safe and wonderful summer and that you are ready for the start of another school year. This year might feel different, but one thing is the same: GFSS teachers and staff are committed to serving our **students** and families. We are excited about your safe return to our classrooms. A very special welcome to our incoming Grade 9 students and those new to our school in grades 10-12.

At GFSS, we strive to create a safe and healthy environment in which each student is engaged, supported and challenged everyday. This year we all have a very important role to play in keeping our community safe and healthy. We can all take simple steps to help protect ourselves, each other and our whole community.

In this message, we have compiled a list of important topics for your information. Please read carefully as we have changed many of the school protocols. The school office is now open, so please **call** 905-625-7731 if you have any questions (parents/guardians are not able to come inside the school).

Stay safe and welcome back!

*Cheri Riddell*  
Principal

*Ruby Seegobin*  
Vice-Principal

*Georgette Highgate*  
Vice-Principal

Please read the list of topics carefully as we have to change many of school protocols to support the safe reopening of our school.

- Communication
- Daily Self-Assessment and Screening Requirements
- Essential Material Drop-off for Students
- Food, Fundraising and Vending Machines
- Guidance Updates
- Messages and Absences/Lates/Appointments
- Moving Around the School
- Arrivals and Departures
- Non-Medical/Cloth Face Masks and Coverings
- Photo Day
- School Council and Elections
- School Cash Online
- Student Fees
- Student Health – Plans of Care
- School Hours/Access and Visitors
- Student Lockers, Belongings and Materials
- Technology and Textbooks

A. **Communication**

We encourage families to continue to check for updates from us through:

- Email (Communicate);
- School Website: <https://schools.peelschools.org/sec/glenforest/Pages/default.aspx>
- Twitter @GlenforestSS
- For specific information about your child, including live attendance and graduation requirements ([Parent Connect](#))
- Questions? Email us at [glenforest.ss@peelsb.com](mailto:glenforest.ss@peelsb.com) .

B. **Daily Self-Assessment and Screening Requirements:**

All parents/guardians who choose to send their child(ren) to school in September are required to acknowledge and follow the guidelines for:

- Monitoring your child DAILY for COVID [symptoms](#);
- Completing the Ontario COVID-19 [Self-Assessment](#) BEFORE coming to school each day;
- Contacting the school if your child has any COVID-19 symptoms;
- Developing a plan to pick up your child(ren) from school promptly if they are presenting with a COVID-like symptom(s) while at school;
- [Prevent the Spread](#) by following the “Core Four” preventative measures outside of school (e.g., physical distance, wash your hands, wear a mask).

C. **Essential Material Drop-off for Students:**

For everyone’s continued safety we are encouraging families that material drop off is discouraged and if needed it must be an essential item.

- Some examples of essential items: medication; diabetic snacks; house keys;
- Parent/Guardian(s) call the main office at 905-625-7731 x300 when arriving, to inform the office they have essential item(s) for their student(s);
- Students will be called out of class to meet the parent/guardian at the Guidance Doors to the south of the Main entrance to collect the item(s).

D. **Food, Fundraising and Vending:**

- Food programs/fundraising (e.g. bake sales) and cafeteria services are paused;
- Commercial food deliveries are not permitted; ie. Uber eats, Skip the Dishes etc.;
- Vending machines will not be accessible and will not be in use;
- There is no lunch period. Lunch rooms facilities will not be available to students at any point in the day.

E. **Guidance Updates:**

- Secondary students who will attend school in-person will receive their updated timetables via their PDSB Gmail by September 11th.
- Guidance will send an update email to families on Tuesday September 8th.
- Families new to the school should contact our Guidance Secretary Ms. Peros ([glenforest.ss@peelsb.com](mailto:glenforest.ss@peelsb.com)) or by calling the school.
- Most appointments will be over the phone or virtual. If you are required to meet in person you will need to:

- Complete a [self-assessment](#) the day of your appointment. If you have ANY [symptoms of COVID-19](#) please do not come to the school. Contact [glenforest.ss@peelsb.com](mailto:glenforest.ss@peelsb.com) to reschedule your appointment;
- One (1) adult per family will be able to access the school at the appointment time. No students or siblings are to accompany the adult;
- For students under 18 years of age, please review the school's website after September 8th for course offerings and record the courses you wish to enrol in. You will be contacted **by email for a virtual meeting** with the guidance counsellor following the registration appointment that has occurred by your parent/guardian. Do not attend the registration appointment with your parent/guardian.

#### F. Messages and Absences/ Lates /Appointments:

- To report absences, please call the school directly, ahead of time if it is known. Notes will not be accepted in the main office or by the classroom teacher;
- For late arrivals, parents/guardians should notify the school phone at 905-625-7731 and students enter via the Pool doors;
- At all times, when students arrive to school they must go directly to their class;
- If a student must leave school before dismissal, the parent/guardian is to *contact the school by phone at 905-625-7731* ahead of time to inform the school as well upon their arrival at school. The office staff will record the time the student left the building;
- Appointments: the parent/guardian may text the student when they arrive to remind the student of arrival. The parent/guardian may not enter the building. Students will exit the building using their designated Exit doors.

#### G. Arrivals and Departures:

- Parents and students are *strongly* encouraged to pick up/drop off at a side-street near the school. Do not stop your vehicle on Fieldgate Drive. Neither the North or South Parking Lots are available for pick up (11:00 a.m.) or drop off (8:15 a.m.) due to ongoing construction.
- The preferred method of transportation to school is walking.
- If it is absolutely necessary to drive your child to the front of the school, use the Kiss n' Ride circle at the front of the school. Please note that there is construction and this is currently the only location for drop off so anticipate and plan for lengthy delays due to congestion both on Fieldgate Drive and in the Kiss and Ride circle. Be aware of your surroundings at all times.
- Entry to school will be between 8:15 a.m. and 8:30 a.m. and dismissal will be between 11:00 a.m. and 11:15 a.m.
- Students who drive to school will not be permitted to park in the parking lots. Spots are limited and are reserved for staff. Families will be notified regarding a date for student parking.

#### H. Moving Around the School

- Hand sanitizer stations are installed at each of the designated entrance/exit points;
- Everyone uses sanitizer upon entry and exit;
- Hand sanitizer is also available in every classroom;
- Follow directional arrows to get to your destination;
- Students should walk on the right side of two-way hallways when in the building - **Right is Right**
- Students should walk in the direction of the arrows in hallways marked "one way"
- Parents/Guardians are not permitted access to the building. Essential access is by appointment only.

**Physical distancing:** Students and staff all need to support the preventative measures and plan for GFSS.

School procedures have been developed to promote physical distancing, including:

- Promoting learning outside, if weather permits;
- Arranging student desks with as much distance as possible;
- Students facing the same direction (to support respiratory hygiene);
- Purposeful planning of classroom learning activities;
- Wayfinding and signage for routes to and from classrooms and washrooms;
- Posting signage on walls and markings on floors;
- Promoting physical distancing for lines/queues

**Washrooms:** Students may access their assigned washrooms as needed and according to school protocols. Signage will be posted to communicate the number of students permitted at a time and a reminder to wait outside the door at a 2 metre distance while waiting for access.

I. **Non-Medical / Cloth Masks and Face Coverings:**

- Students must wear their own masks;
- Schools will be provided with some disposable nonmedical masks, for students who forget their own mask or are unable to provide their own or if has been damaged during the day;
- If you are not able to provide masks for your student(s) please contact the school.

J. **Photo Day:**

We have not yet been given the permission to have an official date - more information will be shared with families in the near future.

K. **School Council and Elections:**

- Given the restrictions in meeting in person, schools will continue to engage School Councils through virtual meeting (i.e., Microsoft TEAMS or Zoom);
- The election of members of School Councils shall be held in the first 30 days of the school year;
- The election of parents/guardians must be by secret ballot. A Google Form will be set up for electronic anonymous (e.g., does not collect email address) voting in real time.

L. **School Cash Online**

- We encourage all families to set-up their account on [SchoolCashOnline](#)
- It provides the ability to pay using Visa, Mastercard and Visa Debit and Mastercard Debit;
- Also you are able to receive email reminders when payments are due. Parents/guardians will only see items available to purchase which apply to their student(s).

#### M. Student Fees

For the 2020-21 school year, we are not to collect engagement fees as normal events and activities for which these fees are collected may not be able to proceed. Some fees may be charged for virtual presentations or virtual field trips. Fees for students in the **International Baccalaureate Program (MYP and DP)** will continue to apply; please note the due dates for instalments. For more information regarding IB matters, please contact Ms. Holloway ([nancy.e.holloway@peelsb.com](mailto:nancy.e.holloway@peelsb.com)) in the Main Office.

#### N. Student Health - Plans of Care:

- All students with a prevalent medical condition (i.e., anaphylaxis, asthma, diabetes, epilepsy) are required to have their Plan of Care document reviewed annually. Given the current conditions, some students may be impacted more significantly and require changes to their plan of care;
- In the context of COVID-19 and your child's medical condition, consider contacting your Health Care Practitioner to discuss any additional risks your child may be facing;
- An email will go out to all parents of students who currently have a Plan of Care. Please review and make any necessary changes then scan and return to Nancy Holloway ([nancy.e.holloway@peelsb.com](mailto:nancy.e.holloway@peelsb.com)) or return it to their period 1 teacher.
- If your child has not had a Plan of Care prior to this school year but requires one now, please contact Nancy Holloway at ([nancy.e.holloway@peelsb.com](mailto:nancy.e.holloway@peelsb.com))

#### O. School Hours/Access and Visitors:

- Schools will be closed to visitors;
- Whenever possible we are asking all students:
  - To walk or be dropped off at school at 8:15 a.m. to avoid student crowding and support the appropriate physical distance practices;
  - Wear their mask, sanitize upon entry at their designated door;
  - To go directly to their classroom;
  - To be picked up between 11:00 a.m. and 11:15 a.m.;
  - Students will be expected to leave immediately after the dismissal, supervision will not be available; *the school will not be accessible for students to wait for rides;*
- To the extent possible, meetings with school staff and others should occur over the phone or virtually;
- Where face to face meetings are scheduled by appointment, [screening](#) will be required and medical masks must be worn (these will be available at the school);
- Volunteer programs in schools are paused.

#### P. Student Lockers, Belongings and Materials:

- Student personal belongings brought to school will go home at the end of the day;
- Essential daily items only (e.g., backpack, books, technology, water bottles) bring everything in a backpack and take backpack contents home each day;
- Students will not be assigned lockers;
- Students may not share items or bring items that are non-essential (e.g., play/sport equipment);
- For parents needing to drop off essential items - refer to Essential Material Drop-off section above on page 3.

Q. Technology and Textbooks

- ***Textbooks need to be returned to school during the first day your student(s) attend class in person. We will have tables/carts outside the front entrance/exit doors of our school for the students to drop off the books;***
- Due to the amount of online learning time this year we encourage parents to obtain technology for their student(s); computer/chromebook;
- Schools will continue to support those students that do not have access to a device or are concerned about (wifi/internet access) please contact Vice-Principal Mrs. Highgate ([georgette.highgate@peelsb.com](mailto:georgette.highgate@peelsb.com)) to make a formal request.

R. Other Resources

- [Complete Reopening Plans 2020/2021](#)
- [Frequently Asked Questions: Reopening 2020/2021](#)
- [Mental Health Resources for Students and Families](#)