



Lockerby Composite School Reopening Vikings Expectations and Instructions

2020 – 2021



LCS Reopening 2020

ONGOING HEALTH CONSIDERATIONS



Enhanced Cleaning Protocols

- Know that our custodial staff will continue to work hard with enhanced cleaning protocols in our school

Day Cleaning Enhancements	Evening Cleaning Enhancements
<ul style="list-style-type: none">– washrooms– eating areas– high traffic doorknobs– high traffic light switches– high traffic handles and push buttons– handrails	<ul style="list-style-type: none">– washrooms– eating areas– doorknobs– light switches– handles and push buttons– handrails– desks– phones– keyboards– photocopiers



Enhanced Cleaning Protocols

- Each of your classrooms will be supplied with:
 - One container of Lysol wipes (or disinfecting spray bottle and a rag in moving forward)
 - One hand sanitizer pump
- Hand sanitizer dispensers will also be available throughout the school for your use
- You will be required to use the hand sanitizer at multiple entry points throughout the school
 - eg. two sanitizers will be at front doors and guidance doors

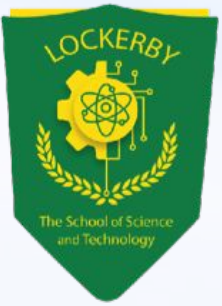




Enhanced Cleaning Protocols

- You will be asked at the start of your Period 2 and/or Period 4 class (when you enter) to clean your desk and chair area upon entry (with classroom cleaning supplies)
 - You may also be asked to do the same upon leaving your Period 1 and Period 3 class
- You will also be asked to sanitize your hands upon entering any new classroom/room
- When cleaning, always remember that we want you to avoid close proximity with your peers:
 - your teachers will provide you with instructions regarding the wiping (and potential spraying) of desks and disposal of garbage for each period





Personal Protective Equipment (PPEs)

- Staff

- Teachers and school staff will be required to wear medical masks
- Teachers and school staff will be required to wear a face shield

- Students

- You will be required to supply your own non-medical masks for use in school each day
- Please ensure that you always have a spare (or two) non-medical mask(s) each day
- Your non-medical mask will be required to be worn at all times in the school (with the exception of eating/drinking at breaks and lunch) - no 'buffs'
- You should be washing your non-medical mask every evening





Hand Hygiene and Sanitizers

- Hand sanitizer stations will be made available in/at the:
 - Main Entrance
 - Guidance Entrance
 - Desks and walls in hallways
 - Cafeteria
 - Auditorium
 - Main Office
- Again, hand sanitizer pumps will also be made available in classrooms
 - We ask that they be used upon entry
 - We ask you use them during your breaks/transitions
 - We ask that you use them at any other time





Hand Hygiene and Sanitizers

Fact Sheet Handwashing



The most important thing we can all do to limit the spread of COVID-19 is to wash our hands.

Handwashing is the best way to prevent the spread of illness.

When soap and water are not available, use hand sanitizer with an alcohol content of at least 60 per cent.

Hands must be thoroughly dried, preferably using disposable tissues or towels.

Use the disposable towel to open the door.

Handwashing and drying should always be done after coughing, sneezing or handling used tissues or after touching objects, materials or hard surfaces that may have been contaminated by someone with an infectious illness.

Handwashing and drying should always be carried out after using the washroom; before and after eating; after playing outside; after blowing your nose, coughing or sneezing; and anytime hands are visibly soiled.

Here's the recommended technique for good hand hygiene:

- Wet hands, preferably with warm water and apply liquid soap
- Rub hands vigorously together and rub all areas (in between fingers, palms, nails, etc.)
- Wash for 20 seconds (about the same time it takes to sing Happy Birthday twice)
- Rinse well and dry hands thoroughly

Schools will remind students to wash their hands often.

In fact, we'll take regular breaks to wash our hands.

We invite parents/guardians to reinforce this practice at home.

How to wash your hands



1 Wet



2 Soap



3 Scrub



4 Rinse



5 Dry

Wash your hands



1

Wet



2

Soap



3

Scrub



4

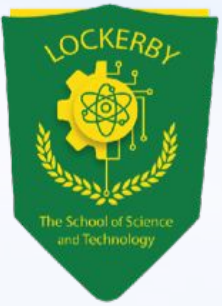
Rinse



5

Dry





Non-Medical Masks

- You are to wear non-medical cloth masks (no bandanas, no scarves, no buffs, etc.) at all times
- Masks should be changed if they become damp or soiled
- Masks are to remain on throughout the entire day
 - Masks can be removed for drinking and eating only
 - Masks can be removed outside during breaks
 - During the above temporary removal, fold your mask inward to reduce the outer surface area during storage (and place in a breathable container if available)





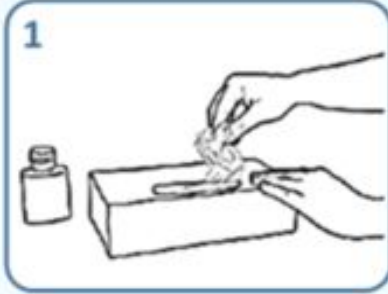
Respiratory Etiquette



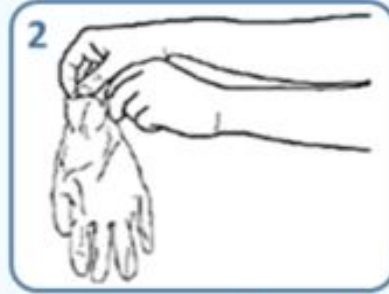
PROTECT YOURSELF FROM CORONAVIRUS



Disposable Gloves



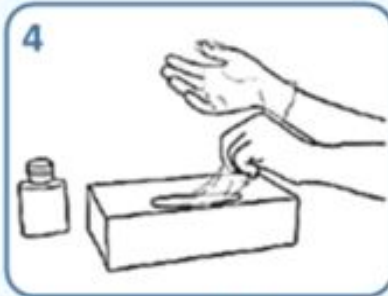
Take out a glove from its original box



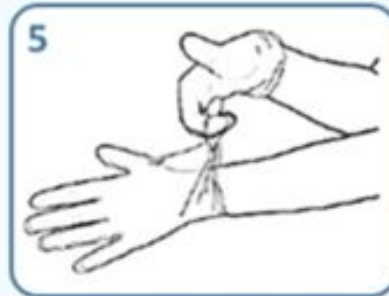
Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



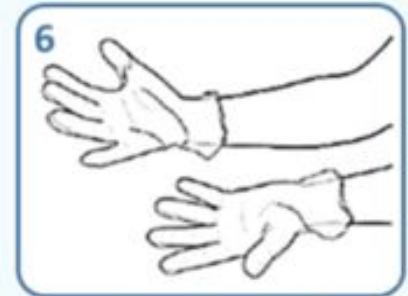
Don the first glove



Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



Turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand



Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

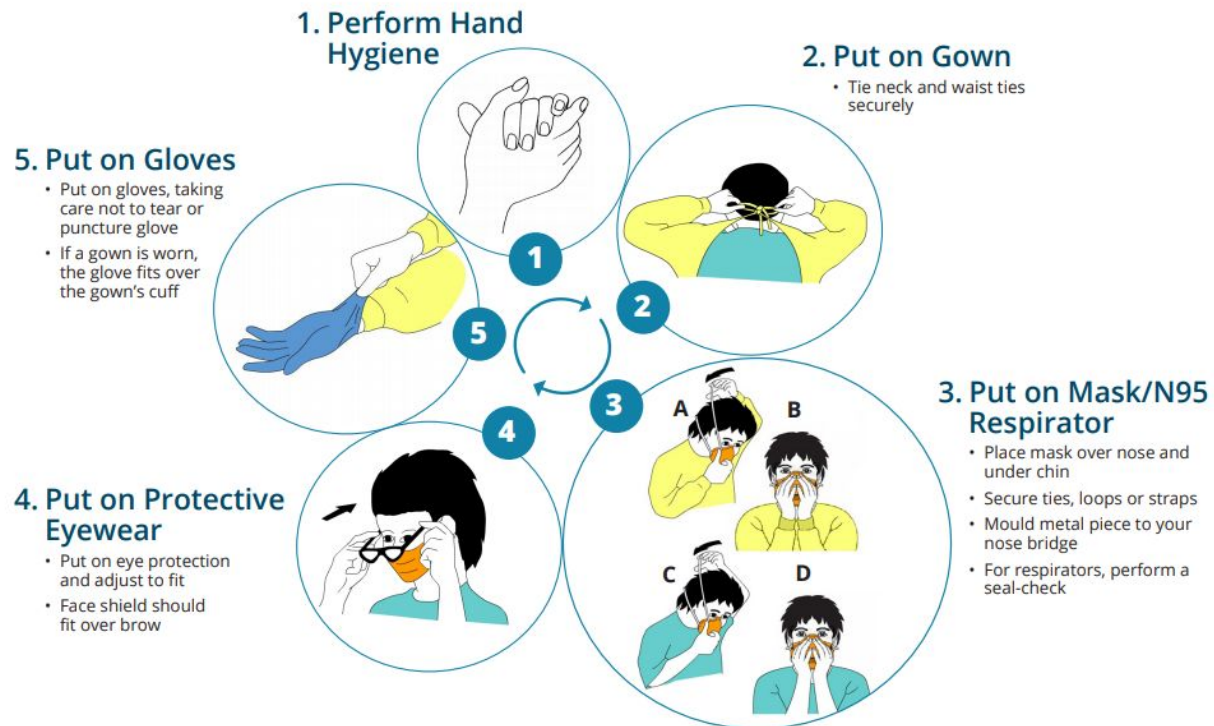
Disposable Gloves



Sequence of Applying PPE

Recommended Steps: Putting On Personal Protective Equipment (PPE)

Public Health Ontario | Santé publique Ontario



For more information, please contact Public Health Ontario's Infection Prevention and Control Department at ipac@oahpp.ca or visit www.publichealthontario.ca.

Ontario 

Sequence to Remove PPE

1. Remove Gloves

- Remove gloves using a glove-to-glove/skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Perform Hand Hygiene



3. Remove Eye Protection

- Arms of goggles and headband of face shields are considered 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing



4. Remove Mask

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask to fall away from face
- Discard immediately into waste receptacle



5. Perform Hand Hygiene





Signage / Symbols

- Our school has placed signage and symbols on our walls and floors to help you maintain distancing
- These signs will be posted at entrances, in classrooms, large spaces, meetings spaces, and other rooms
- Additionally, tape has been put in the middle of the hallways to separate flow of hallway movement
- Floor decals (arrows and dots) have been strategically placed on the floor - please note that each colour doesn't represent anything specific



COVID-19 Screening

- You (in conjunction with your parents/guardians) must self-screen for symptoms of COVID-19 before leaving home each day
- The COVID-19 Screening Form will be distributed to you
- If you are feeling unwell, you must stay home from school
 - remember: your classes are being delivered synchronously as well...you can also login to your classes virtually if you are feeling well enough to participate
- In these circumstances, you should look to seek advice from your primary care provider or look to seek testing and appropriate medical attention should you be exhibiting COVID-19 symptoms
- Should you take a COVID-19 test and receive a positive results, we ask that you and your parent/guardian communicate that information immediately to the school





COVID-19 Screening



Novel coronavirus (COVID-19)

WORKING TOGETHER TO KEEP EVERYONE SAFE COVID-19 Pre-Screening Questionnaire

In order to maintain a safe environment for everyone, we require that all staff, students, parents/guardians and visitors complete this Pre-Screening Questionnaire daily prior to entering any school or school board facility.

Parents/guardians must complete the questionnaire daily for children in K to 8 before sending them to school.

Staff, students, parents/guardians and visitors must follow protocols for hand hygiene and physical distancing.

Staff, students, parents/guardians and visitors with symptoms related to pre-existing conditions or allergies can still attend the school or facility. Please note: The questionnaire is intended to identify new symptoms or worsening of symptoms that are related to allergies, chronic conditions or pre-existing conditions.

1.	Do you or your child(ren) attending Rainbow Schools have any of the following symptoms?	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of breath/Difficulty breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Difficulty/Painful swallowing	YES	NO
	• Runny nose/Nasal congestions (without other known cause, ie. allergies)	YES	NO
	• Feeling unwell/Fatigued	YES	NO
	• Nausea/Vomiting/Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you/your child travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close contact (within 2 metres/6 feet) without the use of personal protective equipment in the last 14 days with someone who has travelled outside of Canada and who is displaying the above symptoms?	YES	NO
4.	Have you/your child had close contact (within 2 metres/6 feet) without the use of personal protective equipment with someone who is displaying the above symptoms?	YES	NO
5.	Have you or someone you reside with been diagnosed with COVID-19 for which you did not receive 'clearance from isolation' by Public Health?	YES	NO

If you answer "YES" to any of the above, please **DO NOT** enter the school or facility or send your child(ren) to school. Please contact the school office or your supervisor. You are not permitted to return until clearance from COVID-19 has been issued. Please contact Public Health Sudbury & Districts at 705-522-9200 (toll-free 1-866-522-9200), use the online [COVID-19 self-assessment](#) tool, or call your health care provider or [Telehealth Ontario](#).



COVID-19 Room

- A COVID-19 Room has been designated at our school and it will be located in our Nurse's Room
- This room will be used for the temporary placement of anyone that becomes ill during the day
- An isolation kit has been prepared by RDSB for illness cases
- The COVID-19 Room will be cleaned before use by someone else
- Please note that if there is an illness, outbreak, or identified exposure at school, we will continue seek guidance from RDSB and PHS as to how to proceed (as we follow their protocols)



COVID-19 Room

- Any student who develops or is exhibiting COVID-19 symptoms while at school will:
 - be separated from others immediately (led by Mr. Runciman or Mr. Lafraniere)
 - the rest of the class must sanitize their hands immediately upon removal of the student/staff displaying symptoms
 - Mr. Runciman or Mr. Lafraniere will direct the class (where the illness occurred) to a new classroom and the class must remain in the new classroom (with same seating plan) until PHS confirms next steps
 - our RDSB Facilities Team will be notified for cleaning purposes
 - parents/guardians will be called for students who have visited the COVID-19 Room (for pick-up)
 - please note that students will not be allowed to take bus transportation home if they visit the COVID-19 Room
 - please note that students will be supervised in the COVID-19 Room by Mr. Runciman or Mr. Lafraniere

STUDENTS THAT ARE EXHIBITING COVID-19 SYMPTOMS AT SCHOOL AND VISIT THE COVID-19 ROOM OR STUDENTS WHO ARE ABSENT FROM SCHOOL SHOULD RETURN TO SCHOOL ONCE THEY HAVE BEEN SYMPTOM FREE FOR 24 HOURS AND IT IS RECOMMENDED THAT STUDENTS CONSULT THEIR PRIMARY CARE PROVIDER GIVEN THE CIRCUMSTANCES



Testing and Contact Tracing

- The Ministry of Education, the Ministry of Health, and PHS will work closely with RDSB to monitor and respond to reports of COVID-19
- As a school, we must ensure records are kept of classes, seating charts, bus cohorts, and daily records of approved visitors to the school (eg. supply teachers, custodians, etc.)
- As a school, we must immediately report any suspected or confirmed cases of COVID-19 to PHS and provide them with the above-noted records for contact tracing
 - PHS will then determine any additional steps required (in conjunction with RDSB)





LCS Reopening 2020

SCHOOL OPERATIONS



Timetable

Secondary School Timetable - At a Glance

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)
Week 2	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)





School Day



LOCKERBY COMPOSITE SCHOOL

Grade 9 and 10 'Coded Classes' : Bell Times and Timetable

TIME	DESCRIPTION	NOTES
8:15	Warning Bell	
8:20 – 9:35	Teaching 'Period 1 or 3'	<ul style="list-style-type: none">• 155 minutes• Morning Announcements and 'O Canada'• 10 minute break (staggered by class)• Period 1/3 Grade 9 Teachers in the hallways for transitions• Period 1/3 Grade 10 Teachers in the hallways for transitions
9:35 – 9:45	Break	
9:45 – 10:55	Teaching 'Period 1 or 3'	
10:55 – 11:35	Lunch	<ul style="list-style-type: none">• 40 minute lunch with 5 minute transition• Grade 9s in Cafeteria sectioned by cohort• Grade 10s in Auditorium sectioned by cohort• Period 2/4 Teachers in the hallways for transitions
11:35 – 11:40	Transition	<ul style="list-style-type: none">• 160 minutes• 10 minute break (staggered by class)
11:40 – 1:00	Teaching 'Period 2 or 4'	
1:00 – 1:10	Break	
1:10 – 2:20	Teaching 'Period 2 or 4'	

****Courses after school hours will occur as normal**

****'ONLY DAY 1 SCHEDULE'**



School Day



LOCKERBY COMPOSITE SCHOOL

Grade 11 and 12 'Coded Classes' : Bell Times and Timetables

TIME	DESCRIPTION	NOTES
8:15	Warning Bell	
8:20 – 9:35	Teaching 'Period 1 or 3'	<ul style="list-style-type: none"> • 160 minutes • Morning Announcements and 'O Canada' • 10 minute break (staggered by class) • Period 1/3 Grade 11 Teachers in the hallways for transitions • Period 1/3 Grade 12 Teachers in the hallways for transitions
9:35 – 9:45	Break	
9:45 – 11:00	Teaching 'Period 1 or 3'	
11:00 – 11:05	Transition/Break	<ul style="list-style-type: none"> • 5 minute transition • Period 1 Teachers in the hallways for transitions
11:05 – 11:50	Teaching 'Period 2 or 4'	<ul style="list-style-type: none"> • 45min (Part I)
11:50 – 12:30	Lunch	<ul style="list-style-type: none"> • 40 minute lunch with 5 minute transition • Grade 11s in Cafeteria sectioned by cohort • Grade 12s in Auditorium sectioned by cohort • Period 2/4 Teachers in the hallways for transitions
12:30 – 12:35	Transition	
12:35 – 1:35	Teaching 'Period 2 or 4'	<ul style="list-style-type: none"> • 100 minutes with 5 minute break (Part II) • TOTAL: 150 minutes total with 40 minute lunch • TOTAL: 10 minute breaks/transitions (staggered by class)
1:35 – 1:40	Break	
1:40 – 2:20	Teaching 'Period 2 or 4'	

****Courses after school hours will occur as normal**

****'ONLY DAY 1 SCHEDULE'**



Timetable

Date & Time Printed: 2020 AUG 31 13:35

Effective: 2020 SEP 08

Name:

Student Number:

Grade: 10

Student Combined Timetable

Lockerby Composite School

20202021

OEN:

Last Year Homeroom: TIJ1OT/L-02

Track : 9-12

Homeroom Teacher:

Period	Day 1	Day 2
AM 07:38-08:15 Sem. 1 Term 1		
Period 1 08:20-10:55 Sem. 1 Term 1	TGJ3M0-01 Campeau,P. 101	CHV2OL-03 Moggy,M. 200
Lunch 10:55-11:35 Sem. 1 Term 1		
Period 2 11:40-14:20 Sem. 1 Term 1	ENG2DL-01 Kovalala,L. 202	MPM2DL-01 Svalina,T. 204
Period 5 14:30-15:45 Sem. 1 Term 1		
Period 6 15:50-17:05 Sem. 1 Term 1		
Period 9 17:05-18:20 Sem. 1 Term 1		

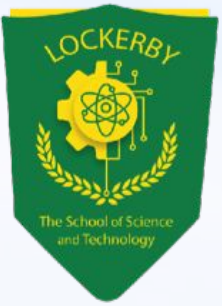


**THERE WILL BE NO BELLS
THROUGHOUT THE DAY (OTHER
THAN THE MORNING WARNING
BELL)**



Entry Requirements - Students

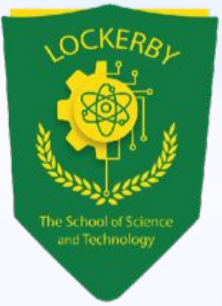
- If coming to school by bus, you will either be dropped-off on Ramsey View Court (Main Entrance entry) or by our Guidance Doors (Guidance doors entry)
- You will enter at the appropriate entrance, where there will be hand sanitizing stations for you to use
 - Mr. Runciman and Mr. Lafraniere will be at each entrance in the morning
- We will look to prop doors open for entry where possible
- Once entering the building, you are asked to proceed directly to your Period 1/3 classroom (or if you have a scheduled spare, to the Cafeteria) - remaining on the right hand side of the hallway (arrows and dots will be on the floor with tape as well)
 - Upon entry into your Period 1/3 classroom, we will ask you to use the hand sanitizers and to please take a seat at your assigned desk
 - Your Period 1/3 classroom teacher may have more information for you regarding their classroom entry process (given their classroom size, space and orientation)
- **All doors to the school will be locked at 8:15am every morning**
 - **Should you be arriving late, you will have to call the Main Office at 705-522-1750 to be let into the building**
- RDSB has created a protocol with respect to Student Nutrition Programs (Breakfast Club) - we will communicate next steps once the school year is up and running



School Day - Announcements

- There will be an introduction to morning announcements and *O Canada* will occur each morning
- Your Student Council will be recording morning announcements and a link to the morning recording will be sent/released to your Period 1/3 teachers and posted on our website each morning
- Please ensure that you watch the morning announcement video within the first half of your Period 1/3 class each day





Breaks

- You should not be going anywhere other than washrooms and water refill stations during breaks
 - You must have your teacher's permission to leave the classroom
 - We will not be using hallpasses this semester - but we will be using sign-in/sign-out system
 - Only one student will be allowed to visit the washroom/water refill station at a time
- The Cafeteria Servery will not be available for food in the morning or during breaks and transitions
- Your movement in the hallways must follow the posted signage
- Occasionally, your teacher may bring you outside for your break
- You are allowed water and a small quick snack at your breaks, as directed by your teachers





Transitions

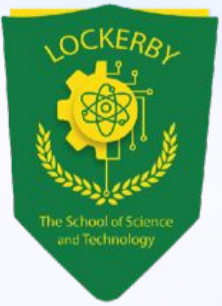
Grade 9 and 10 Coded Classes

- Your Period 1 and Period 3 teachers will let you go to the Cafeteria / Auditorium for lunch (Grade 9 → Cafeteria and Grade 10 → Auditorium) at the designated time (no congregating in the hallways)
- Likewise, you will be responsible for proceeding to your Period 2 or 4 class at the designated time (after lunch) as well
- At lunch, if you have chosen to leave the building, you must remain outside until 5 minutes before the start of your Period 2 or Period 4 class
 - Upon re-entering the building, you will have to follow re-entry procedures (ie. hand sanitizing) and then proceed directly to your next class
 - Re-entry will be through the Guidance set of doors

Grade 11 and 12 Coded Classes

- Your Period 1 and Period 3 teachers will let you transition to your Period 2 or Period 4 class at the designated time (no congregating in the hallways)
- If you have a spare Period 2 or Period 4, you can report to the Cafeteria or leave the building for the day
- Your Period 2 and Period 4 teachers will let you go to the Cafeteria / Auditorium for lunch (Grade 11 → Cafeteria and Grade 12 → Auditorium) at the designated time (no congregating in the hallways)
- At lunch, if you have chosen to leave the building, you must remain outside until 5 minutes before the start of your Period 2 or Period 4 class
 - Upon re-entering the building, you will have to follow re-entry procedures (ie. hand sanitizing) and then proceed directly to your next class
 - Re-entry will be through the Guidance set of doors





Transitions - Coded Classes

Grade 10 Coded Classes

- If you are in a Grade 10 coded class (Period 1 or Period 3 - ex. SNC2DL-01) and have a Grade 11/12 coded class (Period 2 or Period 4 - ex. TDA3M0-01), you will each lunch with your Grade 11/12 coded class peers (Period 2 or Period 4 - ex. TDA3M0-01)

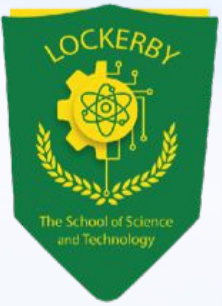
Grade 11/12 Coded Classes

- If you are in a Grade 11/12 coded class (Period 1 or Period 3 - ex. TGJ3M0-01) and have a Grade 10 coded class (Period 2 or Period 4 - ex. PPL2OI-01), you will each lunch with your Grade 10 coded class peers (Period 2 or Period 4 - ex. PPL2OI-01)



Lunch Procedures

- Lunch starts will be staggered
- If you choose to leave the building at the start of the lunch period, you will be allowed to do so
 - If you choose to leave for the lunch period, you must remain outside until 5 minutes before the start of your Period 2 or Period 4 class
 - Re-entry into the school will be through the Guidance set of doors and hand sanitizing will be necessary
- If you choose to remain in the building, you will be cohorted in the Cafeteria or Auditorium with the cohort in which you arrived
 - there will be designated seating for each of these cohorts/classes
- Again, please note that if you are leaving the building during the lunch period, you must remain outside until 5 minutes before the start of your Period 2 or Period 4 class
 - Re-entry into the school will be through the Guidance set of doors and hand sanitizing will be necessary
- During lunch (for those you chose to remain in the building), you will be allowed to leave the Cafeteria or Auditorium if:
 - you are a Grade 12 student with a Period 2 or Period 4 spare (you can leave the building after your Period 1 or Period 3 class)
 - you need to use the washroom/get a drink from the refillable station (under Mr. Runciman, Mr. Lafraniere or Debbie's supervision)
 - if you are participating in a lunchtime Club (if it is running - your supervising teacher will come get you from the Cafeteria or Auditorium)
 - if you have eaten and there is an opportunity to go outside



Outside at Lunch

- Whether you are in the school, or outside the school, you are a Viking and you represent the Viking Community
- While out in the community, it is imperative that you always follow distancing, masking, and hand-washing protocols to ensure the safety of not only yourself (and your own family) but your Viking family as well
- We are all looking to reduce the spread of COVID-19 to keep our community safe





Lunch - Food Availability

- There will not be any food available in the mornings or during breaks/transitions
- 'Grab and Go' options will be provided to you for lunch in the Cafeteria Served (it does not matter if you are eating in the Cafeteria or Auditorium)
- Once you are dismissed for your lunch period, and you would like to get food from the Cafeteria Served, you must enter the Cafeteria and wait in line (for both Cafeteria and Auditorium eating students) - ****new this year****
 - You will see the distanced lineup for entry into the Cafeteria Served
 - The maximum occupancy in the Cafeteria Served is 4 (which includes Cafeteria workers)
- Exit from the Cafeteria Served will also be through the Cafeteria
 - If you are eating in the Auditorium (Grade 10s and 12s), once you exit the Cafeteria with your food, you must proceed to the back stairwell to go eat with your cohort upstairs or leave through the exit doors in the back stairwell
- If you are purchasing items from the Cafeteria Served, you will not be allowed to use cash - you must use a debit card or the 'Chartwells Lunch Card' (Zipthru Cards)
 - More information regarding purchases can be found at www.zipthru-card.ca and at the Cafeteria Served
 - A Zipthru app will also be released on September 21, 2020 for pre-ordering (more information will follow)



Cafeteria / Auditorium

- Please note:
 - Microwaves have been removed
 - Vending Machines have been placed 'Out of Service'
 - You must sanitize your hands upon entry to the Cafeteria / Auditorium / Cafeteria Server
- You are to dispose of your own garbage after eating
- You should not be sharing food or money
- Debbie will monitor the Cafeteria (at lunch and throughout the day)
- Mr. Runciman or Mr. Lafraniere will monitor the Auditorium

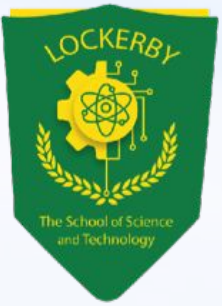




Hallway Traffic and Movement

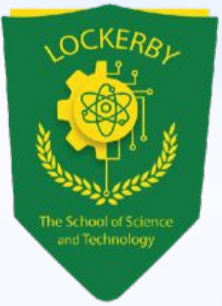
- There will be directional posters, arrows, and dots for traffic flow in our hallways, so please adhere to these traffic movement patterns
- Tape will be placed on the floor to separate direction of movement as well
- Please maintain distancing in the hallways
- A reminder that teachers will be in the hallways monitoring movement and ensuring distancing
- Please do not congregate in the building and always ensure distancing while moving around our supervised building





Dismissal - Students

- Dismissal will be staggered and will begin at 2:20pm
- You will be dismissed via the PA system to preserve busing cohorts
- Bus numbers (including walkers/pick-ups) and exit door location will be announced (in 30 - 45 second intervals) based on Consortium times and bus location (Ramsey View Court and Guidance Entrance)
 - We are awaiting that information from the Consortium
- You are asked to sit in your classroom seats until your bus is called
- You will then be asked to exit the building using arrows and signage



Pick-up / Drop-off

- Walkers and students who will be picked-up will be dismissed first (over the PA system) at the end of the day
- Parents/guardians are not allowed in the building





Personal Belongings

- All personal belongings should remain with you throughout the entire day and all personal items will be transported with you between periods and lunch
- All bags, shoes, boots, coats must remain with you throughout the day
- Personal belongings should not be left unattended (we are not responsible for lost or stolen items)
- We are asking that you minimize the number of belongings you bring to school
- We are asking that you bring a refillable water bottle to school for the water filling stations (all water fountains will be turned off/removed)





Classroom Setup

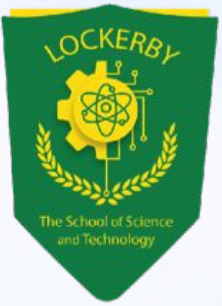
- A seating plan will be developed in each of your classes (your teachers will provide you with that information)
- You will have to remain in the same consistent seat in your class (for contact tracing purposes)
- As many 'soft-materials' have been removed from your classrooms as possible
- Your classrooms may have seats and furniture that act as barriers and/or have tape (with an 'X') placed on them
 - these seats and furniture are considered to be off-limits





Washrooms

- All washrooms will remain open in the school
 - First floor classes will use first floor washrooms and second floor classes will use second floor washrooms (third floor classes will use second floor washrooms)
 - A maximum occupancy sign will be posted outside each washroom
 - You are expected to adhere to that occupancy number
 - You are asked to wait outside the washroom if occupancy is full
 - Please ensure that you wash your hands upon entry and exit of the washroom
- You will be allowed to leave classrooms to use the washrooms
 - You must ask your classroom teacher to use the washroom
 - Only one student will be permitted to leave the classroom at a time
 - No hallpasses will be used to exit classrooms
 - We ask that you please sign-in and sign-out when going to the washroom for contact tracing
 - Upon classroom re-entry, you should be using the classroom hand-sanitizer



Water Fountains

- Almost all water fountains have been replaced with refillable water stations at our school
- The remaining water fountains have been turned off and are off-limits
- Please bring a reusable water bottles (with your name on it) in order to use the refillable water stations
- Again, you will have to sign-in and sign-out of class when leaving to use the station (after you've been given permission from your teacher)

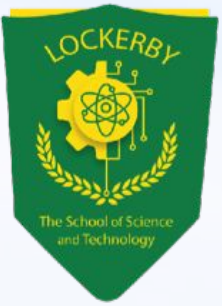




Doors

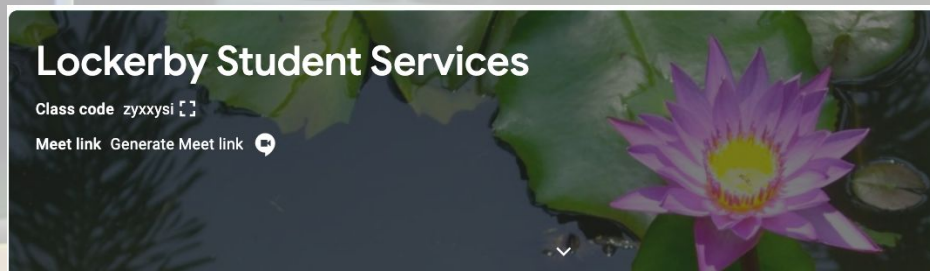
- All outside doors will be locked during the day (main and side at 8:15am)
- Each homeroom classroom door will be unlocked each morning by 7:35am
- The majority of the doors inside the school will be open during the day to minimize the need to open doors physically





Student Services

- There will be no visits to our Guidance Offices
- For Student Services announcements, students are asked to join the following Google Classroom: **zyxxysi**
- We are currently considering virtual Guidance Appointments (and for timetable changes to start the year)
- In the interim, you are asked to email any questions to Ms. Beaudry (beaudrg@rainbowschools.ca) or Ms. Baggs (baggs@rainbowschools.ca)





Resource Room / Special Education

- Unless you have a scheduled Learning Strategies class in the Resource Room, or an arranged test/assignment where you need Resource Room support, you will not be allowed in the Resource Room
- Plexiglass Dividers have been provided by RDSB so that Resource Teachers can work with you one-on-one
- If you are looking to work in the Resource Room, please have a discussion with your classroom teacher and please wait until after the period starts and hallways are clear before going to the room
- Resource Room Teachers for Semester 1:
 - Period 1 → Ms. Hunda
 - Period 2 → Ms. Hunda
 - Period 3 → Mr. Beausoleil
 - Period 4 → Ms. Augenstein

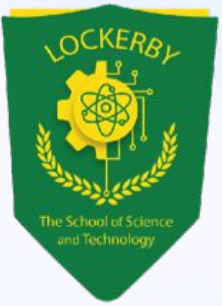




Main Office

- Plexiglass guards have been installed in our Main Office area - please stay on the other side of the plexiglass while speaking to Ms. Hemmer (back desk) or Ms. Santi (front desk)

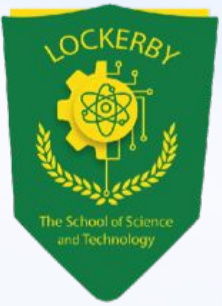




Library

- Occasionally, your class may be visiting the Library for learning activities and to check-out books
- You are not allowed to leave to go to the Library during any class period, or at lunch/breaks
- Additionally, students on spares are not allowed to be in the Library (they are to report to the Cafeteria)
- Ms. Gordon will be sharing information with you and your classroom teachers regarding how books can be check-out online and returned

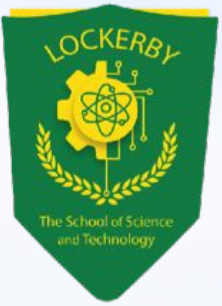




Lockers

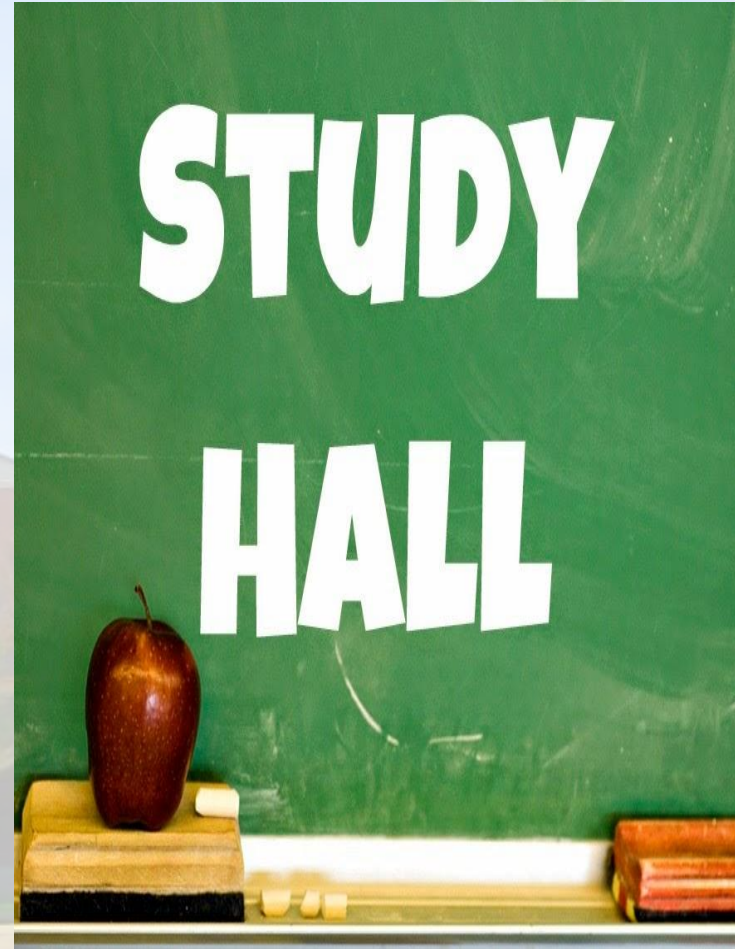
- You will not be assigned lockers or any storage space within the school
- All of your learning materials will have to stay with you at all times
 - All of your learning materials must be transported with you between periods and lunch
- All bags, shoes, boots, coats will remain at your desk/seat in your classrooms and at lunch
- Please note that we are not responsible for lost or stolen items





Study Halls

- Study Halls may occasionally be used throughout the semester in the case your teacher is away
- Debbie will be supervising the Cafeteria all day and will be looking after Study Hall supervision and your attendance
- Grade 12s with Study Halls will be signing-in at the Cafeteria (and either staying there or departing the building)
- You will be asked to sanitize hands upon entry into your Study Hall

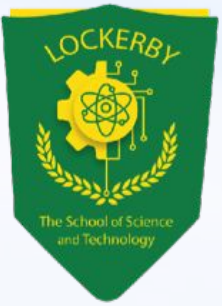




Common Spaces

- Please note that many common spaces have been closed/off-limits for the time being
 - Student Council Office will be closed
 - Boardroom will be closed
 - VP Hallway will be off-limits
- Again, students on spares will be required to report to the Cafeteria for the duration of the period of instruction





Outdoor Space

- Occasionally, your teacher may be using outdoor spaces as part of their classroom instruction:
 - They will be notifying you about going outside for learning activities
 - Please ensure that you have appropriate clothing and accessories for these activities

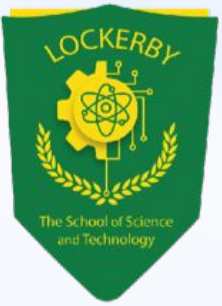




Extracurriculars - Sports

- OFSAA has declared no fall championships this season
- 'Return to Train' protocols are being released for certain sports
- Over the next few weeks, we will have a better sense of how we can return to individual sport training - please stay tuned for more details
- At this time, we are holding-off on all intramural sports at lunch until a 'Return to Play' plan has been approved





Extracurriculars - Clubs

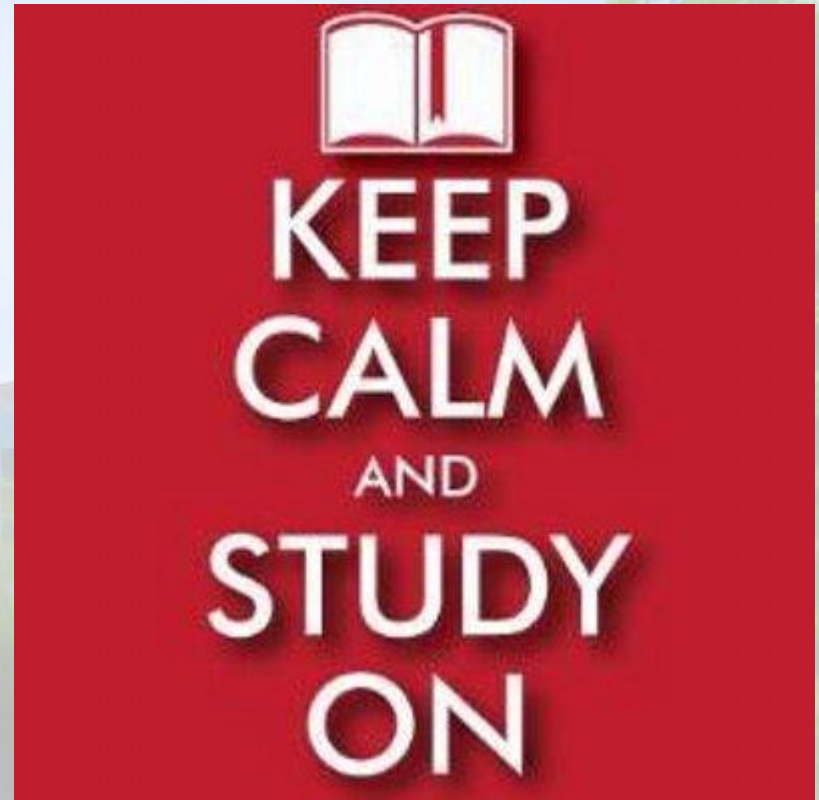
- We will allow clubs to meet during the staggered lunchtimes
- At Lockerby Composite School, we will have two designated classrooms to allow for our clubs to meet
 - 210 and 211
- For meeting of clubs, there may be the need to have two separate meetings because of our staggered lunch periods
 - Club meeting for our Grade 9 and 10 cohort
 - Club meeting for our Grade 11 and 12 cohort
- Teachers have been asked to visit the Cafeteria and Auditorium to bring you to Room 210 and 211 for the meeting of your Club
- Teachers have been asked to then bring you back to the Cafeteria and Auditorium before the end of lunch
- There may be possibilities for extracurriculars outside of school hours - please stay tuned for more information

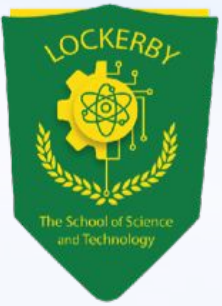




Students on Spares

- Again, if you have a scheduled spare in your timetable, you will be required to report to the Cafeteria for the duration of the period
- Debbie will be in the Cafeteria for the entire day

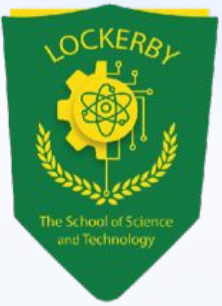




Visitors

- Our school is significantly limiting and prohibiting visitors (including parents) from entering the school
- Any approved visitors will be required to sign-in at the Main Office, which includes leaving their contact information, performing a self-screening check, and wearing a medical mask while on school premises
- **All outside doors will be locked for the entire day (starting at 8:15am)**

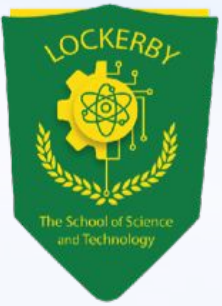




Garbage and Recycling

- Our Viking Custodial staff will be removing garbage at the end of the day
- You are encouraged to bring as much garbage home as you can (and to minimize the amount of garbage brought to school each day)
- Recycling procedures on Mondays will continue - it will be announced at the beginning of the day with morning announcements





Breakfast Club

- RDSB has created a protocol with respect to Breakfast Club - we will communicate what our school's Breakfast Club will look like once the school year is up and running
- Ultimately, Breakfast Club will be 'grab and go' with wrapped items





Field Trips

- All in-person Field Trips are currently cancelled
 - Your teachers may schedule guest Speakers/virtual field trips through Google Meet (via D2L)
- There are no International Trips for the 2020 - 2021 school year





School Events

Grade 9 Orientation Day (September 8, 2020)

- Has been moved to the first day of classes

Picture Day (September 29, 2020)

- More information regarding Picture Day health and safety protocols will be distributed

Grade-Level Meetings (Week of September 21, 2020)

- We will have grade-level meetings for each grade the week of September 21, 2020
- Mr. Runciman and Mr. Lafraniere will look to have our grade-level meetings presented remotely into each classroom and online





School Events

Parent-Teacher Interviews (October 2020)

- More information will be coming regarding Parent-Teacher Interviews

Viking Scholars Day (November 2020)

- Over the next several weeks, we will examine how we can recognize our Viking Scholars (in person or otherwise)

Cancer Drive (April 2021)

- The Cancer Drive Committee is currently exploring different opportunities to continue our school tradition

School Assemblies

- All school assemblies have been cancelled as of now
- We are looking at ways to have school-wide events via online streaming into your classrooms

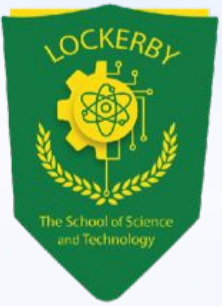




School Cash Online

- We will not be collecting any school activity fees, athletic fees, or any other school-wide related fees to begin the year
- No cash will be accepted or handled at Lockerby Composite School
- If fees are required for specific courses, all funds to be paid must be through School Cash Online
- Information regarding how to setup a School Cash Online account will be provided to you and your parents/guardians
- The Cafeteria Servery will be accepting payment via Debit Card or Zipthru Card

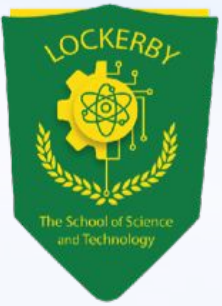




Fire Drills / Lockdown Drills

- Fire Drills
 - Practice drills will continue and classes will move throughout the building
 - Your teachers will be communicating information regarding Fire Drills over the next couple of weeks
- Lockdown Drills
 - A Lockdown Drill will be conducted from the PA system in the Main Office without having you gather in sections of the classrooms





Busing

- There have been no major changes with respect to busing procedures and the Consortium
- Some small changes include:
 - Bus Drivers wearing masks
 - An expectation that you sit in your newly assigned seat on the bus
 - Parents/guardians 'opting-in' to busing this year





LCS Reopening 2020

TEACHING AND LEARNING



Attendance

- Whether you are learning F2F or remotely, your teachers will be speaking to you about the importance of regular attendance and policies that we have in our building regarding attendance
 - this information will also be shared at grade-level meetings
- Your teachers will be taking F2F and remote learning attendance at the beginning of each period
- For Remote Learners - your attendance will be taken directly through your Google Meet login which you will now be accessed through D2L
 - If you are a Remote Learner, you are required to login (through Google Meet via the D2L platform) at the beginning of each of your designated class times and remain in the synchronous environment until the end of the class/period
- For those Remote Learners who wish to participate in F2F learning, the next 'opt-in' point will be in mid-November
- There will be no late slips distributed this year
 - if you arrive late, you will proceed directly to your class
 - you will have to call the Main Office (705-522-1750) and be let into the building if arriving after 8:15am



D2L and Google Classroom

- All of our teachers (and RDSB teachers) will be using the D2L learning platform
- You will login and access D2L for each of your courses at Lockerby Composite School
 - Please note that with each of your D2L classes, each of your teachers will have different links, classroom discussions, assignment postings, and instructions that are specific to each of your classes
 - Within the D2L platform, your teachers may also ask you to join a 'Google Classroom' as well
 - For our Remote Learners, your Google Meet link (to join your classes live/synchronously) will be posted in D2L





Learning Plan (2 Weeks - Example Class Plan)

Secondary School Timetable - At a Glance

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)	AM Period 1 (150 min.) Lunch (40 min.) PM Period 2 (150 min.)
Week 2	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)	AM Period 3 (150 min.) Lunch (40 min.) PM Period 4 (150 min.)



Learning Plan (2 Weeks - Example Class Plan)

'On-Week'

- Your teachers will be teaching F2F and Remote Learners synchronously
 - Your teachers will be teaching Remote Learners synchronously through Google Meet (embedded in D2L) facilitated by a Prodata webcam
 - Your teachers will be assigning homework and learning tasks throughout your 'on-week' of learning

'Off-Week'

- Your teachers will provide D2L learning task support for you for the week that you are not with them in their classroom (both F2F and Remote Learners)
- In this 'off-week,' your teachers may provide you with individual assignments throughout your 'off-week'
- As such, homework is as required to help you consolidate your learning - with this new structure, we will strike a new workload balance
- Again, for all students in RDSB, consolidation of learning will continue in 'off-weeks'
 - Ultimately, you should remain involved in your learning by completing course work in your 'off-week' courses

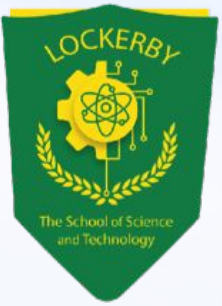




Refresher Learning

- As a school community, we recognize that it has been a long time since we were all together at school (since March)!
 - As such, your classroom teachers will be conducting review of last year's course content (that would be important for this year's courses) in order to better support you in your learning

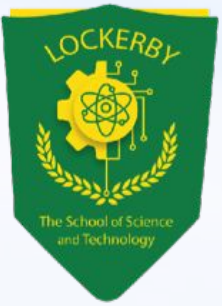




Examinations / Culminating Activities

- The following dates have been set aside by RDSB for examinations and culminating activities:
 - January 28 - February 4, 2021
- Please know that the details of your final 30% evaluation is still fluid given the circumstances and that further details will be given to you by each of your teachers towards the end of the semester





Paper Handling

- Please note that there are protocols surrounding the handling of paper in your classes
- Please know that your teachers will be looking for opportunities for you to submit work through D2L for day-to-day work submission





Learning Materials / Equipment

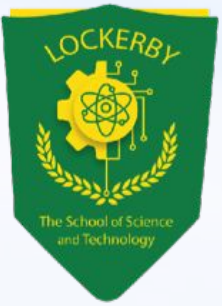
- In each of your classes, your teachers will be looking for you to use 'individualized' materials where possible
- You should have your own supplies and textbooks and you will not be able to share certain school supplies (ie. calculators, rulers, glue, scissors, pencil crayons)
- If equipment/materials are shared (ie. machines, laboratory equipment, etc.) - you must practice hand hygiene before and after use
 - your teachers may be asking you to use disposable gloves when using larger shared equipment (including things like laboratory equipment, tools, etc.)
- All learning materials that have been distributed (and eventually shared/used) will be collected (without congregation) and stored in an 'isolation zone'
- Learning materials left behind in classroom will also be placed in an 'isolation zone' until claimed



Textbooks

- You may be assigned a textbook in your classes (you are responsible for that textbook for the entirety of the semester)
 - You must sign for the textbook (inside and otherwise) when it is issued to you
- Please note that you are not able to share your textbooks in your classes
- Textbooks can be brought home
- If you have 'outstanding' textbooks that have not yet been returned from last year, you will not be issued a new one (until last year's are received)





EQAO Update

EQAO Mathematics

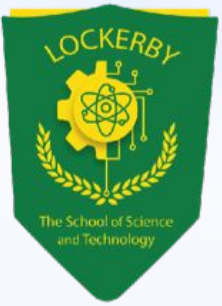
- Digital
- 50 MC questions
- Details forthcoming

EQAO OSSLT

- Digital
- One session where both cohorts will write (2020 and 2021)
- Details forthcoming

Education Quality and
Accountability Office





Social Work Services

- We will once again have Dan in our building this year and he is a valuable resource
- Dan is our in-school Social Worker and is happy to help our Vikings





LCS Reopening 2020

STAYING SAFE

Reminders



Hand sanitizing



Hand washing



**Cleaning and
disinfecting**



**Cough and sneeze
etiquette**



Masks mandatory



Cohorting



**Physical distancing
where possible**



**Pre-screening
for symptoms
prior to entry**



**Protocols to
manage outbreaks**



**Limited access to
schools/facilities**



**Parents/guardians
and visitors by
appointment only**



No gathering



Fountains closed



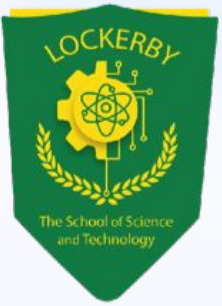
**No sharing food
or water bottles**



**Dots and arrows
to move safely
throughout school**



**Restricted
elevator use**



Outside of School

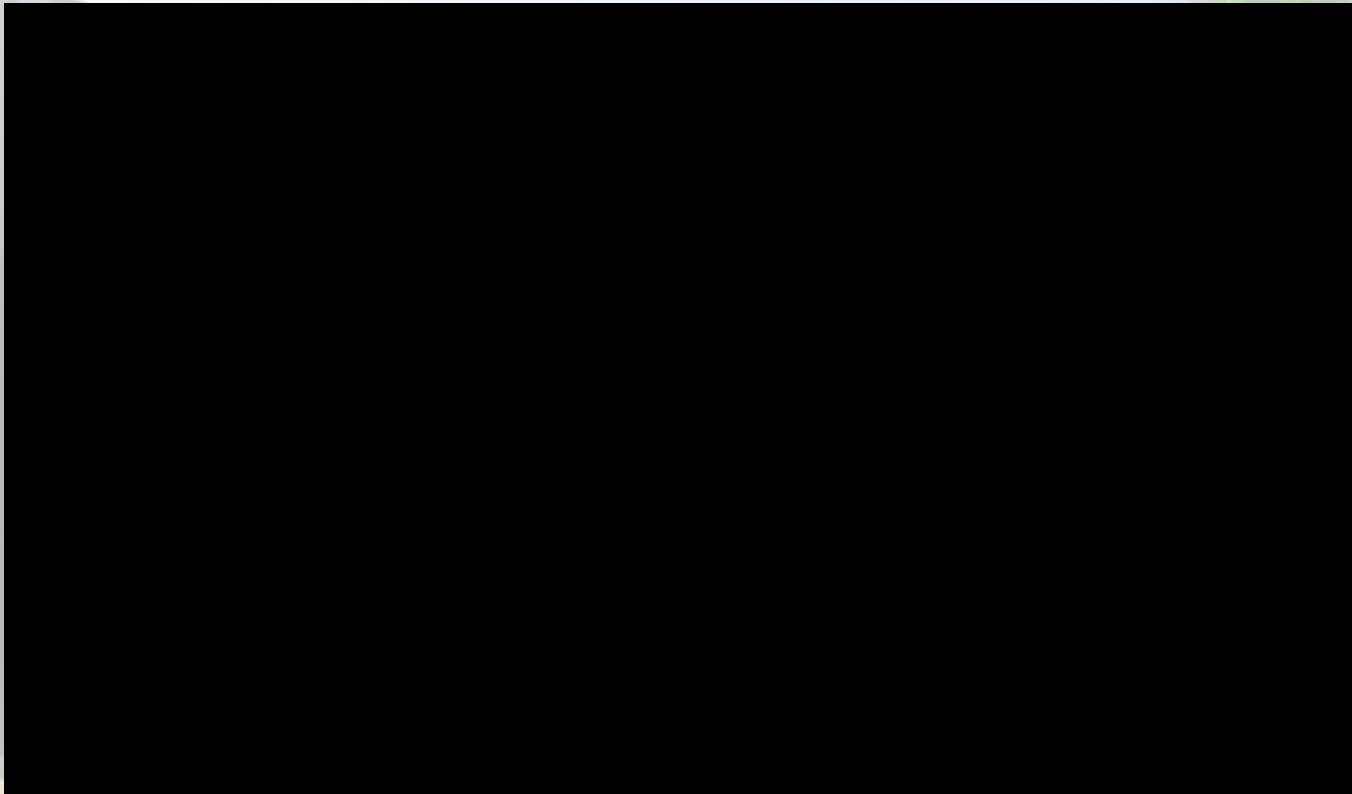
- Whether you are in the school, or outside the school, you are a Viking and you represent the Viking Community
- It is imperative that you always follow distancing, masking, and hand-washing protocols to ensure the safety of not only yourself and your own family but your Viking family as well
- We are all looking to reduce the spread of COVID-19 to keep our community safe





Sudbury's Medical Officer of Health - Dr. Sutcliffe

- The attached video, from our Medical Officer of Health, is directed to parents/guardians, but the message that is shared has some important takeaways for all Vikings:





LCS Reopening 2020

QUESTIONS AND ANSWERS