



## **Vincent Massey Secondary School**

**Return to School Planning  
September 2020**

***Welcome Back!***

## INFORMATION FOR STUDENTS AND FAMILIES

### Getting Ready for School: What do families and Students need to know?

- Reopening Plan and resources – [Back to School Plan for Reopening](#)
- Reopening Video – [Reopening School Video](#)
- Health resources – [Windsor Essex County Health Unit](#)
- How can I get answers to my questions – [Frequently Asked Questions](#)
  - Grade 9 and 10 Students – Mr. R. Peto, Vice Principal 519-969-2530 ext. 31003
  - Grade 11 and 12 Students – Ms. M. Maddox, Vice Principal 519-969-2530 ext. 31004
  - Message your teachers and VPs directly on Edsby
  - Online Learning only students, for online issues – Ms. LePage
- School Year Calendars – [School Year Calendar](#) Cohort Calendar will be posted when complete
- Student nutrition breaks – Eat in class as directed by teacher.
- ARRIVAL PROCESS**
  - Doors open for students at approximately **8:50 AM** or shortly after.
  - Classes begin at **9:05 AM**.
  - Students enter at their assigned entrance/exit. [Entry and Exit Map](#)
  - Students must put on their mask before entering.
  - Students proceed directly to their classroom, walking on the right side of the halls and using the right side of the stairs.
  - Always maintain safe distance of two meters. If the classroom is occupied or closed – wait by the locker outside the door and maintain two-meter distance as more students line up.
  - Lockers will not be used until further notice.
  - Do not congregate in the halls, common areas, or visit with friends. Stay only with your classroom cohort.
- DISMISSAL PROCESS**
  - Classes end at **12:50 PM**.
  - Students leave their class at exit the building by their closest assigned exit. Refer to the map above.
  - Students are not to congregate in halls or common areas. The building must be cleared by 1:00 PM unless you have an appointment with a staff member.
- THE AFTERNOON SYNCHRONOUS ONLINE CLASS** will run from **2:00 PM until 3:15 PM**.

Doors open to Students	8:50 AM
In-Person Class	<b>9:05 AM - 12:50 PM</b>
Students Exit Building	12:50 PM
Travel and Lunch	12:50 to 2:00 PM
Online Class	<b>2:00 to 3:15 PM</b>

- ❑ **ROOM #, TEACHER/CLASS ASSIGNMENT, TIMETABLE, COHORT –**  
[Check your Edsby Account for your schedule and cohort](#)
- ❑ Staggered start and dismissal schedule (classes and building cleared between 12:45 and 12:55).
- ❑ **DAILY SCREENING QUESTIONNAIRE** process – [Daily Screening Tool](#)
- ❑ If you shows symptom – stay home.
- ❑ If sick at school plan – pages 25-27 [Outbreak Plan](#)

SECONDARY	Monday	Tuesday	Wednesday (alternating A/B Cohorts)	Thursday	Friday
<b>WEEK 1</b>					
225 mins	Cohort A - In-person Course 1	Cohort B - In-person Course 1	Cohort A - In-person Course 1	Cohort A - In-person Course 1	Cohort B - In-person Course 1
<b>Student Dismissal</b>	<b>60 minute Travel Time and Lunch for Students</b>				
75 mins	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2
<b>WEEK 2</b>					
225 mins	Cohort A - In-person Course 2	Cohort B - In-person Course 2	Cohort A - In-person Course 2	Cohort A - In-person Course 2	Cohort B - In-person Course 2
<b>Student Dismissal</b>	<b>60 minute Travel Time and Lunch for Students</b>				
75 mins	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1
<b>WEEK 3</b>					
225 mins	Cohort A - In-person Course 1	Cohort B - In-person Course 1	Cohort B - In-person Course 1	Cohort A - In-person Course 1	Cohort B - In-person Course 1
<b>Student Dismissal</b>	<b>60 minute Travel Time and Lunch for Students</b>				
75 mins	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2	Cohorts A and B Online Synchronous Instruction Course 2
<b>WEEK 4</b>					
225 mins	Cohort A - In-person Course 2	Cohort B - In-person Course 2	Cohort B - In-person Course 2	Cohort A - In-person Course 2	Cohort B - In-person Course 2
<b>Student Dismissal</b>	<b>60 minute Travel Time and Lunch for Students</b>				
75 mins	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1	Cohorts A and B Online Synchronous Instruction Course 1

- ❑ **MASK WEARING** - All students and staff are required to wear masks while in the school. Assigned staggered eating times and enforced physical distancing will allow students to remove their masks while eating. Students are encouraged to bring several masks in case one gets soiled or wet. In emergencies, non-medical masks will be provided to students.
- ❑ **HAND WASHING** – Students must wash or sanitize their hands when entering the building, entering the classroom, and when coming or going to assigned areas like the washroom. Hand sanitizing stations were installed at entrances and exits plus classrooms without a sink.
- ❑ **SOCIAL DISTANCING** – All staff and students must maintain a physical distance of two meters whenever possible or one meter with a mask and precautions. This includes the classroom and offices but always two meters in halls and common areas.  
[Pages 27-35 for mask, hand washing, & distancing Health & Safety](#)

- **STUDENT MATERIALS INFORMATION** – Lockers will not be used so students should bring needed materials and coats directly to their classroom. Backpacks are acceptable in all rooms.
  - Bring notebook/binder, textbooks if assigned schools supplies, and required personal items.
  - Snacks, light lunch, water, and drinks are acceptable as long as you can eat them at your desk in the classroom. The cafeteria and lunchrooms are not available. No food or drink deliveries are allowed. Nutrition and washroom breaks are allowed.
  - Sign out when leaving the class for washroom or appointments and use the assigned washroom. This is required for contact tracing. [Refer to the map and schedule in class.](#)
  
- **QUAD DATES AND OPT IN/ OPT OUT DATES**
  - **Quad 1 – September 8 to November 9**
    - **Change model for Quad 2 deadline is October 26**
    - **Quad 1 Exams on November 10 and 11**
  - **Quad 2 – November 12 to January 27**
    - **Change model for Quad 3 deadline is January 18**
    - **Quad 2 Exams on January 28, 29, and February 1**
  - **Quad 3 – February 3 to April 16**
    - **Change model for Quad 4 deadline is April 6**
    - **Quad 3 Exams on April 19 and 20**
  - **Quad 4 – April 21 to June 23**
    - **Quad 4 Exams on June 24, 25, 28**
  
- **BUS PROTOCOLS AND SCHEDULES** – STEPS buses run as assigned. Transit Windsor, including the special buses run on a schedule determined by them. [Secondary Extras Bus Schedules](#). Follow Transit Windsor directions. Students likely enter one at a time, move to the very back, and fill seats forward as marked/directed. Enter front door and exit rear door. Students must wear masks on the bus.
  
- **FOR THE FIRST DAY OF SCHOOL** – Refer to Edsby for your cohort, timetable, room number, and teacher.
  - Refer to the school maps posted in Edsby for entrance location and room location.
  - Map link - [Entrance and Exit Map](#)
  - Do not be shy to ask staff for directions. We will be in the halls to welcome you.
  
- **Parent drop off and pick up procedures** – Do not stop in front of the school since it is a no stopping zone. Obey posted signs. City of Windsor Traffic Enforcement has been known to issue tickets.
  
- **Use the laneway east of Massey** by entering from Norfolk, dropping your students opposite the cafeteria, then exiting onto Liberty. Students still use their assigned entrance. Please, do not drive around the school or through the staff parking lot. This is the same for drop off and pick up.
  
- **Nutrition break protocols** – Your teacher will have the schedule. Students will eat in class according to a staggered schedule. Water fountains are covered but the refill stations work so you may refill your water bottle. Microwaves, fridges, vending machines, and cafeteria are not available.

- **ATTENDANCE** – late and absence processes
  - **LATE** – Classes start at 9:05. Students that arrive late are to report directly to class. The teacher will mark them late if it is not a parent approved excused late (for example morning appointment or flat tire. Leave early in poor weather, as that is not an excuse).
  - Students who are habitually late may be referred to the vice principal for counselling and progressive discipline.
  - **ABSENCES** – Parents / guardians must contact the school as early as possible but no later than 12:30 PM on the day of the absence. Two methods for contacting the school:
    1. Create a planned absence in Edsby using your Edsby parent account.
    2. Call the school, 519-969-2530, choose the appropriate extension (#1 for grades 11, 12 or #2 for grades 9 and 10). Leave first and last name, spell it please, date, and basic reason for the absence. If for only part of the day, leave the times as well.
  - **Students that come after 9:05 or leave before 12:50 due to appointments**  
Parents / guardians – please, call or submit an Edsby planned absence prior to the start of the school day. The teacher will confirm the absence in the computer or contact the office to clear the absence. The absence must be cleared before the student is allowed to leave the classroom.
- Only come to school if your cohort is scheduled for that day. If you have a spare for one period then you do not come to school that week.
- Classes will be 225 minutes with breaks. On your at home, online day (when the other cohort is a school – students are expected to log in for asynchronous online learning provided by their teacher. Asynchronous will not be live with a teacher online. Work provided may be practice or extension of work done in class. It may be the process and production of projects, assignments, essay, research, presentations, etc. It may be completed with flexibility (not during class hours). It may be completed offline as well (e.g. posted assignments done with pen and paper).
- Your afternoon class will be synchronous (with a teacher) online for 75 minutes.
- Please, call the school to resolve matters or to book an appointment. Visitors will sign in at the main office. 519-969-2530
- Breakfast/nutrition programs – packaged snacks may be made available for delivery to the classroom. Do not visit guidance or the office for snacks.
- **EDSBY** is the main communication tool for Massey. This includes students, staff, administration, and parents / guardians. Information for students is posted in Massey Announcements.
- Parents / guardians that have provided an email address will automatically be sent an invite to activate their Edsby account if they do not already have one. If you did not provide an email then please, contact the school so we may add it.
- Phone messages may be sent using School Messenger. Information is also posted on our website. [Massey Website](#)