

Dear Parents and Guardians,

We would like to welcome returning students back to Cowichan Secondary and look forward to meeting students who are new to our school. The staff of Cowichan Secondary School is very-much looking forward to the return of all students.

It has been some time since students have been in schools full time in BC. While school will look different than it has in the past, they continue to be important places for children and young adults to learn, grow and create positive relationships. We recognize that social interactions with fellow learners and their caring teachers are important for our youth's social and emotional development. We also know that it is important for students to continue to make progress on their chosen pathway to graduation by accessing the variety of courses offered at Cowichan Secondary. We have developed a Learning Plan that will allow for safety while providing continued options for students.

We are working hard for Cowichan Secondary School to be as safe as it can for staff and students. The school-based administration will continue to work closely with our Health and Safety Team in order to implement and follow the health and safety guidelines published by the Ministry of Education. We want all members of our school community to feel safe when in Cowichan Secondary School.

Please refer to our ***Return to School Plan*** on our School Website for further details.

Some points to note:

How students will be organized into Learning Groups:

- Courses will be organized into a quarter system (2 courses every day for 10 weeks)
- Students and Staff will remain in the same learning group throughout the quarter.
- Learning groups (cohorts) will be organized in order to minimize contact and allow for faster contact tracing following health and safety guidelines.

Opening Day and Orientation Week plan:

- ❖ September 8th, 9th - staff return to school orientations
- ❖ **September 10th - Grade 10 only**
- ❖ Parents/Guardians will receive notification via email of student's first block teacher. When students arrive on their first day they will head directly to their block A morning class. Staff will be available to assist students. Physical distancing must be adhered to while arriving and making their way to class. Please ensure a daily health check and hand hygiene has been performed before arriving.
- ❖ Teachers will go over safety orientations, student schedules, and welcome students to the different aspects of their new school. Class learning will also begin this day for students.
- ❖ All staff and students must wear a mask in the hallways. Please arrive with a mask. We will have some available before entering for those that do not have one on the first day.
- ❖ **September 11th - All Grades** (gr 11's/12's will receive notification of their first block teacher and their room number where they will need to proceed to directly when entering the school). Physical distancing must be adhered to while arriving and making their way to class. Please ensure a daily health check and hand hygiene has been performed before arriving.

- ❖ It is important for all students to complete the **Daily Health Assessment** before coming to school.

Drop Off

- Families/public will be required to pick up and drop off students outside the building; any tasks that can't be completed remotely will be done via scheduled appointment only.

Students with Diverse Needs

- Our staff at the school and district level will continue to provide supports to ensure access to education for our students. Please refer to our **School Restart Guide** for more details. Please contact the school should you want to discuss further or set up an appointment.

Lockers and Personal Belongings

- In order to allow for better “flow” and less congestion in the hallways students will not have access to lockers at this time
- Students should bring their items for the day in their bags or backpacks
- Students should bring their own supplies for classes. Water bottle filling stations are available. Please consider bringing a water bottle

Arrival, Breaks, Lunch, Dismissal

- Students will have designated doors for entering and exiting the school. Grade 11 and 12's will enter via the main entrance and the English wing/student parking entrance. Grade 10's will enter via the staff parking entrance and the bus drop-off entrance
- Students need to proceed directly to their classroom once entering the school and after hand cleaning is completed
- If you do not take a bus please do not arrive at school early
- We will have staggered, pre-scheduled breaks and dismissal times for each cohort

Communication

- Cowichan Secondary Website, Facebook, Cowichan Thunderbird App
- Please download our Cowichan Thunderbird App for notifications and updates
- Email or call the school

Please refer to the BC's Ministry of Education website on the return to school for further details: <https://gov.bc.ca/covid19returntoschool>. As well, don't hesitate to contact the school if you have any questions about our restart plan. We look forward to seeing our students soon.

Sincerely,

Darcy Hoff, Principal

Rhonda Cizeron, Vice Principal

Kevin van der Linden, Vice Principal

SCHOOL RE-START GUIDE

SCHOOL:

Cowichan Secondary

SCHOOL CONTACT:

Darcy Hoff

**SCHOOL CONTACT
NUMBER:**

250 746-4435

**SCHOOL CONTACT
EMAIL:**

cssheadsecretary@sd79.bc.ca

ACKNOWLEDGEMENT:

We acknowledge that for thousands of years the Malahat, Lake Cowichan, Quw'utsun, Halalt, Penelakut, Stz'uminus, & Lyackson Peoples have walked gently on the unceded territories where we now live, work, and play. We are committed to ensuring a healthy educational environment for our xe'xe'smun'eem, our sacred children, that is based on science and inclusive of traditional knowledge and history.

DISTRICT INFO:

[Web Resources and Information](#)

PROVINCIAL INFO:

[B.C.'s Back to School Plan](#)

Describe the Learning Group model in the school.

- Currently we are in phase two of the government plan, in accordance to ministry guidelines our learning groups do not exceed 120 students and staff
- Quarter system: students will have one class in the morning and one in the afternoon for approximately 10 weeks. There will be four quarters throughout the year. Blocks will not rotate throughout the quarter, they will remain in Block A, Block B order
- Learning groups (cohorts) will be organized in order to minimize contact following health and safety guidelines. The learning group will be made up of students and staff who will remain together throughout the quarter
- At the end of the quarter the course will be completed and students will start a new quarter with new courses
- The quarter system will limit the number of people each student or staff member comes into contact with. Public Health officials indicate this will reduce the risk of transmission and will also ensure quicker contact tracing if necessary
- As students and staff will remain together during the entire quarter learning period there will be a greater opportunity for academic support as well as social and emotional support
- The quarter system will allow the school to manage a limited number of close contacts while still offering a large variety of courses so that students can meet their unique needs and stay on their selected graduation pathway
- We have designed our model in mind that should we need to go back to phase 3, we will be able to do so with as little disruption as possible.

What specific Health and Safety Plans are in place for students and staff?

Please see below for the School District and Provincial Health and Safety guidelines that Cowichan Secondary is following to create the safest learning environment at school.

- Every staff member and student must complete a Daily Health Self-Assessment. Should a student have Covid symptoms at school we will follow health and safety guidelines and parents will be contacted to pick up their child
- Limited entry into schools by those other than staff and students. Families/public will be required to pick up and drop off students outside the building; any tasks that can't be completed remotely will be done via scheduled appointment only
- Limiting the number of contacts students have throughout the day by implementing a learning group model
- Health and Safety orientations with staff and students in order to introduce, teach and practice safety measures. Safety Orientations for Staff September 8th,9th (no students), students attend for Safety Orientations beginning on the 10th of September
- Gr 10's only all day on Thursd September 10th, ALL STUDENTS Friday September 11th
- Enhanced cleaning, disinfecting frequency and protocols; every class will be equipped with hand sanitizer and cleaning /disinfecting supplies
- Every student and staff member will be provided with 2 reusable masks. Masks are required in all high traffic areas such as buses, hallways and in situations where students cannot maintain physical distance and are in close proximity to a person outside of their learning group. Staff and students may also choose to wear a mask within their learning group When wearing a mask students and staff must still seek to maintain 2 metres physical distance from those outside of their learning group
- Students must avoid crowding, congregating or gathering with people outside of their learning groups even when masks are worn.
- Controlled traffic flow in hallways with the help of signs, markers and training as well as separate designated entrances, exits for students, staggered lunch, break and dismissal times
- No use of lockers in order to facilitate flow and limit high frequency touch surfaceay

What changes to course scheduling have been made?

- Moving from a semester system (where students have 4 classes a day with possibly 4 different teachers and groups) to a quarter system (where students have 2 classes a day, limiting number of teacher and student contacts). Our teacher leadership team has already met and all teachers will be working to ensure the best use of 2 hour and 45 minute long classes. Each class will have a scheduled break. Alongside of that, the teachers will be planning the flow of their classes with the additional minutes in mind.
- Students will receive their 1st quarter schedule on their first day of school and will remain in these cohorts for this quarter (no changes to schedules for the first quarter). Student schedules for the remainder of the year will be given to students during the 1st quarter. This will give our counselors time to make adjustments for the remainder of the year should they be necessary. We will meet with our grade 12 students to be certain their schedules allow them to continue on their chosen path to graduation. We are in difficult times, with added constraints. Unfortunately students will not get all of the courses they had chosen and we sincerely apologize.
- September 8th and 9th staff will be doing safety orientations (no students)
- September 10th: Grade 10's attend all day.
Parents/Guardians will receive notification of their child's morning block teacher. When students arrive on their first day they will head directly to their block A morning class. Staff will be available to assist students as needed. Physical distancing must be adhered to while arriving and making their way to class. Please ensure that daily health check and hand hygiene have been performed before arriving at school.
- September 11th: ALL STUDENTS attend.
Parents/Guardians will receive notification of their child's morning block teacher. When students arrive on their first day they will head directly to their block A morning class. Staff will be available to assist students as needed. Physical distancing must be adhered to while arriving and making their way to class. Please ensure that daily health check and hand hygiene have been performed before arriving at school.

Describe the plan to support students with diverse abilities.

- Students will continue to access support from case managers, EA's and district itinerant staff as needed
- Students will be part of the cohort system
- Individual needs will be discussed and plans put in place with the student's case manager and support team
- Where necessary, learning spaces will be organised to allow for physically distancing
- Our Learning support team and administration is available for guidance and support to help in the transition back to school. They will be reaching out in the coming weeks to review safe return to school plans. We encourage families to contact school administration should you have any questions on extra supports that your child requires.

How will the school keep parents and students informed?

Parents will be informed through email, the school website, the Cowichan T-Birds App, and Facebook .

The most detailed plan and information will be emailed to parents as well as placed on our Cowichan Secondary Website.

All Covid related diagnoses are handled by the Public Health Officer. Should an event occur, they will handle all aspects of alerting those who need to take any additional measures and privacy is ensured.

Parents and students are welcome to contact the school through phone (250 746 4435) or email (cssheadsecretary@sd79.bc.ca) with specific questions.

What are families' options if being in-school is not their decision?

Every situation and circumstance for this decision is unique to the family and student and requires a discussion with our support team of teachers and administrators to come up with the best solution. Our priority is for your student to continue to access education; we want our students to continue at Cowichan Secondary. After reviewing your child's school plan for September start-up, if you are not intending on sending your son/daughter to Cowichan Secondary School please contact the school to discuss options.

According to the Provincial Health Officer and the Centre for Disease Control, most children who are immunocompromised can return to in-class instruction where safety measures are in place (<http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19-easing-social-distancing-IS-children.pdf>). Should your child(ren) have a severe immune compromised condition, please consult with your School Principal and your medical practitioner.

(<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/priority-populations/children-with-immune-suppression>).

Families seeking an alternative to in-class instruction, and who do not wish to register their child in a distributed learning program or homeschooling, are encouraged to provide a doctor's note with specific information regarding the medical needs of the child which will assist the school team with planning for the continuity of learning.



Daily Health Self-Assessment

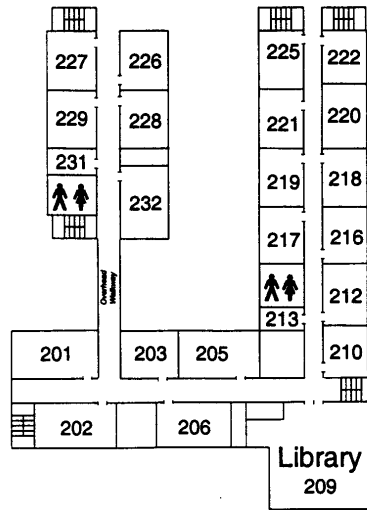
Prior to attending at a school or worksite each staff member and student; or primary caregiver must screen any potential attendee for the following symptoms:

- Fever (temperature of $>37.5^{\circ}$ using thermometer), or use of fever reducing medication
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

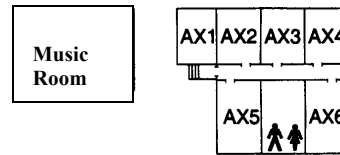
Should the potential attendee show any signs of illness, they are not to attend at the school or worksite. They are encouraged to seek medical attention, and/or utilize the BC CDC COVID-19 self-assessment tool for guidance on isolation and testing: <https://bc.thrive.health/>

Staff are to notify their supervisor and follow regular protocols for requesting coverage as needed. Students, or primary caregiver, are to notify the school.

Cowichan Secondary School



Upper Floor



Main Floor

