



Lake of Two Mountains
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**AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE**

**UNE
EDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE**



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD
www.swlauriersb.qc.ca



LTMHS Back to School Plan 2021-2022

Revised: November 15th, 2021

The Back To School Plan will be revised as needed throughout the year. Each time it is revised, a copy will be sent by email to our families and posted on our website.

Masks

Procedure masks need to be worn at all times including school buses, classrooms, common areas such as the cafeteria (except when eating), the library, the Oasis, Resource Rooms and while circulating in the hallways.

Masks are not compulsory outside the school building, in physical education classes and in music classes. **As of November 15th, masks are not compulsory in classrooms.**

It should be noted that in the event of a heat wave, it will be permitted to remove the mask in class once all students are seated in their respective seats.

The school will continue to ensure the availability of sufficient PPE (procedure masks for students and staff, visors and when required, goggles or smocks, for teachers).

Parents and visitors in the school

Only authorized visitors (including parents) will be permitted to enter LTMHS.

Visitors and parents/guardians will be required to sign in upon entering and follow the health and safety measures in place, including wearing a face covering, hand disinfecting, and physical distancing. All visitors/parents/guardians must use the P1 front entrance (where the school name is located) and report to the General Office.

Parents will be allowed in the school only to sign their child(ren) in or out. Should a parent/guardian need to meet with any staff member, it is required that the parent communicate with the school to make an appointment in advance. No parent/guardian will be seen without an appointment. The scheduled meeting will either occur by phone, in person, or online depending on the situation.

Hand Washing and Other Preventative Measures

Hand sanitizer stations will be available at all school entrances, common areas and all classrooms. Hand hygiene routines are compulsory and will be reinforced for all students, employees and authorized visitors prior to entering our school and throughout the day.

It is important to note that students will be able to use the sinks available in all washroom facilities and in some of our classrooms.

Physical distancing must be respected at all times. All employees are expected to model physical distancing and hygiene measures with the student population at all times. All members of the school community, students and staff, are prohibited from gathering in groups in confined areas and should refrain from using other people's materials.

Floor decals, posters and various visuals will serve as reminders and guidelines to facilitate physical distancing and hygiene measures within shared spaces and common areas. Signage can also be found on our school grounds.

On the first day of school, staff members will be present to explain to all students what the movement in the school must look like when walking around, and will also indicate to students which doors they can use to enter and leave the school. Corridors are two-way and directions are indicated on the floor.

- Students in **Secondary 1 and 2 will use the front door P 1** to enter the building
- Students in **Secondary 3-4-5 and WOTP will enter using the back door P 15** to enter the building
- Students should use the exits closest to their classrooms or lockers when leaving the building

Cleaning and Sanitizing

Our maintenance team has done a thorough cleaning during the summer. Over the last couple of months, certain classes were painted, new doors were installed within the school, classrooms and bathrooms were disinfected, all to prepare the school to welcome students.

Our maintenance team will follow a very strict schedule of disinfecting and cleaning the school on a regular basis, paying particular attention to the high touch points.

All classrooms are going to be equipped with hand sanitizer bottles and sanitizing spray available for teachers and students.

Recess and Lunch

Morning Recess: All students will be able to circulate in the school during morning recesses. We will encourage all students to go outside the school to enjoy some fresh air and take advantage of the beautiful campus we have. The cafeteria will be open and our caterer will be offering services during the morning recess.

Lunch Time Cafeteria: Students will be able to eat their lunch in the cafeteria, in the OASIS room or outside. Our caterer will offer a service for students and staff who wish to buy their lunch. The menu will be available on our website. The menu offerings will increase as the year progresses. Information on the cafeteria services is available on **our WEBSITE**. Students must respect the directives of the lunch monitor(s) at all times. Again, we will encourage our students to go outside as much as possible to get some fresh air.

Permission to Leave School Property: Students in secondary 1 and 2 are to remain on school property at all times. Students in Secondary 3-4-5 and WOTP may leave school property and it is their responsibility to return to school on time for their classes.

Water Fountains

Water fountains may be used to refill water bottles only. As such, students and staff are encouraged to bring their own refillable water bottle from home. Several touchless water stations have been

installed throughout the school. All of our students received water bottles last June and new students will be receiving them this year.

Washrooms

Students will have access to the washrooms during the day. All washrooms will be disinfected periodically every day following a schedule. During recess and lunch, supervision near the bathroom areas will be increased to limit the risk of gatherings.

Lockers

Students will be assigned a locker and lock on the first day back. The school locks assigned must be used by students. Student supervisors will be available to help students with their combinations.

Transportation

Procedural masks and assigned seating will be mandatory on the buses.

Note that daily bus notes will not be accepted for any changes requesting that students take a different bus other than the one assigned to him or her. Students will only be allowed to take the bus that is assigned to them.

As mentioned in the SWLSB Back-to-School Plan, assigned seats will need to be respected on the bus. The following safety and security criteria are to be respected:

- Siblings should be seated together on the same bench.
- The same two students should remain seated together on the same bench every day. A seating arrangement will need to be respected by all students.
- All students must wear a procedure mask when using school transportation.
- The vehicle must be cleaned every day.
- Parents who can transport their children themselves are, once again, encouraged to do so.
- Transportation providers must implement the school transportation recommendations made by the CNESST. School bus drivers will have access to the necessary personal protective equipment (e.g. mask, visor). The installation of a clear plastic barrier could be an additional option to ensure their safety.
- Students must wash or sanitize their hands prior to getting on the bus in the morning and afternoon. At the end of the day, they can do so in their respective classrooms.
- Bus driver will have extra procedural masks should a student lose or forgot their mask while at the bus stop.

Parents can find the Transportation Back-to-School Information on the SWLSB website, which is currently available by accessing the [Mozaik Parent Portal](#).

Procedures for flu-like symptoms or Positive COVID-19 Cases

It is the responsibility of parent(s) to evaluate their child's health condition and take their temperature prior to sending them to school each day. Students and employees are asked to stay home if they display flu-like symptoms (fever, cough, loss of sense of smell, headache, extreme fatigue) and to follow the online self-assessment tool and steps in the self-care guide found here:

<https://www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/>

Focus for the first days of school

Our team of dedicated professionals are ready to welcome back your child(ren) to school. Our focus during the first week of school will be to reinforce safety measures and the new routine for all students. We will all need to get acquainted with this new way of working on a daily basis. Prevention of COVID-19 will remain our utmost priority.

Student Life

We are pleased to inform you that assemblies, school-wide events (like Colour Clash), extracurricular activities, leadership activities, culture à l'école and field trips will be gradually reimplemented throughout the school year.

Academic and Individualized support

Last year was a challenging year for academic growth. Teachers will be addressing the Quebec Education Program (QEP) with rigor by first establishing a baseline of needs. We will also pay attention to the social-emotional state of our students. It is our goal to continue working on the essential learnings and making sure that students are working at level before the end of the school year

Our two supporting teachers, special education technicians and guidance counsellor will be available to support students in difficulty, in particular students who have a code or who are on an IEP. Within the first month of school, we will share individual teachers' remediation schedules as well as our after school homework program schedule.

Individualized Support

Within the first weeks of school, parents will be able to access their child's IEP in Mozaic Portal. All existing IEPs will be in effect until they are reviewed throughout the school year or as needed.

Distance Education and Homeschooling-Procedure to follow

At the end of the 2020-2021 school year, we closed the virtual campus, and we currently in the process of evaluating the distance learning options that will be offered this year to meet the needs of our clientele. Until then, teachers and school staff who have exempted students on their class lists will be required to provide pedagogical material and services to these students on a weekly basis and ensure they are contacted regularly.

Homeschooling is another option that can be considered. Should you wish to avail yourself of that option, please contact the school board head office at 450-621-5600 extension 1207. All students using homeschooling will be need to be accepted by the school board.

Code of Conduct

The revised Code of Conduct is available on our [website](#) as well as on your child's agenda. It is to be mentioned that in these very trying times, we are counting on the collaboration of each student in making sure that the Code of Conduct is followed adequately. Following safety measures and respecting fellow students and staff members will be required at all times. Failure to follow this direction will result

in a student being asked to stay home. As mentioned before, our utmost priority is to keep our students and staff safe.

Reporting

There will be 2 written communications this year. The first one will be on November 19, 2021 and the second one on April 22, 2022.

There will also be 2 report cards: Term 1 on January 28, 2022 and Term 2 on June 30th, 2022.

Important Dates

Vaccination Day at LTM: September 7th, 2021 (more info to come)

Picture Day: September 22, 2021

Annual General Assembly: September 23rd, 2021, virtual

Curriculum Night: September 23rd, 2021

Parent/Teacher Night: November 25th, 2021 and March 24th, 2022.

Schedule and Courses Offered

LTM will be following its regular schedule with all students back on Wednesday September 1st in person. They will be greeted by our staff team and we will guide them properly. Students will also be provided with a paper copy of their schedule on the first day of school.

LTM will be offering all options classes and some enriched classes, when applicable. Schedules will be made available to all parents and students on the [Mozaik Parent Portal](#) on the first day of school.

Students will have until Friday September 10th 2021 to request a modification in their schedule and until Thursday September 30th for course changes pertaining to math and science at the senior levels. In order to request a schedule modification, students need to fill out a form that they can obtain at the front office. No requests will be treated after these dates. Only a valid reason will be accepted for modifying a schedule. Please note that we will do our best to accommodate your request and modify the schedule. However, we need to take into consideration several factors and some requests might be denied.

It is also important to note that all schedules can be changed by us during the first few days of school as we are still working on the timetables.

Communication and On-line Platform

The main communication system used by LTM is email. All important information is always communicated with our families through email. We also post very valuable information on our website. A lot of information can be found there, especially under the Parent Information tab. You can also connect with us through our Facebook page at <https://www.facebook.com/ltmhs/>

It is imperative that all parents be able to access the [Mozaik Parent Portal](#). The school file of your child(ren) is available on that platform. This will also be the platform used by a majority of our staff to communicate with you. If you have any trouble logging onto the Portal, please contact Emy Turpin at eturpin@swlauriersb.qc.ca or by phone at extension 8318.

In the first weeks of school, teachers will be informing students and parents of the educational platforms that they will be using during the school year. The platforms will also be listed in Mozaik for easy reference. The plan will be in place in the eventuality of a class or school reverting to online teaching.

Communication is essential and we remain available should you have any questions. Our school team looks forward to working together in what promises to be an exciting school year. Please do not hesitate to contact us either by email or phone:

C Shousha Principal	ext 8310	cshousha@swlauriersb.qc.ca
C Fiset Staff Assistant	ext 8316	cfiset@swlauriersb.qc.ca
H Symons Receptionist	ext 8300	hsymons@swlauriersb.qc.ca
L Davis Secretary	ext 8315	ldavis@swlauriersb.qc.ca
M Lalancette Guidance	ext 8317	mlalancette@swlauriersb.qc.ca
J. Gallagher Special Education Technician	ext 8327	jgallagher@swlauriersb.qc.ca

We are looking forward to welcoming our students and families back to school on Wednesday!

Christina Shousha
Principal
Lake of Two Mountains High School