Dear GCI students and families,

Thank you for all the work, dedication to learning and patience that you have all demonstrated during these unique circumstances. Our hope, above all, is that our students and families remain safe and healthy at this time.

**Please make sure you take a look at the front of the school the next time you pass by. There is a wonderful banner on the building congratulating our 2020 GCI graduates! We are so proud of all of you and we wish you the best of luck in your future endeavors!**

The plan for the retrieval of student belongings from lockers and drop off of school items for students in Grades 9,10, and 11 has already been completed. Given the different needs and circumstances of our Grade 12 students, we have a separate plan for them. We have scheduled **Wednesday, June 24** as the designated day for Grade 12s.

We will have several elements in place in order to ensure safety for all involved. Please respect all of the conditions for entry and movement through the building. (sanitizer at entry/exit, recommendation/option for attendees to bring their own mask/face covering, restricted numbers in the building, several entries/exits, one way flow of traffic, isolated floors, etc…)

Please dress accordingly for the weather (rain, heat, sun) on that day. We are unable to schedule alternative dates and there may be some standing in line outside at times.

In order to adhere to Public Health regulations, it is essential that students/parents coming to the school clean out lockers, carefully read and follow the instructions in this letter. In order to assist preparation at the building, a survey has been linked to this letter. Please have the person (student OR parent) who is coming to the school follow this link to complete the survey by Tuesday, June 23rd.

Survey Link:

<https://forms.gle/vwwKfFNzchUA6yWy8>

**Returning Students:**

Grade Twelve students who are returning to the school in September **may leave their belongings in their lockers**. **No lockers** will be unlocked or opened during the summer. All returning students will be keeping the same locker they currently are assigned to. Material retrieval at this time is **optional for returning students**.

**Non returning students in Grade 12:**

Any students who are not returning next year are invited to come to the school to clean out their lockers on the assigned day and time as listed below. Please use the assigned entrance, also listed below.

Please come with your locker number and lock combination in order to keep the process efficient and timely. Ability to look up locker numbers in the system and/or to cut off locks will be very limited as there is to be no close contact between individuals.

A garbage bag will be provided to carry items that are going home. Please do not bring your own bags/carriers from home. Bins will be placed in hallways for disposal of garbage.

**Message for Graduating Students (even if you do not have a locker to clean out):**

**Before leaving the school, please make your way to the front of the school, where there will be tables set up to provide you with a memento from our school.**  We will also be providing students with the Spirit Wear they may have ordered. There also may be a few staff members present who would like to send some good wishes your way! We invite **all grads** to attend on this day to get the memento, even if you do not have a locker to clean out, or materials to return.

**Return of School Property (Textbooks, Team uniforms, etc.)**

Departing students are asked to bring any WRDSB textbooks or property with them to drop off at the designated time. There will be a room on each floor for drop off of items (either brought from home or retrieved from the locker). Please do not hand off any items directly to any staff member. Returning students who would like to return textbooks or school property may also do so on this day.

While it is preferred that departing students return items on this day, if you are not comfortable in cleaning out a locker at this present time, it is NOT necessary to return materials at the designated time. Another opportunity for collection of school property will occur at the end of August or beginning of September, depending on circumstances at that time.

**Chromebooks**

CHROMEBOOKS are to be kept by the student throughout the summer by all returning students. Students who are not returning to GCI are asked to bring the Chromebook to the school on the locker cleanout days if possible.

**Grade 12’s who may need access to a Chromebook over the summer, even if not returning to GCI in the fall, may keep their assigned Chromebook until the end of August/beginning of Sept when it should then be returned (instructions for return at that time will be posted at a later** date). Grade 12’s who do not need the device over the summer, may return it on the Gr 12 day.

Students are asked to come at the times assigned and the entrance as listed below:

|  |
| --- |
| **Wednesday, June 24th**  Grade 12s (Last name beginning with letters A-K) 10 am- 12 pm  Grade 12s (Last name beginning with letters L-Z) 12 pm-2:00 pm    **Entrance to be used (signs will be posted at the school):**  1st floor locker Dando Ave door closest to cafeteria  2nd floor locker Main front door  3rd floor locker Front Door closest to Tassie Hall/staff parking lot end  4th floor locker Back Door (Riverside) closest to Tassie Hall/Staff parking lot end |

Please review the information below which outlines the health and safety practices that must be followed prior to entering the school.

***Before Coming to the School Site***

It is imperative that the individual coming to the school complete the [Region of Waterloo Public Health COVID-19 Self-Assessment](https://covid19checkup.ca/) and

* + Be free of COVID-19 symptoms
  + Not have been in close contact with any individual diagnosed with COVID-19 or exhibiting potential COVID-19 symptoms
  + If the self-assessment indicates recommendations for care/isolation, and/or the conditions a) or b) are not met, do not come to the school/site.

You will be given a designated time to arrive at the school. Please ***only arrive during your designated time***. The WRDSB has an obligation to follow social gathering requirements set out by the Government of Ontario as well as the critical physical (social) distancing criteria outside and inside the facility at all times.

***Parking:***

If you are driving, please park your vehicle in the Student Parking Lot off Dando Ave.

* Allow at least 2 metres (6.5 feet) of distance between your vehicle and any other vehicle(s) that may be present, where possible.
* Students may use Dando Ave to park but should not park in the restricted areas adjacent to the entrance
* Please do not bring in any additional items. A collection kit will be provided.

**Entering the School:**

* Please line up outside the assigned entry door according to the physical distancing markers
* A member of our staff will be at the entrance door to review Health and Safety information and provide you with information for how to move through the school site.
* You will be provided with a bag to collect locker contents. Please do not bring containers or bags from home.
* Families/Students are encouraged to bring and wear masks or appropriate face coverings. Please note, masks will not be provided by the WRDSB.

**Travelling through the School:**

Please travel directly to the locker by following the direction of school staff and the markers inside the school. ***No other areas of the school will be open to parents/students***. As you travel through the school, reminder signs will be posted regarding social (physical) distancing and hygiene practices. Please ensure that you are ***practicing social (physical) distance at all times*** - ensuring you maintain a 2 metre (6.5 feet) physical distance between you and others at all times. For multi-floor schools, stairwells will be marked as either ‘going up’ or ‘going down’, please ensure that you follow these directions to ensure social (physical) distancing in these small areas.

**Exiting the School:**

Once done, please follow the directions to travel to the designated exit door. Please remember to ensure that you are ***practicing social (physical) distance at all times*** - ensuring you maintain a 2 metre (6.5 feet) physical distance between you. Please promptly leave school property to allow for others to come and retrieve their personal belongings.

**Important Notes**:

* School washrooms will be closed
* School Offices and classrooms will be closed.
* **If you or your child is feeling ill in any way, please do not come to the school.** Contact the Administrator to make alternative arrangements.

Thank you for taking the time to review this information.

Sincerely,

Bryan Lozon

Principal GCI