



## **2021/22 School Year Procedures and Rules (COVID-19 Version) Course Calendar and Student Handbook (updated Aug. 27, 2021)**

Most of these procedures are designed to promote the continued health and safety of all the students and staff of the RCHS. They are informed by directives given to us from the Ontario Government, Ottawa Public Health (OPH), and the Ontario Ministry of Education (MOE).

1. [Guide to Reopening Ontario Schools](#)
2. [COVID-19: Health, Safety and Operational Guidance for Schools \(2021-2022\)](#)
3. [COVID-19 Fully Immunized and Previously Positive Individuals: Case, Contact and Outbreak Management Interim Guidance](#)
4. [COVID-19 Guidance: School Case, Contact, and Outbreak Management](#)
5. [OPH Screening Tool](#)
6. [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#)
7. [COVID-19 Fully Immunized and Previously Positive Individuals: Case, Contact and Outbreak Management Interim Guidance](#)
8. [Case Definition – Coronavirus Disease \(COVID-19\)](#)
9. [COVID-19 Ontario](#)

### **General Concepts:**

- Students are to practice physical distancing when possible.
- Students are scheduled to be in cohorts which are: Grade 9s, Grade 10s, Grades 11 & 12.
- The congregation of students with other students from different cohorts is minimized through scheduling and distancing.
- Students are encouraged to wash their hands, use hand sanitizer, and use disinfectant wipes regularly. For example, such times include: entering and exiting the building and each classroom, bathroom visits, lunch time, and when touching high contact surfaces.
- Students are to wear masks inside of the building (following provincial regulations and public health guidelines. Mask exemption will be considered in consultation with OPH). A change of mask throughout the day is important for hygiene and comfort.
- On a typical day (an autumn day and not raining heavily), student begin to enter the building at 8:20 a.m. and begin exiting the building at 3:00 p.m. in a staggered fashion as directed by staff.

### **Parking and Pick Up:**

- Due to students waiting in a line to enter the building (screening and social distancing), some parking has been changed to ensure student safety.
- The parking spots at the front of the building (except for the handicap spot), and the parking spots close to the back of the school will be closed by having pylons placed out.
- When picking up their children, parents/guardians should park in the back-parking lot.
- If they remain in the vehicle, parents/guardians may park along the side of the building. Be mindful not to block this fire lane.
- No one should park at the front of the building.
- If the buses are not there, parents may quickly drop off students in the morning.

### **Before School:**

- Parents are asked to use the [screening tool](#) to screen their children before sending them to school.
- Once at school, students will wait outside of the school until about 8:20 a.m. when the entrance and screening process will begin.

- If it is raining heavily, students will begin entering the building at 8:00 a.m. to be screened.
- When outside, students are not required to wear masks.

### **Entrance and Screening Process:**

- Students will enter the school between 8:20 a.m. and 8:40 a.m. If they arrive before 8:20 a.m., they will wait outside.
- At 8:20 a.m., students will be asked to go to their appropriate entrance and line up in an orderly fashion (two meters apart).
  - The grade 9 entrance will be the main front doors.
  - The grade 10 entrance will be the side door at the front by the picnic tables and gym.
  - The grade 11 and 12 entrance will be the emergency exit in the back of the school.
- There will be a teacher at each entrance who will begin screening each student and admitting them.
  - Students will be asked if they have screened at home that morning.
  - They will be given hand sanitizer.

Note:

  - If a student has not screened that morning, they will be asked to wait outside until all the other students are admitted. The teacher will help them to self-screen.
- Once admitted, students should go to their lockers, get the materials they need for their first two classes. Then, they proceed to their first period class. Students will be permitted to bring their school bags to carry their materials to class.

### **Entering Classrooms:**

- Each classroom has a hand sanitizer dispenser and some sanitizing products available. Upon entering a classroom, students should disinfect their assigned desk.

### **Lunch:**

- After the end of period 2, students will get their lunches from their lockers in a staggered fashion as they go to period 3. They will eat their lunches in period 3.
- At outdoor break, the teacher will dismiss students to go outside--giving them specific instructions of when to leave and what exit to use.
- Students should wear their masks until they are outside. Masks should be removed properly and stored in a pocket/pouch.
- At the end of the outside break, students will be called in through the front door by the supervising teachers. Students should go to their lockers and get their materials for the afternoon classes and immediately report to period 3 (or 4).
- If it is raining, students will stay in the room that they ate lunch in. Staff will coordinate students transitioning through the building.

### **End of Day Dismissal:**

- At the end of the day, students will exit their classrooms and the school in a staggered schedule as outlined by the staff. Students who are taking a bus will be dismissed first.
- Students will be dismissed by their classroom teacher. They should go to their lockers, get what materials they need to take home, and then exit by the entrance they came in through in the morning.
- Students will wait outside for their ride to pick them up (not in the foyer).

### **Heavy Rain at Dismissal:**

- If it is raining heavily at 3:00 p.m., bus students will be dismissed in sequence to catch their buses.
- The remaining students may access their cell phones (in their classrooms) only to receive a text when their parent/guardian is in the parking lot. (Note: usually cell phones can only be accessed after 4:00 p.m. or outside of the building). They will remain in their period 4 class until it is time to leave. If needed, a parent can call the office to communicate about a pickup time.
- All students are asked to carry an umbrella in their backpacks to use when needed. If it is a drizzle, students will exit the building as usual and wait outside for their ride.

**Washrooms:**

- All students have been assigned a specific washroom to use. The washrooms have signs posted outside of them.
- Grade 10 girls – downstairs girls’ changeroom
- Grade 9 girls – upstairs back (south side) girls’ washroom
- Grade 11 girls – downstairs girls’ washroom by the elevator
- Grade 12 girls – upstairs front girls’ washroom by the elevator
- Grade 10 boys – upstairs boys front washroom by the elevator
- Grade 9 boys – upstairs back (south side) boys’ washroom
- Grade 11 and 12 boys – downstairs boys changeroom
- Students are reminded that they must wash their hands according to the Covid-19 protocols after using the washroom. Posters are posted in every washroom.

**Water:**

- Students who want water should bring a filled water bottle from home, and they can refill it at the water bottle filling stations (by gym and in the upstairs back hallway).

**Movement Around the School:**

- The main stairway (right-hand side when entering) in the foyer has been designated as up only.
- The enclosed stairway, on the other side of the front foyer, is designated as the down stairway.
- The rear entrance/exit (at the back of the school) is only to be used by grade 11/12’s at 8:20 a.m. or 3:00 p.m. to enter/leave the building.
- **No running or rough play in the halls.**

**Coming Late:**

- All students who arrive at school late should enter through the main front entrance. When buzzed in, they should report immediately to the office to be screened there.
- They will then be given a late slip. Then, they can go to their locker and report to class.

**Leaving Early:**

- When a student needs to leave school early, the parents should notify the office so that the teachers can be informed.
- After leaving class, students should report to the office to sign out then go outside to be picked up by their parents.

**Absent Students:**

- When a student is absent from school, parents/guardians are expected to notify the school before 8:40 a.m.
- The parents will communicate if the student’s absence is regarding:
  - a. Covid-19 screening protocols or
  - b. Another reason
- If the school is not notified of the student’s absence by parents, the office staff will call the parent/guardian.

**Student Account Use:**

- Students may not borrow money from the office or take cash from their student account.
- The student account will only have funds deducted from it for school approved expenses, things like, field trips, student council/school- sponsored dinners, gym clothing, student locks and workbooks.
- At the end of the school year, the balance in a Student Account will be transferred to next year’s Student Account or refunded if the family is not returning.
- To eliminate all cash use, students (only with parental permission) will be able to use their student ID card to purchase items at school.

**Sick or Injured Students at School:**

- A student who begins to feel sick or sustain an injury at school should report, if able, to the nearest

teacher who will give the student further direction.

- The school has a variety of basic first aid kits for fixing minor injuries like paper cuts. Teachers attending to an injured student will wear appropriate personal protective equipment.
- If a student at school develops any COVID-19 symptoms, they will be put in the school's isolation room until their parents can pick them up. Appropriate protocols will be followed as outlined in the document, *Student Exclusion Due to COVID-19-Related Illness*.
- Sick students will not be allowed to travel home by bus or by carpool.
- Students who feel unwell, but not COVID-19 related, or who are injured and cannot continue in class will be monitored in the health room in the office (a different room than the isolation room) until their parents come to pick them up.
- Whenever a student is injured, sick or unwell at school, the parents will be contacted as appropriate.