

New Westminster Secondary

Return to School Plan

2020 – 2021

On behalf of our staff, we are pleased to welcome our students back to school in September.

Opening Week Information

Thursday, September 10, 2020 (Grade 9 Only)
Friday, September 11, 2020 (Grades 10, 11 and 12)

Grade 9 Students Thursday, September 10, 2020

Students in grade 9 will be assigned to a cohort (learning group) for the year. Students will see their cohort number when they look at their schedules on MyEdBC. Cohorts are simply indicated by the number (between 1 and 4) that follows their course code. For example, the student in the schedule below is in *Cohort 3*.

A-Block A	MEN-09-3A ENGLISH LANGUAGE ARTS 9 Sacco, Dragana
B-Block B	MSP-09-3A SPANISH 9 Hansen, Tamara
C-Block C	MPHE-09-3A PHYSICAL AND HEALTH EDUCATION 9 Hodson, Scott
D-Block D	MDNC-09-3B DANCE 9 Alandi, Megan

On **Thursday, September 10th** all grade 9 students, within their cohort, will attend a one hour orientation in the Pearson Gym.

- Cohort 1: 9:00 am – 10:00 am
- Cohort 2: 10:30 am – 11:30 am
- Cohort 3: 12:00 pm – 1:00 pm
- Cohort 4: 1:30 pm – 2:30 pm

Grade 9 students will enter the Pearson Gym from the north/west exterior doors (off of 10th Ave, near the Bubble Gym and Pearson Adult Learning Centre). As students make their way to the Pearson Gym, **it is expected that they wear their own masks, keep their physical distance and refrain from making contact with other students.** Students will be dismissed at the end of their orientation assembly, and are asked to leave the school building/grounds so that staff may prepare for the arrival of the next cohort.

Students in grades 10-12 will be assigned to a cohort (learning group) for each quarter. On **Friday, September 11th** all grade 10-12 students, within their cohort, will attend a one hour orientation in their Block A classroom according to the times listed below:

- Grade 10 students: 9:00 am – 10:00 am
- Grade 11 students: 10:30 am – 11:30 am
- Grade 12 students: 12:30 pm – 1:30 pm

Students will enter the school building through the designated exterior door that is closest to their morning class. **Students are expected to wear their masks, keep their physical distance and minimize contact with other students as they proceed to their classroom.** At the end of their orientation, students will be dismissed by their morning teacher, and they will be asked to leave the school building/grounds so that staff may prepare for the arrival of the next cohort.

Student Timetables

Our first full day of classes will be Monday, September 14th.

Effective September 8th, students will be able to log into MyEd BC to view their student timetable.

***Please note that we are not finished loading students into classes and most students will have empty blocks in their schedules. With the exception of Grade 9 students, Grade 10 – 12 students should have their Quarter 1 classes. If you are missing any Quarter 1 classes, then you will need to see your counsellor to fill the missing class. We will continue to load students into classes for Quarter 2-4 (Grade 10 – 12) as we complete this work in the coming weeks. Students missing classes in Quarter 2-4 should NOT request an appointment with a counsellor at this time. We will inform all our students when their full timetables are complete.**

Please log onto: <https://www.myeducation.gov.bc.ca/asp/en/logon.do>.

After you log into MyEdBC choose (in blue) VIEW FULL SITE, then “My Info” (top tab), then “Schedule” (left tab) and you will see your new schedule. Click on the small blue link “List View” and it will be easier to read.

Reminder:

Students: Your login ID is your Student Number.

Parents: Your login ID is your first name initial followed by your last name, all lower case (Ex. mmcleod).

If you need to reset your password click on *reset password*. The email address for recovery is the one you left in MyEd (it could be your ‘nwss.ca’ email).

Course Change Information

Grade 9 Students

Schedules and learning teams for our grade 9 students are now **FINAL and YOU ARE UNABLE TO REQUEST ANY CHANGES TO YOUR COURSES.** However, if you have an incomplete schedule where you are missing courses in your schedule, please let your counsellor know. Again, students can access

their schedule on MyEdBC Tuesday, September 8th. See the 'Orientation Week Information' section at the beginning of this document for times and location.

Grade 10-12 Students

Students in grades 10 through 12 may have an opportunity to request a course change based on a very limited criteria: **missing grad requirement, scheduled for a course you have already completed, missing a class for quarter 1.** In order to accommodate core grad requirements, many students may have received an elective course they did not choose and due to safety guidelines, counsellors may have limited ability to make course changes. Students have until Thursday, September 9th at 4:00 pm to request any changes. Once classes begin on Friday, September 11, for grades 10 to 12, there can be no further changes to Quarter 1 courses as students will now be part of a learning team based on your morning class.

INSTRUCTIONAL DESIGN FOR NWSS

Our schools have been organized and structured in concert with:

- [Ministry of Education's Restart Plan](#)
- [Public Health Guidance for K-12 Schools](#)

Grade 9 Students (Semester)

We welcome our Grade 9 students to New Westminster Secondary School and we are excited for you to join the Hyacks family. As this is the first experience in a high school setting for our Grade 9 students, we feel it is important for these students to receive their education program in a semester system, much like pre-COVID. This will allow our students the opportunity to receive instruction in 4 classes over an extended period of time.

Grade 9 students have been placed into 1 of 4 cohorts comprised of no more than 120 students as per Ministry Safety Protocols (see Public Health Guidelines link above). The Administrative team has thoughtfully and meticulously organized our Grade 9 students into cohorts to ensure that all students will receive their required academic classes and language requests. However, due to the complexity of the timetabling restrictions, some students may not get their first choice in electives. Grade 9 students will attend face-to-face classes 4 full days per week and engage in remote learning every Wednesday. Students will be expected to attend remote lessons during their regular scheduled class time with their subject teachers.

Grade 9 students will attend four classes each day, broken down as Blocks A, B, C and D respectively. For Blocks A and B, students will remain in one classroom and the teachers will change during break time. This will greatly reduce the traffic in the hallways. Lunch will commence after the completion of Block B. Block C will begin after lunch wherein most students will be attending an Elective course. Grade 9 students will have to change classrooms to proceed to Block D. Please note that Grade 9 students are the only students in the school who will travel in the hallways between Blocks C and D. Our Grades 10 to 12 students will remain in their classroom as these students are scheduled on a Quarter system where their afternoon class runs from 12:16 pm to 3:05 pm.

Grade 9 Timetable (Semester)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:34 - 9:59 Block A	In-class Instruction	In-class Instruction	Remote Instruction	In-class Instruction	In-class Instruction
	In-class Break	In-class Break		In-class Break	In-class Break
10:06 - 11:27 Block B	In-class Instruction	In-class Instruction	Remote Instruction	In-class Instruction	In-class Instruction
11:27 - 12:16	Lunch	Lunch	Lunch	Lunch	Lunch
12:16 - 13:37 Block C	In-class Instruction	In-class Instruction	Remote Instruction	In-class Instruction	In-class Instruction
13:44 - 15:05 Block D	In-class Instruction	In-class Instruction	Remote Instruction	In-class Instruction	In-class Instruction

Grade 10 Students (Quarter)

We look forward to the return of our Graduating Class of 2023! Our grade 10 students will be attending classes following a quarter system in which students will attend 1 morning class and 1 afternoon class per day for approximately 10 weeks per quarter.

Grade 10 students will receive two half days of remote learning per week. Please refer to highlighted area below, where Grade 10 students will be attending Remote Instruction for their afternoon scheduled class on Tuesday PM, and their morning scheduled class on Thursday AM. Please note that students will be given a short break within their morning and afternoon class respectively. The timing of this break will be at the teacher's discretion. This model for instruction allows for cohorts of less than 120 students. We have been able to accommodate all student course requests in order to meet graduation requirements.

*** NOTE: AFTERNOON CLASSES START AT 12:16 PM, AND NOT 1:16 PM AS PREVIOUSLY ADVERTISED.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:34 - 11:27 Block A	In-class Instruction	In-class Instruction	In-class Instruction	Remote Instruction	In-class Instruction
11:27 - 12:16	Lunch	Lunch	Lunch	Lunch	Lunch
12:16 - 15:05 Block B	In-class Instruction	Remote Instruction	In-class Instruction	In-class Instruction	In-class Instruction

This model for instruction allows for cohorts of less than 120 students. We have been able to get our students most of their requested courses while keeping students on their chosen graduation pathway.

Grade 11 & 12 Students (Quarter)

Welcome back to our senior grade students! Our students in grade 11 and 12 will be switching to a quarter system (like our grade 10's) in which they will attend 2 classes per day for approximately 10 weeks per quarter. Students will attend face-to-face class sessions during their morning block for all 5 days of instruction. These classes will have up to 30 students which will make up their learning group.

Afternoon classes will be divided into two learning groups that will attend class every second day for face-to-face instruction. **It is important to note that during face-to-face instruction of the afternoon classes that students will be required to socially distance and wear their masks as these classes will be a combination of students from several learning groups.** This alternate day scheduling allows us to offer more electives which helps our students continue on their chosen graduation path. Students will be given a short break during each class. The timing of this break will be at the teacher’s discretion.

*** NOTE: AFTERNOON CLASSES START AT 12:16 PM, AND NOT 1:16 PM AS PREVIOUSLY ADVERTISED.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:34 - 11:27 Block A	In-class Instruction	In-class Instruction	In-class Instruction	In-class Instruction	In-class Instruction
11:27 - 12:16	Lunch	Lunch	Lunch	Lunch	Lunch
12:16 – 15:05 Block B	Remote/In-class*	Remote/In-class*	Remote/In-class*	Remote/In-class*	Remote/In-class*

Quarter Timeline

- Quarter 1 – September 10, 2020 – November 13, 2020
- Quarter 2 – November 16, 2020 – January 29, 2021
- Quarter 3 – February 1, 2021 – April 16, 2021
- Quarter 4 – April 20, 2021 – June 25, 2021

SAFETY PROTOCOLS FOR NWSS STUDENTS

Note: These protocols will be reviewed with students during their upcoming orientation assemblies.

Before arriving to school:

- Prior to coming to school, students must ensure they are healthy and feeling well.
- Do not come to school if COVID symptoms are present. For example: new or worsening cough, shortness of breath or difficulty breathing, temperature equal to or over 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, and/or headache. If a student becomes sick while at school, they will be separated from others (in the first aid/isolation room) until they can make arrangements to return home safely.
- Upon arrival at school, students must enter through designated entrance areas. For example, students will enter the building through the door closest to their Block A class.
- Students with diverse needs and abilities that require specific access times and locations can make arrangements with their school-based case manager.

While at school:

- Students will be provided with two reusable face masks. Masks will be distributed to students during the week of September 14th. **We kindly ask that upon arriving to NWSS, all students must wear a face covering or mask before entering onto the school grounds.**

- Non-medical masks are required in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained. *Exceptions will be made for students who cannot wear a mask for medical reasons.
- Students should wear masks as they enter the building as they could be entering the building with students outside of their cohort.
- Students must stay to the right in the hallways and follow the directional arrows.
- Upon entry, students must use the hand sanitizer provided and report directly to their classrooms.
- No loitering inside or outside of the school before, during or after school.
- Students must enter the classroom one at a time, in a socially distanced and patient manner.
- When in the classroom, students are to remain in the desk assigned to them. If possible, desks will be arranged so that students are not directly facing each other.
- If students need to use the washroom, the teacher will ensure that only one person goes to the washroom at a time. If there are more than 2 people in the washroom, students are to wait outside in the hallway, and stay socially distanced.
- Students are only to use the washroom that is closest to their classroom.
- Students must engage in proper 20 second hand washing prior to leaving the washroom.
- At lunch, students can choose to stay with their cohort. However, students can socialize with peers in different cohorts if they can maintain physical distance of 2 meters and/or wear a mask.
- If a student is unable to physically distance, the student should only socialize within their cohort unless they are supported by an adult who can help the student physically distance from others.
- Hand hygiene: Students must wash their hands regularly and use the hand sanitizer provided.
- Respiratory hygiene: Students must cough into their elbows, avoid touching their faces, and avoid sharing of food or personal items outside of the cohort.
- Physical distancing: Students must avoid close greetings (ex: hugs, handshakes). When in the hallways, students must always be mindful of maintaining a 2-meter distance from others and/or wear a mask.

After school:

- At the end of the school day, students are to safely exit the school building and grounds as soon as possible. Use the exit doors closest to your classroom.
- Students are reminded to wear masks and maintain physical distance as they leave the school.

PHYSICAL DISTANCING IN LEARNING GROUPS

All school staff will be trained and will follow the health and safety guidelines for physical distancing and wearing masks when working across cohorts/learning groups. All staff will wear masks anytime that they are outside their cohort/learning group or when they cannot safely distance from others.

For those staff who work across multiple learning groups, including TTOC's, they will be required to practice physical distancing or when they cannot physically distance they will be required to wear a mask.

STUDENTS WITH DIVERSE NEEDS & ABILITIES

In alignment with the Equity and Inclusion Guiding Principles, our district will communicate the following with parents:

Students will not be grouped in segregated settings as a part of the establishment of cohorts:

- Students who have diverse abilities/disabilities will be grouped in cohorts, in accordance with the same criteria as their peers.
- Itinerant and district staff will adhere to current Health and Safety protocols.

Students will have access to the necessary health and safety supports:

- Specialized OT/PT Equipment: Where appropriate and possible OTs and PTs will deliver equipment to schools and where required, to homes (no-contact).
- Specialized Assistive and Augmentative Communication Equipment (AAC): SLP-AAC equipment will be provided as needed and supported by the SLP-AAC.
- Specialized SET BC equipment: Helping Teachers will work with school-based teachers to disperse equipment into schools. Where a child is learning from home, families will be able to pick up equipment from school, by appointment.

Students will continue to receive supports and services as identified in their IEP, including 1:1 supports:

- Students who have diverse abilities/disabilities will begin attending school at the same time as students who do not have diverse abilities/disabilities.
- Supports and services as outlined in the IEP, including 1:1 supports and specialized student interventions will occur face-to-face. Where a student must learn from home, as a result of compromised immune system or other medical condition, the case manager and Mr. Patton will collaborate with families (and the student as appropriate), to help them make a choice about the most equitable option. We will support flexible educational options for students with disabilities/diverse abilities, recognizing their specific human right to equitable access to education, while ensuring the presence of supports provided by the teacher and the EA or ABA worker, as appropriate.
- The classroom and specialty teacher, EA, ABA worker, itinerant teachers, and associated professionals will continue to provide in school, virtual, or face-to-face support as Health and Safety protocols allow.

ATTENDANCE

Regular attendance is a major factor contributing to student success in school. We expect that students at NWSS will attend school regularly and arrive to class on time. It is also important that students are online with their teachers during their scheduled remote learning sessions as this is a required part of their course delivery. If a student is absent, parents are requested to phone or email the school on the morning of the absence. If this is not possible, please send a note with your child to turn into the office on the day they return to school.

FOOD SERVICE

The NWSS Culinary Arts Program will be providing food service during lunch time. However, please be aware that our menu options will be limited as we begin the 2020-21 school year. Food service will begin on Monday, September 21st. There will be designated areas in the school for students to eat lunch in conjunction with our health and safety protocols.

TRANSPORTATION

We recognize that students and families in Queensborough, or other locations, may need some additional time on either side of the lunch break to accommodate for travel. The almost three hour blocks for remote learning will include both real-time and self-directed learning opportunities each day. Wherever possible, teachers will be scheduling their real-time lessons to come to a close at least half an hour before the end of Block A, and start at least half an hour into Block B and therefore extending the window for students who need more time between classes

TRAINING FOR STAFF

All staff are engaged in information sessions and/or training in the following:

- Information on how to recognize signs and symptoms of COVID-19;
- How to access the Self-Assessment Tool if experiencing symptoms;
- What to do if they experience signs or symptoms of COVID-19 while at work;
- Restrictions on attending work if they have traveled outside of Canada (for any reason) for 14 days following their return.
- The District's WSBC COVID-19 Safety Plan for Stage 3 – Resumption of In-Class Learning;
- The District's Health & Safety Guidelines for working during Stage 3; including Safe Work Practices/Procedures;
- Instructions on what to do if a student or fellow staff member reports illness or symptoms of COVID-19 while at school or work;
- A copy of the District's Biohazard Exposure Control Plan;
- Information on the District's Frequently Asked Questions related to returning to school June 1, 2020;
- A copy of a letter from the Fraser Health Authority on the Safe Return to Schools in June, 2020;
- Information on limitations, selection, use and care of personal non-medical masks;

Further steps:

- Staff information will be updated to include the new Stage 2 WSBC COVID-19 Safety Plan, updated District Stage 2 Guidelines and information on the requirements on when and where they will be required to wear non-medical masks;
- Health & Safety Committees will be provided a template presentation to help them communicate the controls put in place by the District and those controls we are expecting Staff to follow and encourage among students; and
- As with information distributed to our staff in May, we will likewise be providing the same information to our Teachers Teaching on Call (TTOC) and (casual) staff members

GENERAL SCHOOL START UP INFORMATION

Student Information – Medical Alerts

Each year, it is important that we have the most up-to-date information regarding your child(ren). If there have been changes in your child(ren)'s personal information such as a change in address, contact numbers in case of an emergency, or any changes in medical information or dietary information, it is extremely important that you inform the school office so we have it at our fingertips in case of an emergency. To update your child's information, please email nwss@sd40.bc.ca with the specific details so that we can ensure that our information about your child(ren) is accurate.

Student Photographs

Student photographs are scheduled for Monday, September 21st. We are working with Artona Studios to figure out the exact plan. All students are required to have their picture taken for the Yearbook and School Identification/Go Card.

Photo Retakes

Students who are away or receive photographs of poor quality will be given an opportunity to have their photographs re-taken on October 14th. Packages must be ordered online at artona.com before Photo Day. Please mark these dates on your calendar.

Graduation Photographs

Grad photos have been scheduled for the following dates at Artona's studio in Vancouver: August 24-29, & 31, and September 1-5, & September 10 - 17, 2020

To book your grad portrait appointment, please use the link below:

<https://artona.com/schools/NEWW>

School Fees

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet our school's needs and allows parents to add a student, make payments, check current balance/account history and print or view receipts. Please visit our school website: <https://nwss.ca/online-payment/> to register for this online service.

Parent Access

While parents are always welcome in the building, we ask that you must make an appointment before arriving at the school. Please only use the Pearson Main Entrance, follow the marked pathway, maintain physical distancing, and report to the Office window upon your arrival—please do not enter the building by any other door. We will not be able to accommodate the delivery of lunches to the school for students. We ask that students bring their lunches to school, or arrange for a lunch drop-off during lunch hour, off campus. Wherever possible, any fees related to school (eg. student, grad, course) will be collected via the on-line fee payment system.