



# L'École Secondaire Oak Bay High

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## 2020/21 School Start-up Information

To: Oak Bay Learning Community  
From: Oak Bay High Administration  
Tuesday, Sept. 1st 2020

On behalf of the Oak Bay High staff, we would like to thank our new and returning students and their families for their patience and support while we navigate this new COVID19 territory. We would like to take this opportunity to welcome our students and families, especially those who are new to Oak Bay back to school! We hope you have had a wonderful summer holiday, filled with adventures and opportunities to rest and relax. While travel may have been challenging this summer, we know that many of you will have participated in adventures closer to home and spent time experiencing and exploring our beautiful island and province.

Over the past few weeks Oak Bay High staff have been hard at work preparing for the opening of our school. Under the guidance of both the Ministries of Health and Education, local plans have been developed to maximize the opportunity for in-class instruction. Extensive health and safety measures have both been developed and implemented within our school. Over the summer you will likely have seen several updates from our Superintendent of Schools, Shelley Green, outlining this work. Her most recent update is linked below, in which she describes the district restart plan which has now been approved by the Ministry of Education.

[Return to School Plan- Aug 26. Letter from Shelley Green](#)

Over the course of the year we will continue to adapt our routines and structures in response to evolving public health guidance and requirements. Should significant change be required we will of course provide students and families with as much information and advanced notice as possible.

While we are very excited to welcome all students and staff back to school, we also find ourselves in an unprecedented situation and as a result school will look different this year. The purpose of this communication is to provide families with preliminary information on what start-up will look like and what students can expect when they return. We encourage families and students to review the information below together and start to familiarize yourselves with the new structures, routines and expectations.

### **Orientation Week (Sept. 8-11):**

By the end of day Friday, Sept. 4th students and families will receive via email specific instructions related to their orientation. This will include the room number of their orientation class and a designated entrance door. Once in class, students will receive their entire timetable which identifies all of their classes, room numbers and teachers for the year. Additional information relating to the orientation will be included in the email you receive..

**Student Orientation Schedule:**

Thursday, Sept. 10

Grade 9's 10:00 – 11:30 am (arrive no earlier than 9:45 at your designated entrance)

Grade 10's 1:30 – 2:30 pm (arrive no earlier than 1:15 at your designated entrance)

Friday, Sept. 11

Grade 11's 10:00 – 11:00 am (arrive no earlier than 9:45 at your designated entrance)

Grade 12's 1:30 – 2:30 pm (arrive no earlier than 1:15 at your designated entrance)

(& any students without blkA classes)

Attendance at these sessions is an expectation for all students, and we request that students are only present at school (and on school grounds) during their assigned orientation time. During orientation students will meet their Quarter 1 block A teacher, discuss health and safety protocols, and learn more about our new timetable and bell schedule.

As mentioned, this is preliminary information and we are sure you have many questions. Please continue to check the [Oak Bay website](#), subscribe to the [My Oak Bay app](#) and review the emails delivered from the school. Our [District website](#) is also a great source for current updates.

We have an amazing staff who will provide positive and rich opportunities for the students during these very different times. The health and safety of our school community is our top priority, and will continue to be throughout the year. Thank you again for your patience, understanding, flexibility, and feedback as we work together to support the students through this unique school year.

Sincerely,

Tom Aerts, Principal  
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**NEW School Routines- what to expect**

We know that you will have many questions. To help with this we have provided basic explanations of each of the topics below. You can click on the topic to learn about it. We hope this will help answer many of your initial questions and provide some insight into what school will look like this year. During their orientation, students will have the opportunity to discuss each of these in detail and ask any questions they may have.

Health & Safety:	Course Delivery:
<ul style="list-style-type: none"> <li>- <a href="#">Daily Health Assessment &amp; Procedures for Illness</a></li> <li>- <a href="#">Masks</a></li> <li>- <a href="#">Arrival &amp; Building Entrance</a></li> <li>- <a href="#">Directional Flow &amp; Floor Markings</a></li> <li>- <a href="#">Hand Hygiene</a></li> <li>- <a href="#">Lunch &amp; Food</a></li> <li>- <a href="#">Lockers</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Context &amp; Rationale</a></li> <li>- <a href="#">Cohorts (Learning Group and Non Learning Group classes)</a></li> <li>- <a href="#">Quartered Timetable Model</a></li> <li>- <a href="#">Flexible Student Support Blocks</a></li> <li>- <a href="#">OBH 2020/21 Bell Schedule &amp; Timetable</a></li> </ul>

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| <ul style="list-style-type: none"><li>- <a href="#">Washrooms</a></li><li>- <a href="#">Visitors to the School (including parents/guardians)</a></li><li>- <a href="#">Health &amp; Safety Guiding Documents</a></li></ul> |  |
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## Health & Safety:

### Daily Health Assessments & Procedures for Illness:

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a child has any symptoms, they must not come to school.

This [Daily Health Checklist](#) is an example of a self-assessment which should be completed daily.

Any student or staff who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider. Those unsure of if they or a student should self-isolate or be tested for COVID-19 should be directed to use the BC [COVID-19 Self-Assessment Tool](#) or to contact 8-1-1, a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases. Staff and families are expected to follow the advice of their health care provider on when they can safely return to school. Any student, staff or other person within the school who has symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.

Find [linked](#) procedures which will be followed should someone become sick while at school.

### Masks:

The Ministry of Education requires that masks be worn in all common spaces throughout the building and anytime social distancing cannot be maintained. This includes all hallways, washrooms and other common spaces within the school and on the grounds. This means that all staff and students will be expected to wear a mask once they come onto school grounds, while they travel through the school halls. The wearing of masks in these spaces is critically important to maintaining the health and safety of our school community. This will be a culture shift for everyone, but is a clear expectation which will be continually communicated, monitored and enforced.

- The school has been given two reusable masks for each student. Students are able to wear personal masks or those provided to them.
- Anyone unable to wear a mask due to a medical condition will be asked to provide supporting documentation.

### Arrival & Building Entrance:

To best assist with health and safety guidelines, students are requested to arrive on school grounds no more than 15mins prior to the start of their first class of the day. Additionally, students will be asked to enter the building via a designated door. In most cases this is the door closest to their classroom. This will help avoid congestion at doors and minimize the amount of time students are spending in lines and/or in hallways.

Upon entering the building individuals will pass through a check-in station. This station will include important reminders and hand sanitizing stations.

### **Directional Flow & Floor Markings:**

A delineation line will be placed down the center of each hallway. Similar to driving a car, students will be asked to “stay to the right” and whenever possible travel single file. Directional arrows and signs will serve as reminders. Social distancing markers have been placed on the floors of most classrooms.

### **Hand Hygiene:**

Students, staff and visitors will be directed to wash and/or sanitize their hands frequently throughout their time in the school.

[When to Perform Hand Hygiene at School](#)

### **Lunch & Food:**

Food service within the school has been suspended for the year. This means that the school cafeteria will not be available at lunch. We have also suspended the use of vending machines. While we appreciate the value both the cafeteria and the vending machines contribute to the school and our students, they add significantly risk and require enhanced safety measures to operate.

Given the closure of the school cafeteria, students are asked to bring their lunch and any other foods or drinks with them from home. We expect that many students will choose to leave school grounds at lunch to go home to eat or purchase their food from our local businesses.

Students will be encouraged to eat their lunch outside. This will best support the cleaning which needs to occur at lunch and allow for students to be in a well ventilated space while eating.

In an effort to maximize health and safety, we want to minimize the number of students in our building and on our grounds during the lunch break.

- If a student only has an AM class, they are asked to leave school grounds for the day at the conclusion of that class and not “linger” during the lunch break.
- If a student only has a PM class, they are asked to arrive on school grounds no more than 15mins prior to the start of that class.

### **Lockers:**

Lockers will not be used this year. This decision has been made in the interest of health and safety. We hope this will lower congestion in the hallways, reduce non-essential movement throughout the building and limit contact surfaces. With only two courses at a time, we hope that students will be able to manage their belongings and materials without the use of a locker.

### **Washrooms:**

Students should wear a mask when in the washrooms. There will be occupancy limits placed on each washroom based on its size and the ability for students to socially distance within.

## **Visitors to the School (including parents & guardians):**

Reduced contacts are a key component of the new guidelines. To this end, schools have been asked to limit and track any school visitors who enter the building. This includes any guest speakers, district maintenance staff and parents/guardians. To help the school meet this requirement we ask that you do the following:

- 1) Book appointments to meet with school staff.
- 2) Seek ways to limit your need to enter the building.
- 3) When you do need to enter the building, you will need to record your name and contact information in our Visitor Log Book located outside the main office.
- 4) All visitors within the building must maintain social distancing and wear a mask

## **Health & Safety Guiding Documents:**

[GVSD61 Exposure Control Plan School Sites Procedures \(Aug 26\)](#)

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

## **Course Delivery:**

### **Context & Rationale:**

Oak Bay High has traditionally organized course delivery via a “Linear” model, where students worked on 8 courses continuously Sept. - June. The daily schedule featured 4 periods of roughly 70mins and a flexible support period called “Focus” where students were able to access additional support from their teachers. Given the new health and safety requirements and the need for flexibility in moving back and forth between stages of the BC Restart Plan throughout the year, it became clear that a new delivery model was needed.

### **NEW “Cohorts”**

As part of the new Ministry guidelines, students are to be organized into “cohorts”. Within these consistent groups, students and connected staff (teachers, EA’s, etc.) are able to deliver in-class instruction to all of the students 100% of the time. These cohorted classes are also known as “*Learning Group*” classes.

When this is not possible, the guidelines allow for the formation of “*Non Learning Group*” classes. In these classes individuals are expected to maintain social distancing. Given the limited size of classrooms, this is accomplished by dividing the class in half and delivering in-class instruction to each subgroup on a rotational basis.

### **NEW Quarter Timetable:**

This year classes will be delivered within a quarter timetable. Each day will feature two extended periods of up to 2 hours 35mins (one morning and one afternoon class). These longer classes allow for deep learning and maximize the time students are able spend in their cohorts each day. Fewer room transitions each day is better for health and safety and supports the new cleaning protocols. Teachers will have the discretion to organize the periods to support theory and practical learning, as well as offering short brain-breaks, etc.

- A 20min “Focus” block has been built into each of the two periods. This time is at the teachers discretion. The teacher may choose to continue learning activities during this time, or perhaps use it to support students who require additional attention. The flexible dismissal times afforded via Focus are intentional, and will allow for a staggered release of students into the halls.

- There will be a few courses running outside of the longer periods, for example before and after school classes and those occurring at lunch. Teachers of these classes will communicate individually as to the frequency and length of these classes.

The year will be divided into 4 quarters of approximately 10 weeks each. Exact start and end times for each quarter can be found below. Morning and afternoon classes from our previous timetable have been distributed throughout the 4 quarters. This model allowed for us to maintain student course selection from last spring, while facilitating the new requirements.

Each quarter has been divided into two terms. This has been done to facilitate an equal opportunity for in-class instruction across both morning and afternoon classes.

Note:

- Morning classes for the first five weeks (Term 1) will have full attendance. Afternoon classes will be split into two subgroups & each subgroup will attend in-class instruction two days a week.
  - After five weeks (start of Term 2), morning classes will be split into subgroups with each subgroup attending in-class two days per week. The afternoon classes will move to full, 100% attendance each day.
  - Each of the classes (morning and afternoon) will have the opportunity for in-class instruction around 70% of the time over the course of the quarter.
  - On days when a subgroup is not attending in-class instruction, students will be expected to be engaging in “student directed” activities which have been identified by their teacher. Please note that this is NOT Remote/Online Learning as per last spring. Rather, this is independent work at home and a continuation of what was taught during their in-class instruction the previous day.

### **Flexible Student Support Blocks:**

As described above, Non Learning Group classes will be divided into subgroups. These subgroups will each attend class two days a week. The remaining day each week (Wednesdays) will be available for students to receive additional support. This could include in-person opportunities at the school. Classroom teachers and Support Teachers will be communicating with students and families much more about these opportunities in the coming weeks.

# Oak Bay High Timetable

## 2020/2021 (Restart Plan- Stage 2) *Quarter #1 (Sept 14 - Nov 13)*

<b>TERM #1</b> <i>(Sept 14-Oct 9)</i>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Before School Classes</b>				
9:00-11:15 2hrs 15mins	<b>AM Class</b>	<b>AM Class</b>	<b>AM Class</b>	<b>AM Class</b>	<b>AM Class</b>
11:15-11:35 20mins	<b>Focus for AM Class</b>	<b>Focus for AM Class</b>	<b>Focus for AM Class</b>	<b>Focus for AM Class</b>	<b>Focus for AM Class</b>
11:35-12:20 45mins	<b>Lunch &amp; Lunchtime Classes</b>				
12:25-2:40 2hrs 15mins	<b>PM Class</b>	<b>PM Class</b>	<b>Flexible Student Support Block</b>	<b>PM Class</b>	<b>PM Class</b>
2:40-3:00 20mins	<b>Focus for PM Class</b>	<b>Focus for PM Class</b>		<b>Focus for PM Class</b>	<b>Focus for PM Class</b>
	<b>After School Classes</b>				

<b>TERM #2</b> <i>(Oct 13-Nov 13)</i>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Before School Classes</b>				
9:00-11:15 2hrs 15mins	<b>AM Class</b>	<b>AM Class</b>	<b>Flexible Student Support Block</b>	<b>AM Class</b>	<b>AM Class</b>
11:15-11:35 20mins	<b>Focus for AM Class</b>	<b>Focus for AM Class</b>		<b>Focus for AM Class</b>	<b>Focus for AM Class</b>
11:35-12:20 45mins	<b>Lunch &amp; Lunchtime Classes</b>				
12:25-2:40 2hrs 15mins	<b>PM Class</b>	<b>PM Class</b>	<b>PM Class</b>	<b>PM Class</b>	<b>PM Class</b>
2:40-3:00 20mins	<b>Focus for PM Class</b>	<b>Focus for PM Class</b>	<b>Focus for PM Class</b>	<b>Focus for PM Class</b>	<b>Focus for PM Class</b>
	<b>After School Classes</b>				

