



Citadel Middle School  
1265 Citadel Drive  
Port Coquitlam, British Columbia  
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1 September 2021

Dear Parents,

Our school is getting ready to welcome students back to school in a safe, controlled manner. The Ministry of Education announced that BC schools will be open and students are expected to attend full time. The first day of school is Tuesday, September 7<sup>th</sup>. You can read more here:

<https://news.gov.bc.ca/releases/2021EDUC0058-001663>

We have worked under the guidance of public health authorities and the Ministry of Education to develop a plan so that students and staff can learn and work together safely. We are ready to welcome your child back to school. Below is a summary of some of the actions we will take to safely restart school this September.

### **Health and Safety**

- Students in Grades 4-12 must wear a mask when they are in all indoor areas of the school and on school buses.
- All staff must wear a mask when inside school.
- Although physical distancing (2m apart) is no longer mandated, students will be encouraged to minimize involuntary contact. Classrooms will be set up to maximize space usage and decrease student physical contact.
- Daily health screening check for students (completed by their parents) and staff before arriving at school. You can find the Daily Health Check on the district and provincial websites:

[http://www.sd43.bc.ca/covidresponse/Pages/default.aspx#/=](http://www.sd43.bc.ca/covidresponse/Pages/default.aspx#/)  
<https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>

- Students who are ill (cold, flu or [showing Covid-19 symptoms](#)) must stay home. If a child becomes ill during the school day, they will be isolated, and the parents contacted to come and pick up as soon as possible.
- Hand hygiene (hand washing or sanitizing) upon arrival at school and throughout the day.
- Signs posted throughout the school to help control the flow of foot traffic within the building.
- There will be cleaning protocols for high touch points (doorknobs, faucets, etc.). These surfaces will be cleaned once every 24 hours.
- Students will no longer be organized into Learning Groups or Cohorts as we did last year.
- Teachers will be encouraged to take their class outside more frequently.
- Windows and doors may be left open more regularly to increase ventilation.
- There will be no large gatherings (assemblies, special events, open house) or fieldtrips at this time.
- No sharing of food or drink.
- Parents and visitors should make an appointment to meet with staff. There will be limited and controlled access to the building by parents and visitors. **All visitors must sign in at the office for the purpose of contact tracing and acknowledge they've completed the Daily Health Check.** Visitors must wear a non-medical mask inside school.

- We also ask parents to respect other people's personal space when on school grounds. This is for your safety and good modeling for our students.

### **Educational Programming**

- Our school will only provide in-class instruction.
- Student well-being will be guiding educators in planning and supporting the successful return of students to school.
- Students with disabilities/diverse abilities will continue to be supported by the goals outlined in their IEP.
- Regular health and safety practices (frequent hand washing) will take up some instructional time.
- Students will continue to receive report cards.
- Parents of children who are medically diagnosed as immunocompromised by a physician should contact me by Friday, September 3rd. The following link is provided for your reference:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-and-children/children-with-immune-compromise>

### **Parking**

We recognize that we have many families who live beyond walking distance to the school and must drive their child to school. Please know that our drive through drop off area is a bottle neck in the morning. It looks nice but was never designed to handle more than a few cars at one time. You can expect delays as cars enter and exit the school grounds. A better and less stressful suggestion is to drop off on Citadel and have your child walk onto the grounds. We encourage students who live in the neighbourhood to walk to school as much as possible.

**Please do not enter the staff parking area to drop off your child at anytime.**

**Please contact our office if your child is unable to attend on the first day Tuesday, 7 September – we need an accurate enrollment as quickly as possible in order to finalize classes and get the school year going!**

### **Grade 6's and students new to Citadel**

We were unable to conduct most of our usual grade 6 transition activities last June. New students missed their on-site tours especially. Rest assured all students will receive tours during their first week. We know that some students may be a little anxious beforehand, so we are happy to offer some short "sneak peek" tours of the building on Thursday (tomorrow) for those students who many need a little extra reassurance.

We will conduct these tours on **Thursday, 2 September between 1:00 and 2:00 pm**. There are just two of us conducting the tours and we will take small groups in turn depending on how many students arrive (again all students will get a tour during the first week). Students must wear a mask upon entry to the building and we ask that parents wait outside and respect other people's personal space when on school grounds.

Please arrive anytime between 1:00 and 1:50 and we will run as many tours as needed during the hour.

### **First Day and First Week and Beyond**

Late last June, we sent a tentative first day and first week plan to parents. Most of this original plan remains with updated COVID protocols in place. Our intention is to keep this first day controlled and calm for students. For this reason, we have staggered the arrival times for students on the first day. Your child will be assigned to a first week only class designated by a colour code. This first week class will have their own location in the school and an assigned staff member; these temporary groups will remain in place until we move to regular classrooms (likely between Friday 10 September) and Monday 13 September).

### **Day 1 Tuesday 7 September**

Your child's first week temporary colour coded class **will be sent to you on Friday**. Please make sure your child knows their group's colour prior to arrival. Each group has their own first day arrival and departure time as follows:

Red Group meets 9:00 – 9:30

Blue Group meets 9:35 – 10:05

Black Group meets 10:10 – 10:40

Orange Group meets 10:45 -11:15

Green Group meets 11:20 -11:50

Grey Group meets 11:55 - 12:25

**your child's first day/week colour coded class assignment will be emailed to you on FRIDAY.**

On the first day, your child will come onto the school grounds and proceed to our outdoor Amphitheatre (staff will be on hand to help new students find their way) where they will be organized into their first week temporary "class" and meet their first week staff team. Teachers will then bring students inside and show them their preferred and closest morning entry door and room where they will meet for the rest of the week. Students will be at the school for a short period on day one – approximately 30 – 40 minutes.

**Attendance is critical. The sooner we account for all students and finalize our enrollment, the sooner we can get students into their regular classes.**

### **Day 2-4 (Wednesday 8 September to Friday 10 September)**

School begins at 8:40. Students should bring a snack, a lunch and water for the day. There is no need to line up - students can enter the building at their entry door and go their designated room. Students do not need to bring their school supplies until we are in regular classrooms, but they should bring a pen or pencil. Teachers may ask them to bring other materials during the week.

Dismissal is at 2:49.

**Please watch your email for your child's first day/week colour coded group assignment.**

We look forward to welcoming students back to school on Tuesday, September 7<sup>th</sup>.

Part of school-start up is determining student enrolment so please endeavor to contact the school if your child is unable to attend on September 7<sup>th</sup> and have their attendance counted. Please also contact the school principal if you have moved, your child is registered elsewhere, or is not returning to the school.

**If you know someone who has school aged children and has moved into our neighbourhood, please encourage them to contact (phone or email) the school as soon as possible to arrange registration.**

Please email us with any questions that you have. I look forward to working with your family this year.

With appreciation

John Goheen, Principal

Rick Dhaliwal, Vice Principal

***\*see regular bell schedule on next page***

***Daily Bell Schedule***

Except for the first day, Tuesday 7 September, this is the daily bell schedule for all Citadel students:

**8:40 classes begin**

**10:10-10:20 nutrition break**

**11:50-12:30 lunch**

**(eating time in classroom 11:50-12:05/outside time 12:05-12:30)**

**2:49 dismissal**