

June 16th, 2020

## **RE: Retrieval of Student Belongings from Lockers**

Dear students and families,

I am pleased to share the process for the retrieval of student belongings from lockers. The scheduled dates for retrieval of belongings are June 15, 17th, 18th, 19th, and 22nd. Students are asked to bring any WRDSB textbooks or library books with them to drop off at the designated time. Students may sign up for a time to clean out their lockers by signing up on one of the days listed below. Please use your WRDSB G-mail account to sign up.

[Time slots #1 for Grade 9-11 and 12s](#)    [Time slots #2 for Grade 9-11](#)

[Time slots #3 for Grades 9-12](#)    [Time slots #4 for grades 9-12](#)

Upon coming back to the school to clean out your locker, graduating students and those not returning to the WRDSB may wish to do an early return of chromebooks and chargers. Alternatively, students may hold on to the devices until August. Further notice will be provided on procedures surrounding the late return of chromebooks. Chromebooks and their charging cords are the property of the Waterloo Region District School Board and must be returned upon graduation, or when a student transfers from our Board. Chromebooks are to be returned regardless of their condition. Students will not be charged if they return a damaged device. Chromebooks that are not returned will be disabled by WRDSB Information Technology Services.

To assist with the return of the chromebook, please ensure there is a sticker with the student name and one for the device affixed to the underside. If the students' name no longer appears on the sticker, please write the name and student number on a piece of paper and tape it to the underside before returning the chromebook. Students graduating this semester or who are leaving the WRDSB will have their Google Drive and email accounts closed in August. These students are STRONGLY recommended to back up all documents and emails to their personal drive/accounts before the end of the semester. Apps such as [Google Takeout](#) can make this process easier. Students should consider following [this tutorial](#) to assist with the process.

Please review the information below which outlines the health and safety practices that must be followed prior to entering the school. Parents may not accompany students into the school unless there are extenuating circumstances (ask at the door if necessary).

### **Before Coming to the School Site:**

Before coming to the school it is imperative that the parent/guardian and child complete the [Region of Waterloo Public Health COVID-19 Self-Assessment](#) 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 sign up for a designated time at the school.** Please only arrive at your designated date and 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 King Street parking lot.

- allow at least 2 metres (6.5 feet) of distance between your vehicle and any other vehicle(s) that may be present.
- Please do not bring in any additional items. A collection kit will be provided.

#### **Entering the School:**

- Please ***line up outside the entry door in the staff parking lot at the King Street parking lot entrance 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 and 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 ***take your textbooks and library books to the music room on the right side of the hall, and then travel directly to your locker by following the direction of school staff and the markers inside the school.*** No other areas of the school will be open to 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. Stairwells will be marked as either “going up” or “going down” or “no access”, so please ensure that you follow these directions to ensure social (physical) distancing.

#### **Exiting the School:**

Once done, please follow the directions to travel to the ***designated exit door on the first floor.*** 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:**

- Students are encouraged to return any school property including library books and textbooks. Please note: all school technology may remain with the family through the summer unless you are not returning to KCI in the fall and are not attending summer school
- Parents and guardians must wait outside while students are getting their belongings; nobody is to accompany the student into the school except in special circumstances.
- School washrooms will be closed.
- School Offices and classrooms will be closed.
- If you are feeling ill in any way, please do not come to the school. Contact your vice principal (listed below by surname) via email to make alternative arrangements.
  - A - G Ms. J. Fairhall
  - H - O Mr. P. Kalbfleisch
  - P - Z Ms. C. Coe

Thank you for taking the time to review this information.

I hope you and your family are all safe and well.

**Sincerely,**

A handwritten signature in blue ink, appearing to read "Dennis Haid", is written on a small, light-colored rectangular piece of paper. The signature is stylized, with a large initial 'D' and a circular flourish at the end.

**Dennis Haid  
Principal, KCI**