Algonquin & Lakeshore
Catholic District School Board

ALCDSB RETURN TO SCHOOL PLAN

Updated: August 19, 2020

The ALCDSB Return to School Plan is subject to change. The Board continues to receive updates from the Ministry of Education, local public health units and other community partners to provide families with the most up to date information.

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IMPORTANT UPDATES FROM ALCDSB

The Algonquin and Lakeshore Catholic District School Board remains committed to providing updates to parents/guardians and all stakeholders and community partners. All updates regarding COVID-19 and Ministry of Education information will be shared with families.

Updates will be shared through School Messenger, which is a phone and email notification service. If you do not currently receive updates through School Messenger, please contact your school secretary to ensure that your information is updated.

Updates can also be found on the Board website: http://www.alcdsb.on.ca and all school websites.

Information is also actively shared through Board social media accounts:

Facebook

Twitter

SURVEY

Once you have read through all of the above information, please complete the following survey, which will allow our Board to have a better idea of which students are returning to school and who will be choosing remote learning.

Thank you to all families who took the time to complete the return to school survey.

SURVEY EXTENSION: As we share more information, we understand that parents/guardians may require more time to digest this information. We will be extending the survey to Sunday, August 23 at midnight.

Please complete this survey by Sunday, August 23 at midnight.

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ACADEMICS

Elementary Schools (In-Person Learning)

Elementary schools (Kindergarten to Grade 8) will re-open province-wide, for in-classroom instruction.

The first day of the school year calendar is Thursday, September 3, 2020; however, we will be staggering entry dates for all students.

Staggered Entry

Staggered entry allows for more opportunities for our youngest learners to best transition back to school.

Year 1 (JK) Kindergarten students will have staggered entry and each school will reach out to families with specific dates and information.

Thursday, September 3: Year 2 (SK) Kindergarten to Grade 3

Friday, September 4: Year 2 Kindergarten to Grade 3

Monday, September 7: LABOUR DAY, NO SCHOOL

Tuesday, September 8: all Year 2- Grade 8

Pease note: St. Paul Catholic Secondary School is a Grade 7-12 school and may require a different schedule. The school will send out information closer to the start date.

Start and end times

All schools will follow a regular start and end time schedule. Please confirm your start and end times here.

All students will receive 300 minutes of instruction per day as per Ministry of Education guidelines.

Class Sizes

Class sizes will be organized based on the Ministry of Education requirements.

All students will remain in the same classroom for the duration of the day. For classes such as French, the French teacher will come to the classroom and students will not switch classrooms.

Experiential Learning

Experiential learning, such as computer technology and science experiments may include activities that support physical distancing while limiting the use of shared equipment. Shared equipment will be cleaned regularly, and students should practice proper hand hygiene before and after participating in equipment use. Students should have individual safety equipment where possible, and if shared, must be cleaned between use.

Dance/Drama/Art/Music Classes

These classes can be offered as in-school instruction with lower risk face to face learning. Classes must be designed to meet all physical distancing protocols as well as health and safety precautions. Currently, vocal music is not permitted.

For example, overall expectations can be met without the use of instruments. A variety of delivery models may be considered including in-person teaching and instruction with lower-risk creative performance opportunities (i.e. students assigned instruments to take home for practice and recording instrument and vocal performances for teacher assessment).

Field Trips

At this time, all field trips are cancelled. That includes all trips with bus transportation, walking and public transit.

Health and Physical Education

Gymnasiums should only be used where physical distancing measures can be followed. All activities should support physical distancing while limiting use of shared equipment. Shared equipment should be cleaned regularly, and students should practice proper hand hygiene before and after participating in physical activity and equipment use.

Physical education class will take place outside wherever possible. If students change for physical education, they will do so in small groups to ensure physical distancing in the change room.

Textbooks

If books are assigned to students, books can travel to and from home. Alternatives such as digital books will be provided when available. Books are not to be shared.

Secondary Schools (In-Person Learning)

Secondary schools (Grade 9-12) will re-open province wide, for in-classroom instruction. The school day hours will remain the same; however, in an effort to reduce contacts, the secondary schedule will be altered.

Staggered Entry

Staggered entry allows for more opportunities for our all students to become familiar with the school.

Thursday, September 3, 2020: Grade 9 students in school

Friday, September 4, 2020: Grade 9 & 10 students in school

Monday, September 7: LABOUR DAY, NO SCHOOL

Tuesday, September 8, 2020: Grades 9-12 in school

Please note that St. Paul Catholic Secondary School is a Grade 7-12 school and may require a different schedule. The school will send out information closer to the start date.

As permitted by the Ministry of Education in their latest announcement, we have utilized the dates available for staggered entry.

Quadmestering

ALCDSB secondary schools will be working with a schedule called quadmestering, which allows for two subject periods in one day, rather than four. Secondary students will have their period 1 class in the morning and period 3 class in the afternoon with a lunch break in between. This schedule will continue for 45 days, followed by an exam for each course.
After 47 days, students will switch to period 2 class in the morning and their period 4 class in the afternoon.

Quadmestering allows for:

- Face-to-face instruction for all four periods in one semester
- Most closely resembles a typical school day with students in school all day
- Minimizes transitions and exposure to a large amount of students

Sample Secondary Timetable:

Quad 1	Quad 2
Period 1 (150 min block)	Period 2 (150 min block)
Lunch (40 minutes) (5 minutes transition time)	Lunch (40 minutes lunch) (5 minutes transition time)
Period 3 (150 min block)	Period 4 (150 min block)

Each 150 minute block will also include body breaks as planned by the classroom teacher.

Start and end times

All schools will follow a regular start and end time schedule. Please confirm your start and end times here.

All students will receive 300 minutes of instruction as per Ministry of Education guidelines.

Class Sizes

Class sizes will be based on Ministry of Education guidelines.

Co-op Education

Co-op will run virtually and in person when public health allows. Under the current proposed model, period two and four co-op will run all quadmester; therefore, opportunity for placement may present itself once school reopens safely. Please consult your school's guidance counselor if you have any questions.

Programs at Sir James Whitney School, Belleville

Students who attend programs at Sir James Whitney will take the bus during the 40 minute lunch period. Classes will eat at Sir James Whitney. We understand students may miss a few minutes of period 3 class, due to travel.

Alternative Education Programs

Alternative Education Programs will have the same protocols used in regular day program sites. Schools will share site specific protocols as necessary.

Experiential Learning

Experiential Learning, such as computer technology, foods programs and science labs may include activities that support physical distancing while limiting use of shared equipment. Shared equipment should be cleaned regularly, and students should practice proper hand hygiene before and after participating in equipment use. Students should have individual safety equipment where possible, and if shared, must be cleaned between use.

Dance/Drama/Art/Music/Food and Nutrition Courses

These courses can be offered as in-school instruction with lower risk face to face learning. Classes must be designed to meet all physical distancing protocols as well as health and safety precautions.

For example, overall expectations can be met without the use of instruments in both elementary and secondary curriculums. A variety of delivery models may be considered including in-person teaching and instruction with lower-risk creative performance opportunities (i.e. students assigned instruments to home for practice and recording instrument and vocal performances for teacher assessment).

Courses related to food preparation will continue and are subject to additional public health requirements.

International Baccalaureate (IB) Programs

All IB programs will be running in school as well as through remote learning. Students will receive more information from their secondary school.

Specialist High Skills Major and Other Specialty Programming

These are valuable pathway programs for our secondary students and will run. The program will be adjusted as necessary.

Student Breaks

Classroom teachers will include body breaks during class; in class or outside. Teachers will have the discretion to schedule these breaks.

Field Trips

At this time, all field trips are cancelled. That includes all trips with bus transportation, walking and public transit.

Health and Physical Education

Gymnasiums should only be used where physical distancing measures can be followed. All activities should support physical distancing while limiting use of shared equipment. Shared equipment should be cleaned regularly, and students should practice proper hand hygiene before and after participating in physical activity and equipment use. Physical education class will take place outside where ever possible. Students will change for physical education in small groups to ensure physical distancing in the change room.

Textbooks

If books are assigned to students, books can travel to and from home. Alternatives such as digital books will be provided when available. Textbooks are not to be shared with other students.

Social Interactions

Students will be reminded to physical distance at all times. Interacting with peers outside of the classroom will be discouraged when physical distancing is limited (in hallways for example). Students are prohibited from gathering in groups on school property including school parking lots and fields.

Remote Learning

Please note that Home Schooling and Remote Learning are not the same.

Remote learning is an option available to families who decide not to return their children to school in person in September 2020. Remote learning will be delivered through asynchronous (independent learning with online resources) and some synchronous learning (teacher-led learning by a qualified teacher).

Remote Learning will begin after the staggered entry dates. For families who chose Remote Learning but do not have access to technology or wifi, this will be addressed when classes begin.

Home Schooling is an option when the curriculum is delivered solely by the parent/guardian without school or Board support. Students are not connected to a school or the school board. The process to move to home school and more information can be found here: Home Schooling Procedures

Families who choose remote learning will learn the required curriculum expectations and engage in learning with a teacher in a structured format. It is important to note that remote learning will not be the same as in-person learning. There will be live (synchronous) and scheduled (asynchronous) learning opportunities. Students will be expected to engage in remote learning and that they will be online and present as required.

Ministry of Education Announcement, August 13

On Thursday, August 13, the Ministry of Government announced additional requirements for remote learning. To read the full document, released by the Ministry of Education: Ministry of Education Remote Learning Requirements

What we know about Remote Learning:

- Learning that occurs when classes are taught at a distance and when students and educators are not in a conventional classroom setting.
- Remote Learning can be delivered through emails, print materials, broadcast media, and/or D2L platform.
- Remote Learning will be a combination of synchronous (happens in real time) and asynchronous learning (not delivered in real time. For example: watching pre-recorded video lessons, completing assigned tasks, or contributing to online discussion boards).
- Remote Learning will be provided by ALCDSB educators.
- During Remote Learning, students and parents/guardians must be provided with a daily schedule or timetable that includes 300 minutes of learning opportunities, with a combination of synchronous and asynchronous learning activities. Programming must be based on the full Ontario curriculum and include

opportunities for guided instruction, large- and small-group learning, synchronous check-ins, and asynchronous independent work.

- Remote Learning may be delivered differently in elementary than in secondary.
- Technology devices may be available to families who chose Remote Learning but do not have access to their own devices. More information will be coming soon and schools will reach out to these families to best support their Remote Learning.
- There are minimum time requirements depending on student Grade level.

Grade Level of Students	**Daily Minimum Synchronous (in real time) Learning Time Required**
Kindergarten	180 Minutes
Grades 1 to 3	225 Minutes
Grades 4 to 8	225 Minutes
Grades 9 to 12	225 Minutes

Changing from Remote Learning to In-Person

Families who choose Remote Learning will have to notify the school if they choose to return to in-classroom instruction. Please note that this process may not be immediate and schools will require advanced notice in order to plan for transition and return to the classroom.

Elementary students will have an option to return to school based on site based scenarios. Secondary students will only have an option to return at the end of the quadmester.

If you choose Remote Learning, you are still part of your home school community and a member of our Remote Learning school community.

Changing from In-Person to Remote Learning

Families who chose to change from In-Person instruction to Remote Learning after the start of the school need to be in contact with their school principal immediately.

Due to the school organization and staffing considerations, transitions between In Person Learning and Remote Learning is not on-going and will be limited through the school year.

Deciding between In-Person and Remote Learning for Students With Medical Considerations

To determine the best transition and plan for your child's learning, please consult with community partners or services that support your child. It is also recommended to consult your physician regarding any medical concerns related to your child's return to school.

Our school teams will work to support your child's needs in whatever setting you determine as best for your child.

Students with Special Education Needs

Support for Students in the Classroom

Education Assistants will continue to work on a layered support model. Staff will wear masks and additional PPE where physical distancing is hard to maintain. Medical grade PPE will be available for staff who may be in direct physical contact with students they are supporting (toileting, feeding, etc.).

Special Education Resource Teachers will continue to support students in classrooms and in small groups.

Individual Education Plan (IEP)/Behaviour Support Plan/Medical Care Plan/Safety Plan

Existing plans will continue to be reviewed and modified as required. Individual Education Plans (IEPs) will be updated to reflect new goals, whether the student is accessing school in person or remotely. Draft plans will be sent home by October 16, 2020.

Secondary IEPs will be sent home for consultation within the same schedule and will be reviewed and updated at the beginning of Quad 2. Should the IEP require additional adjustments within the quadmestering schedule, it will be sent home again for consultation.

Identification Placement & Review Committee (IPRC)

Families who chose to waive the IPRC meeting in the spring will receive a Waiver of IPRC Review form when school begins. Please sign the form, remove the Parent/Guardian copy and return the remaining copies to school. If you have questions about your child's Identification or Placement, please contact the school principal**.**

External and Support Services

Therapists and counsellors from community agencies providing services to students are considered essential services and will be permitted to see students at school. They will adhere to our protocols as well as their own and will provide their own.

ALCDSB central staff who are supporting schools will adhere to all protocols and will travel with their own PPE. Staff will limit and document their contacts each day.

SEA Equipment

If you received SEA equipment during the school closures, please contact your school principal for a plan to return the equipment for your child. Equipment should be returned to the school three days before students arrive to allow for a 72- hour dormancy period before the equipment is handled.

Life Skills Development Centres and Student Support Centre

Individual needs of students may require unique scheduling arrangements. All planning should be completed in accordance with student's IEP and in consultation with parents/guardians and school team.

SCHOOL ENVIRONMENT

Busing Information

Tri-Board Transportation provides busing for students within ALCDSB. All updates with regards to busing can be found on their website at https://triboard.ca/covid19/. In addition to the updates on their website, the following information has been provided:

- To support a return to school plan, school buses will operate near capacity
- Buses will be cleaned at least twice daily as per guidelines
- Similar to in school, students in grades 4-12 will be required to wear masks
- Similar to in school, students in grades K-3 will be strongly encouraged to wear masks
- Drivers and bus monitors will be masked
- Any parent/guardian entering a bus to secure/retrieve a student must be masked
- As per public health guidelines, physical distancing is necessary at bus stops and while entering and exiting the bus
- Parents/guardians will be expected to ensure students have clean hands when they board the bus. Parents/guardians are expected to screen students as bus drivers will not be screening
- Students who are ill will not be permitted on the bus and will need to be picked up at the school if they develop symptoms during the day
- Records will be kept to assist with contact tracing in case of a student or driver contracting COVID-19. Students must sit in their assigned seats

Tri-Board Transportation has also shared a comprehensive document with details regarding busing operations and student safety. Click here for more information and plans from Tri-Board Transportation.

Child Care Centres

All licensed child care centres programs will be operating at full capacity with enhanced health and safety procedures in place as per public health guidelines.

Please contact your child care centre for more information.

Before and After School Programming

Please contact your local school program provider for more information. Please note these programs are independently operated.

Physical Distancing

The Ministry has indicated that standard physical distancing of two-metres is not possible in most schools. Schools will provide two-metre spacing as much as possible and try to reduce face-to-face interaction. Because physical distancing is not possible in most schools, masks are mandatory for staff and students in Grades 4 to 12. Students in K-3 are strongly encouraged to wear masks. Where possible, staff will be encouraged

to take students outdoors or into larger spaces to further reduce risks.

School Supplies

Educators may send a list of required items. More information will be sent home from each school.

Sports

All intramural and extracurricular sports will be cancelled for the Fall for elementary and secondary schools, this includes OFSSA, KASSA and Bay of Quinte. No scrimmage/contact activities will be permitted at this time. Equipment should not be shared and will be disinfected regularly.

Technology

All students are encouraged to bring their own technological device to school, if possible. This allows for less sharing of technological devices among students. All schools have wifi.

Personal Belongings, Lockers and Backpacks

Personal belongings brought to school should be minimized. All personal belongings will remain with the student.

As protocols are learned and practiced, kindergarten students and primary classes may use designated cubbies or labeled hooks for personal belongings while adhering to physical distancing. Indoor shoes are permitted.

No lockers will be available to secondary students. All belongings should be kept in a backpack.

Backpacks are permitted, although backpack items should be limited as they will remain at the student's desk. Backpacks will travel to and from school daily.

Lunch Hour & Student Nutrition Programs

All students are required to bring their own lunch and snacks to school. Students will not share lunch or snacks with other students. Third party services (e.g cafeterias) are not operating at this time.

Elementary students will remain in their classrooms at their designated desks during the lunch break. Supervisors will circulate between classrooms ensuring student safety and well-being.

Secondary students are encouraged to eat lunch in their period 1 classroom, supervised by staff on duty. Students may go outdoors for lunch as per normal lunch practice and will sanitize again upon re-entry to school.

Schools will not plan non-instructional activities that involve students in preparing or serving of food.

Hot lunch programs and milk orders will not be available at this time. “Grab and Go” style individual snacks will be available in all schools for students who do not have a lunch.

Water Bottle Stations

Students should bring a filled water bottle every day. Students will have access to the water bottle filling stations.

Drinking water fountains will not be available.

Recess and Outdoor Space

Recess breaks will be staggered in accordance with the overall size of the outdoor space and the availability of supervisors, while making sure staff and students have the proper opportunities to adhere to physical distance guidelines.

Play structures will be accessible only when students use hand sanitizer on exit/entry to playgrounds.

Students are not required to wear masks while outside for recess or breaks.

Washrooms

Each school will have site specific protocol for washrooms to manage physical distancing.

After School Events and Community Use of Schools

There will be no large gatherings until we receive direction from public health that they can resume. Permits for the Community Use of Schools will be on hold. The Board will limit all non-essential visitors to the school (for example, sports and community events held after school hours).

Visitors, Volunteers, Parent/Guardian Access

Visitors will be by appointment only and will go through administrators (e.g. essential workers, required transition meetings, suspension meetings). Schools will significantly limit or prohibit visitors including parents/guardians.

Visitors must self-screen and are required to wear a mask while on school premises.

School Uniforms for Secondary Students

Families can continue to purchase on line (preferred method) or by appointment. Please contact your child’s school if you require an appointment.

Secondary schools will reach out to students with further details about school uniforms.

Mass, Assemblies and other School Events

In person Mass, school assemblies and other school wide events will not occur until further notice.

Assigned Seating

Educators will create a seating plan for each classroom.

HEALTH & SAFETY

Personal Protective Equipment (PPE) and Masks

All students in Grades 4 to 12 will be required to wear masks while indoors at school. This includes classrooms and common areas such as hallways.

ALCDSB strongly encourages mask use for students in Kindergarten to Grade 3 while indoors.

Staff are also required to wear masks and other PPE as required for their job. Families will be encouraged to provide their students with masks. Should students forget or damage their mask, schools will be equipped with masks to supply to students in need.

Any students who are exempt from wearing masks, families need to contact the school principal.

Students and staff may lift their mask to take a sip of water. The mask does not need to be fully removed.

Masks will be removed to eat snacks and lunch.

Lanyards, for the purpose of holding on to masks will not be permitted.

Masks in a Grade ¾ Classroom

Both Grade 3 and 4 students will be required to wear a mask in a Grade ¾ classroom.

Hand Sanitizer and Hand Washing

Hand sanitizer will be placed at the front entrance of every school and in every classroom. Should hand sanitizing supplies become limited, hand sanitizer will be placed at the front entrance of every school and in every classroom where other hand washing facilities are not readily available.

Classrooms with running water will continue to be supplied with hand soap and paper towels.

Cleaning of Classrooms and Schools

Schools will implement a more frequent cleaning and disinfecting routine according to Ministry and public health recommendations. Frequently touched surfaces will be cleaned and disinfected at least twice a day throughout the school building. Schools will undergo extra cleaning and disinfection at the end of each school day. Soft surfaces, such as some toys, that cannot be easily cleaned will be removed from classrooms.

Student and Staff Screening for COVID-19

All students and staff must self-screen every day before attending school. Local public health units are currently developing the protocol and will be shared with families prior to return to school. We will provide families and staff with a checklist to perform daily screening of their student before arriving at school.

If a student or staff member is experiencing any symptoms of COVID-19, they must stay home from school and should seek testing and appropriate medical attention.

Please check your local public health unit for a list of symptoms:

Kingston Frontenac Lennox and Addington Public Health

Hastings Prince Edward Public Health

Renfrew County District Health Unit

Temperature Checks

Public health officials have indicated that temperatures are not a reliable source for screening of COVID-19. Schools will not be checking student temperatures.

Students with Health Conditions

Some students and parents/guardians may decide to not return to school due to chronic medical and health conditions. Remote Learning resources and support will be provided for these students. Please ensure that principals are aware of your choice of Remote Learning.

Students who are Ill

Parents/guardians are asked to keep their child at home if they are displaying any signs of illness. The child's symptoms, including fever, should be monitored, and they should remain home until they are symptom free. Please seek appropriate medical attention.

If a student becomes ill at school the parents/guardians will be contacted immediately. The student will be isolated with supervision in a designated health room/area until pick-up can be arranged.

Please ensure updated medical and emergency contact information is provided to your school.

Mental Health and Well-Being of Students

The mental health and well-being of students is a priority for ALCDSB. Our Board has various mental health supports in place, inclduing Child and Youth Workers at every school to support students.

Resources to support students, staff and families will continue to be provided. School Mental Health Ontario has provided ALCDSB with a professional learning framework

and toolkit to focus on building students' social-emotional learning skills so that they can build resilience, manage their stress and build positive relationships.

Professional learning before the first day of school will be provided for system leaders, educators, support staff and mental health professionals to support the approach to school re-entry, as well as throughout the school year.

Positive COVID-19 Cases in a School

If a COVID-19 positive case is identified in a school, the local public health unit will provide further instructions on who else in the school may need testing and/or monitoring/isolation at that time. Staff/students who are being managed by public health (e.g. confirmed cases of COVID-19, household contacts of cases, etc.) must follow public health instructions on when they can return to school.

Hallways and Other Common Areas

The Board will provide signage to label walls, floors, etc. as appropriate.

Ventilation

Following guidance from Sick Kids Hospital and Public Health Ontario, we are working to improve ventilation in classroom environments with measures such as open windows and improved airflow through mechanical ventilation systems. ALCDSB has conducted a thorough inspection of our building ventilation systems and has focused attention on improving ventilation by increasing the proportion of outside air brought in through these systems.

SURVEY

Once you have read through all of the above information, please complete the following survey, which will allow our Board to have a better idea of which students are returning to school and who will be choosing remote learning.

Thank you to all families who took the time to complete the return to school survey.

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