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## Bur Oak Secondary School

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R. Li  
Principal

E. Sloan  
Vice-Principal

V. Wonnacott  
Vice-Principal

Dear Families,

### **Re: Student Material Retrieval and Return Process**

Students and families may now arrange to safely pick up items they left at school and return items that belong to the YRDSB during the week of **June 15th - June 19th**. In order to book a time at the school, families will be given instructions to use a familiar tool for our school: TeachAssist. **Sign up on TeachAssist will begin on Tuesday, June 9th at 9:30 a.m.** Each student will receive a 15 minute time slot, and will only be permitted entry during this pre-arranged time. We encourage siblings to sign up for the same time slot. Families who are unable to sign up for a scheduled time should email our school email address, [bur.oak.ss@yrdsb.ca](mailto:bur.oak.ss@yrdsb.ca), and school office staff will help. Our dates for student retrieval are June 15th - June 19th.

**Please note - Students who are in Mr. Stoneman and Mr. Floyd's Community Classes will be contacted directly by their teachers to set up a time for the retrieval and return of materials.**

Safety protocols will be in place as you enter school building, and will include:

- practice social distancing by staying two metres apart from anyone not from your household;
- wear a mask (if you choose);
- use hand sanitizer as you enter the building (Any one wearing gloves upon arrival will be asked to remove and discard them. Applying hand sanitizer to gloves is not considered an acceptable way of cleaning hands.);
- use the designated entry/exit doors only;
- expect that retrieval/return time slots will be 15 MINUTES ONLY

**You are encouraged to wear a personal face covering (non-medical mask such as a cloth mask or bandana) to reduce the spread of respiratory droplets to protect others. For more information about how to use face coverings properly, visit [w www.york.ca/covid19](http://www.york.ca/covid19). Masks and gloves will not be provided.**

If you are currently using a board-issued laptop and you **are returning to a YRDSB school in the fall**, please keep your laptop for use over the summer. If you **are not returning to a YRDSB school in September**, you must return all YRDSB technology (e.g., laptop,

chromebook, etc.). All students are expected to return the following items which belong to the school:

- School library books
- Teacher classroom library books
- Classroom supplies
- Musical instruments that belong to the school
- Textbooks
- Athletic uniforms and equipment
- Anything else that is property of the YRDSB

### **Guidelines for Visit**

- Visits to the school must be conducted within the Public Health Guidelines. Physical distancing, single entry point and hand sanitization are expected to be strictly adhered to by anyone entering our buildings. Further, a [self-screening](#) must be conducted prior to entering the building.
- Ensure you know your locker number/combination.
- Secondary school students must retrieve items individually (with the exception of Community Class students).
- If your child has medication at the school, it will be bagged, labeled and available for pick up as you exit the building.
- Lockers and any other individual spaces must be cleared out, as all remaining items will be discarded. Lockers should be left open once all contents have been removed, and school locks must remain.
- Students will be told where to return items. There will be no walking to other rooms.

Along with this letter, we have also provided step-by-step instructions on how to sign up for a time-slot on TeachAssist; as well as an infographic that provides an overview of the process. Our ultimate goal is to provide a safe and supportive process to allow for the retrieval of materials and return of school property. We know this has been a most challenging year, and we thank you for your cooperation as we facilitate a safe and organized process.

Sincerely,

Rose Li

Principal

Bur Oak Secondary School

