



Vanier Catholic Secondary

**Routines, schedules and programs
for 2020-21**

Adapting to COVID-19 at our school



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Introduction

Dear Vanier Catholic Secondary students and families:

We are overjoyed to be welcoming students back into the school building for this school year. Ensuring that all students remain safe and healthy within the school is our first priority and will result in many changes to routines and practices being implemented this school year.

Our next priority is to ensure that our students remain engaged in their learning throughout the year. This will be more of a concern, understandably, with our Grade 10 through 12 students who will attend school for half-days and complete other important learning tasks to practice and consolidate their learning outside of the school.

In the midst of all these changes, clear communications between school and home will be essential.

We will commit to sharing as much information as soon it becomes available. Conversely, we hope that students and parents will reach out to teachers, educational assistants, office staff, counsellors, or the school's administration as soon as possible if there are any questions or causes for concern. We are here to help and we would much rather deal with problems when they are small!

Thank you for your support and understanding as we work together during these uncertain times.

Sincerely,
Ryan Sikkes, principal and Alethea Wallace vice-principal



Starting the 2020-21 school year

After an unusual end to last school year, we are very excited to welcome students and school staff back into our classrooms. We know this school year will be different, but we have an opportunity to work together, to be creative and set a positive example for our students of how we can be resilient when presented with challenges.

The health and safety of students and school staff is our first priority. Our school is adapting our operations and programming to meet the [health and safety guidelines for K-12 school settings](#) set by Yukon's Chief Medical Officer of Health.

The health and safety guidelines indicate that:

- Keeping students out of school has negative impacts on their mental health
- Outbreaks involving children and youth are unusual and tend to only occur in areas where there are high levels of community spread
- There is no conclusive evidence that shows children who are symptomatic pose a risk to other children or adults
- Children and youth are not the primary drivers of COVID-19 spread in schools or community settings
- Proper health and safety measures still need to be in place to reduce risk

Staff at our school will be regularly reviewing the health and safety measures at our school with students to ensure safe and healthy habits.

Read more below about how we are adapting our school routines this school year.

Health and safety routines for the 2020-21 school year

Contacting the school

Contact us at vcss@gov.yk.ca or telephone 667-5901 if you have questions about how we are ensuring the health and safety for students and staff this school year.

Staying home when sick

Students and staff *must* stay home if they are sick or showing symptoms. Parents should monitor their child every day for symptoms before sending them to school.

Parents should consider if they are new or worsening symptoms when monitoring, or if they are otherwise not explained. For example, a child with asthma may have a cough, which may not be new.

You can use the self-assessment tool on Yukon.ca to assess yourself and your child for COVID-19: service.yukon.ca/en/covid-19-self-assessment/

Symptoms include:

- Fever/chills
- Cough
- Shortness of breath
- Runny nose
- Sore throat
- Headache
- Loss of sense of taste or smell
- Fatigue
- Loss of appetite
- Nausea and vomiting
- Diarrhea
- Muscle aches

Health officials recommend students get tested for COVID-19 if they are showing symptoms. Students and staff must stay home until they are symptom free, or if tested, until they have a negative test.

Always phone 811 or your family physician before going anywhere to get tested.



If a student or staff gets sick at school

If a student or staff gets sick at school:

- The student or staff will be immediately separated into a designated area
- The student or staff will be provided a mask
- The student's parent/guardian will be contacted to pick them up as soon as possible
- The school staff member who is sick will go home as soon as possible
- The designated area will be thoroughly cleaned and disinfected

Wearing a mask at school

Students and staff are not required to wear masks except in certain situations. They may do so if they choose.

Masks are not recommended for children unless advised by a health care provider. There are specific situations that may require a mask. These include:

- If a student or staff member gets sick at school, they will be asked to wear a mask
- If a school staff has to attend to a sick student, they will be asked to wear a mask
- If a school staff is unable to physically distance during their regular job duties, for example assisting students with activities of daily living, such as washing, using the bathroom, eating, etc.

Our school will have access to non-medical masks to ensure they are accessible when needed.

Physical distancing

The health and safety guidelines indicate physical distancing is not always possible with children. Where not possible, risks are being reduced by increasing other measures like handwashing, cleaning and disinfecting, and making sure students and staff stay home when sick or showing symptoms.

To support safe spacing, manage traffic flows in common areas, and limit mixing of different groups of students, our school is taking the following measures:

- Hallway lockers will not be used. Gym change room lockers may be used to store clothing worn for Senior level Physical Education classes only.
- Student desks in classrooms will be arranged to keep students and staff physically distant from one another – only one student is permitted to sit at a desk.
- Grade 8 and 9 classes of students will remain together throughout the school day and will not mix with other classes.
- Grade 10-12 class sizes have been reduced by using morning/afternoon shifts and hybrid (or blended) learning to allow for smaller groups.

- Students will not be allowed to gather and congregate in hallways – they must move as quickly as possible to their next classroom or learning space.
- All hallways will follow a “keep to the right” rule to help students move smoothly without coming into contact with others. Students will need to take care at hallway intersections to not come into contact with other students.

Hand washing and sanitizing at school

Students and school staff will be required to wash their hands for 20 seconds with soap and water or sanitize their hands frequently during the school day.

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none"> • Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions) • Whenever hands are visibly dirty • After using the washroom • Before eating and drinking • After sneezing or coughing into hands • After playing outside 	<ul style="list-style-type: none"> • Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions) • Whenever hands are visibly dirty • After using the washroom • Before eating and drinking • After sneezing or coughing into hands • Before handling food or assisting students with eating • After contact with body fluids (i.e., runny noses, spit, vomit, blood) • After cleaning tasks • After removing gloves • After handling garbage

Students and staff will be able to wash hands at available sinks in the school. Hand sanitizing stations will also be located:

- At every student entrance to the school
- Outside every student and staff washroom
- Near the doorway to every classroom or learning space
- In all conferencing and work rooms

Cleaning and disinfecting the school

Government of Yukon custodial staff will be cleaning and disinfecting the school with disinfectants approved by Health Canada. They also follow [cleaning and disinfecting guidelines](#) set by Yukon’s Chief Medical officer of Health.



High-touch areas and equipment, including shared items for learning will be wiped down and cleaned more frequently.

Staff and students may also take part in support cleaning efforts. Students may be asked to help out by washing their hands, cleaning their desk and cleaning up after using shared items for learning, just like they would usually would.

The school will supply wipes or disinfectant spray with paper towel for these purposes.

Similar cleaning protocols will be in place at our off-site study hall.

Supporting safe habits at school

Teachers and school staff will go over these health and safety routines regularly with students. Parents are also encouraged to review these health and safety routines regularly with their child or children.

This includes:

- Washing hands with soap and warm water for 20 seconds
 - Using hand sanitizer when you can't wash your hands
 - Coughing and sneezing into our elbows
 - Using a tissue to blow our nose, and then throwing the tissue in the garbage
 - Keeping a 2-metre distance from your friends and teachers as much as you can
 - Making sure your child or children tells you when they are sick or showing symptoms
 - Keeping them home when they are sick or showing symptoms
-



Operations and schedule during the 2020-21 school year

School start and end times, and breaks and lunch

Grade 8 & 9

Note: A year-long calendar indicating PLC (early dismissal) Wednesdays is included at the end as Appendix 1.

Warning 8:35	Monday	Tuesday	Wednesday	Thursday	Friday
8:40 – 9:51 (71 min)	1	1	2	1	2
9:51 – 10:01 (10)					
10:01 – 11:04 (63 min)	3	2	3	4	3
11:04 – 11:09 (5)					
11:09 – 12:12 (63 min)	7	4	X 5	6	4
12:12 – 1:02 (50) Warning 12:57	Lunch	Lunch	Lunch	Lunch	Lunch
1:02 – 2:05 (63 min)	5	6	7	8	5
2:05 – 2:10 (5)					
2:10 – 3:13 (63 min)	6	8	5 PLC	7	8

Grades 10 through 12

Note: A year-long Day 1/Day 2 calendar is included at the end as Appendix 2

	Day 1	Day 2
8:45 – 10:05	Shift 1, Block 1/2 Class	Shift 1, Block 5/6 Class
10:15-11:25	Shift 1, Block 3/4 Class	Shift 1, Block 7/8 Class
11:25-12:35	Lunch (Shift 1 leaves, Shift 2 arrives)	
12:35 – 1:55	Shift 2, Block 1/2 Class	Shift 2, Block 5/6 Class
2:05 – 3:15	Shift 2, Block 3/4 Class	Shift 2, Block 7/8 Class



Drop-off and pick-up

Student, parents and school staff should maintain a 2-metre distance during drop-off and pick-up times as much as possible.

Parents should not enter the school while waiting to drop-off or pick up their child. They should wait in their vehicle or in the designated waiting area. Please use a cell phone to contact your child or you can call the school at 667-5901 and have your child paged over the intercom system.

Student entry

Students should enter the school through the doorway closest to the classroom their next class is scheduled in. For students scheduled in the portables, this means proceeding directly to the portable rather than entering the school first.

Water bottles, food and meals

Students are encouraged to bring their own water bottle for the school day to reduce contact at the water fountains.

There will be no sharing of food or drinks between students at the school this year. Any meals available at the school will be served in individual portions or packaged in single-use, food grade packaging.

The cafeteria will be open to students and school staff and is operating under a separate Covid-19 Operational Plan as submitted by our cafeteria operators. Any questions regarding the operations of the cafeteria may be sent to the school at vcss@gov.yk.ca and we will pass them along to the cafeteria operators.

Visitors and public access to the school

Parents and other guests should limit visiting the school where possible. We understand there may be times where you must visit the school building.

When visiting the school, parents and visitors to the school must:

- Enter through the main doors (near the flagpoles) and exit through the nearest possible doorway.
- Sign in at the front office
- Sanitize their hands when entering the school
- Maintain physical distancing while in the school



Programming during the 2020-21 school year

Contacting the school for learning supports

Contact the teacher first if your child needs additional or different supports for their learning. All teachers and educational assistants can be contacted by telephone at 667-5901 or through email using the convention firstname.lastname@yesnet.yk.ca. (NOTE: A staff list is included as Appendix 3)

If you still have concerns with the supports being offered, please contact the school to ensure a school administrator, counsellor, or Learning Assistance Teacher can address any questions or concerns.

Key Contacts, in this regard, are:

- School telephone: 667-5901
- General school email: vcss@gov.yk.ca
- Ryan Sikkes, principal, Ryan.Sikkes@gov.yk.ca
- Alethea Wallace, vice-principal, Alethea.Wallace@gov.yk.ca
- Katrina Brogdon, counsellor, Katrina.Brogdon@gov.yk.ca
- Jolene Campbell, counsellor, Jolene.Campbell@gov.yk.ca
- Amanda Cann, Learning Assistance Teacher (Grades 8 & 9), Amanda.Cann@yesnet.yk.ca
- Angelita Seloterio, Learning Assistance Teacher (Grades 10-12), Angelita.Seloterio@yesnet.yk.ca

Learning for Grades 10-12

Students in Grades 10-12 will be scheduled for half-day, in-class instruction and half-day learning away from school five days per week. This will limit the number of students in our school at any one time, and allow us to manage safe spacing.

Grades 10-12 students will still learn the full curriculum for their courses and be expected to complete their coursework during the half days that they are learning away from school facilitated by *Microsoft Teams*. Teachers will follow a [blended learning model](#), providing a mix of in-class instruction and self-directed, teacher-guided learning while away from school.

Teachers will continue to work with students and families to ensure the student's learning needs are being met.

All Grade 10-12 students will have the option of working during the portion of the school day outside of the classroom at our supervised off-site study hall, located in the basement of the Riverdale Baptist Church at 15 Duke Road (right across the street from Vanier). Digital devices and wi-fi access will be available for student use. This is not a social space; Students who are not engaged in school work will be required to leave.



Students with disabilities or who need additional support

- Grade 10-12 students on an Individual Education Plan (IEP), Student Learning Plan (StLP), or recommended by a counsellor or school administrator may elect to work in the Skills Room or the Learning Commons.
- Our Shared Resource Program (Room 1) will continue as an all-day program, five days per week.
- Please contact the school if you feel your child requires additional support.

Scheduling for students in Grades 10-12:

See Page 9, above, for daily schedule. See Appendix 2 for the Day 1/Day 2 schedule for the 2020-2021 school year.

Timetabling for students in Grades 10-12:

(NOTE: Current as of August 10, 2020 – subject to change)

Sem.	Periods 1 & 2	Periods 3 & 4	Periods 5 & 6	Periods 7 & 8
1	Science for Citizens Science 10 Fundamentals of Math 10* Spanish 11 Precalculus 11 English 12 English First Peoples 11 Genocide Studies 12 Active Living 11/12 Foods 33 Physical Education 10 World Religions 12	Career Life Connections (12s only) Mechanics 10 Life Sciences 11 Precalculus 11 Comp/Literary Studies 10 Drama 33 Art 33 Active Living 11/12 Foods 33 Socials Studies 10	Fundamentals of English 10* Physics 11 Anatomy & Physiology 12 Foundations of Math 11 Christ & Culture 10 Career Life Education 10 Social Justice 12 Precalculus 12 English First Peoples 11 Social Studies 10 Fundamentals of Math 10* Foundations & Precalculus 10 World Religions 12	Physics 11 Life Sciences 11 English Studies 12 Chemistry 11 Christ & Culture 10 Career Life Education 10 Sciences Humaines 10 Flexible Math 33 Morals & Ethics 12 Art 33 20th Century World History 12 Social Studies 10 Foundations & Precalculus 10
2	Sled Ed 11/12 Foundations & Precalculus 10 Anatomy & Physiology 12 Physical Education 10 Spanish 11 Philosophy 12 English First Peoples 11 Law 12 Fitness & Conditioning 11/12 Social Studies 10	Creative Writing 12 Woodworking 33 Flexible Math 33 Science 10 Family Studies 11 Chemistry 12 French 11/12 Precalculus 11 Comp/Literary Studies 10 Asian Studies 12 Genocide Studies 12 Physical Education 10 World Religions 12	Mechanics 10 Media Arts/Yearbook 33 Physics 12 Science 10 Comp/New Media 10 Chemistry 11 Morals & Ethics 12 Precalculus 12 English Studies 12 Political Studies 12 Foundations of Math 12 Christ & Culture 10 Career Life Education 10	Information Technology 33 Psychology 12 Protected Science 10 Christ & Culture 10 Career Life Education 10 French 10 Calculus 12 English Studies 12 English First Peoples 11 Comp/New Media 10 Earth Science 11 World Religions 12

Note: * = Non-credit / Any course with the number “33” is open to students in grade 10, 11 or 12



Technology and devices

Students who have access to a personal device are being asked to use their own device for learning. This will enable schools to work with other students who do not have access to devices to provide support.

School principals and teachers will work with students who do not have access to a device at home to support them in their learning while away from class.

If a device is needed, students can access one at the off-site study hall during the school day. Students with an IEP or StLP may be eligible to borrow a device from the school.

If a student is not able to access the internet while learning away from class, teachers will work with students to ensure they are able to complete their work in other ways.

Please ensure you or your child make the teacher or the school principal aware of any concerns you may have so we can ensure learning is being provided in a way that meets your needs.

Learning for Grades 8-9

Students in our Grade 8 and 9 classes will be able to attend in-class instruction, full-time for five-days a week. During the school day, these students will attend their regular classes, while following health and safety guidelines. They will learn the full school curriculum.

Learning at home if a student can't attend school

Students must stay home if they are sick or have symptoms of COVID-19. If a student is unable to attend school, they will be provided their course work by their teacher as they normally would.

If a student is away for an extended period of time, they will be provided their coursework and they will be supported in their learning through:

- Making an arrangement with the teacher, Educational Assistant, or another student to open a video feed through MS Teams during the class.
- Arranging for the electronic delivery of assignments and handouts using MS Teams or email.
- Making arrangements for paper copies of learning materials to be produced and available for pick up at the school.

If you are planning for your child to be away from school for the whole school year, please contact the school principal to discuss options.



School supplies and sharing learning materials

Sharing of school supplies and learning materials will be limited as much as possible. If shared, materials need to be cleaned and disinfected.

To limit sharing, all students are required to have their own school supplies. A school supply list is available on the school's website: www.vcss.ca

Some classes may use some shared learning materials, such as hand tools, sewing machines, paintbrushes, sports equipment etc., but they will be cleaned and disinfected using soap and water or a disinfectant wipe. Students will be asked to wash or sanitize their hands before and after each use.

Paper-based materials like text books, books and paper handouts are okay to use and share as outlined in the health and safety guidelines.

Learning commons and digital devices

Our school learning commons will remain accessible for students and staff and we will continue to allow books and other resources to be borrowed from the library.

Students and staff will be able to access the computer lab and use other IT equipment while following these measures:

- Students will be required to wash or sanitize their hands before and after using computers and other shared IT equipment
- Computers and other shared IT equipment will be cleaned after each use using disinfectant wipes; students and staff may be asked to support this effort

Breaks, gym and playing outdoors

Weather permitting, breaks and gym classes will take place outdoors. Students and families are asked to ensure they have the proper clothing for being outdoors.

When gym class is indoors, we will follow the [health and safety guidelines for sport and recreation](#).

School field trips

The health and safety guidelines allow field trips within Yukon and Canada as long as public health and safety guidelines are followed. This includes allowing:

- Outdoor overnight trips if students sleep in their own tent or are only partnered with a family member
- Hotel stays, as long as no more than two students are in each room

Our school will be assessing any planned school field trips on a case-by-case basis and will provide updates to students and parents directly through school year.



International field trips are not currently permitted.

Music and cooking classes

The health and safety guidelines note singing and playing woodwind and brass instruments must not occur at this time. While we are unable to sing or use certain instruments, our school will continue to have a music class.

Cooking classes are also able to continue while meeting the health and safety guidelines, including washing hands before cooking, limiting sharing of equipment and cleaning and disinfecting surfaces between each class.

Music and cooking class teachers will share how they are adapting their programs once the school year gets started.

Extracurricular activities (school sports, music, arts, other programs)

We will be assessing extracurricular activities at the beginning of the school year and determining any changes or adaptations that may be needed.

Any extracurricular activities will follow the same health and safety guidelines for K-12 school settings, and any additional health and safety guidelines that apply, for example, the [health and safety guidelines for sport and recreation](#) for school sports.

Students and parents will be updated as this information becomes available.

For more information:

We will be providing regular updates to students and families during the school year through emails on the school day of each week (typically Mondays, unless a holiday) and on our school website.

Visit the following websites for more information:

- School website: www.vcss.ca
- Yukon.ca information on education and schools during COVID-19: yukon.ca/en/education-and-school-supports-covid-19
- Yukon.ca information on COVID-19: yukon.ca/en/covid-19-information

If you have any questions or concerns, please contact 667-5901 or email vcss@gov.yk.ca