



Conseil des
écoles publiques
de l'Est de l'Ontario

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**A Guide for Parents and Guardians of Students of the Conseil
des écoles publiques de l'Est de l'Ontario (CEPEO)
2021-2022**

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BACKGROUND AND INTRODUCTION

The health and safety of our students and staff remains our priority for the 2021-2022 school year.

School teams will put in place a series of measures to reduce the risk of COVID-19 spread (for example, hand-washing schedule, masking, physical distancing, frequent cleaning). You can read about these measures in the Ontario provincial government's 2021-2022 Reopening Ontario Schools Guide, which is regularly updated.

During the 2021-2022 school year, schools and school boards may have to adopt, at any time, alternative modes of operation depending on public health recommendations. CEPEO teams are mobilized to ensure the implementation of concrete plans, if necessary.

This guide is based on five guiding principles:

1. Health and safety of students and employees;
2. Students and employees well-being and mental health;
3. Continuity of learning and teaching;
4. Compliance with Ministry of Education guidelines;
5. Compliance with directives and recommendations of public health authorities.

The measures set out in this guide are subject to change, depending on the evolution of the health situation and the instructions of government and public health authorities. We ask that you regularly visit cepeo.on.ca/retouralecole, follow our social media and read your emails to stay up to date on the latest developments. Additional resources will also be available on the [CEPEO website](#).

Please note that the latest updates to this document are highlighted in yellow.

SCHOOL ATTENDANCE

GENERAL TERMS & CONDITIONS

For the 2021-2022 school year, parents and guardians can choose the mode of school attendance (face-to-face or virtual) that best suits them.

Face-to-face mode:

Parents can choose to enrol their children in the traditional in-school, in-person program. For more information on enrollment in CEPEO schools, please visit: <https://cepeo.on.ca/retouralecole/#inscription>.

Virtual mode:

Parents can choose to enrol their children in the Virtual School Learning Program (PAVE). For more information on how to register, please visit: <https://cepeo.on.ca/pave/>.

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|--|---|
| <p>Elementary school students, from kindergarten to Grade 8, will go to class 5 days a week.</p> <p>Students will receive 300 minutes of instruction per day and remain in the same cohort throughout the day.</p> | <p>Schedule in quadrimestre mode</p> <p>Students of the following schools will attend school 5 days a week and will be subject to a quadrimestral schedule (2 courses for periods of about 9 weeks):</p> <ul style="list-style-type: none">É.s.p De la SalleÉ.s.p Maurice-LapointeÉ.s.p Omer-DeslauriersÉ.s.p Louis-RielÉ.s.p Gisèle-LalondeÉ.s.p L'HéritageÉ.s.p Le Sommet <p>For full details, please download the school calendar (in French)</p> |

Schedule in semester mode

Students from the following secondary schools will attend school every day according to the semester mode schedule:

Virtual Learning Program for Schools (PAVE)

É.s.p L'Alternative

É.s.p Rivière Rideau

É.s.p L'Académie de la Seigneurie

É.s.p Marc-Garneau

É.s.p Mille-Îles

É.s.p L'Équinoxe

É.s.p Pierre-de-Blois

For full details, please download [the school calendar](#) (in French)

All high school students will receive 300 minutes of instruction per day.

VIRTUAL SCHOOL LEARNING PROGRAM (P.A.V.É)

CEPEO continues to offer students from kindergarten to Grade 12 the opportunity to do their program remotely from home as part of the Virtual School Learning Program (P.A.V.É) during the 2021-2022 school year.

The program's website (<https://cepeo.on.ca/pave/>) explains how it works and how to register for the 2021-2022 school year. This information can also be found on the CEPEO Parent Portal.

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|--|---|
| <ul style="list-style-type: none"> • The full range of the elementary curriculum will be offered, including the new Mathematics Curriculum Framework for Grades 1 to 8. • For students from Kindergarten to Grade 6 students, parents must ensure that: <ul style="list-style-type: none"> ○ Their child is connected virtually according to the school schedule that will be communicated to them and is accompanied during the day. ○ An adult remains in close proximity to the child or children for any emergency because online teachers will not be able to supervise and respond to an emergency at home. | <ul style="list-style-type: none"> • Students in Grades 7 to 12 are more self-reliant. However, parents remain an essential support to ensure that their children attend classes. • All courses offered at the secondary level correspond to compulsory subjects in accordance with the Ontario Ministry of Education. They are available on a demand basis, just as they are in a conventional school. • At the secondary level, students participate in synchronous learning programs with their teacher (by subject) and asynchronous (autonomous course work or curriculum-related teamwork, personal studies and support periods) during their school day. In addition to the schedule prescribed by the PAVÉ, students have the opportunity to register for a course offered by the Consortium d'apprentissage virtuel de langue française de l'Ontario (CAVLFO), by following the Consortium's prescribed procedures. |

CHANGE IN SCHOOL ATTENDANCE

Throughout the year, it is possible to change a child's mode of school attendance (for example, from virtual mode to face-to-face mode) by following these steps:

- After creating your account on the [CEPEO Parent Portal](#), you can request to change your choice of school attendance mode by selecting "In-person" or "Online" at any time.
- Your application will remain "Pending" until it is approved by the administration. Once your application is approved, you will receive a confirmation email and an integration plan for your child's new class.

- Available capacity and health measures required by government and public health authorities could affect the processing times of your application.
- CEPEO is committed to processing your requests as soon as possible, with courtesy, respect and professionalism.
- Applicable terms and deadlines can be found on the [CEPEO Parent Portal](#) and the [CEPEO website](#).

SCHOOL CALENDARS

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|---|--|
| <p>You can consult the basic calendar by following this link (in French).</p> <p>The dates for the staggered start of kindergarten and garden students will be communicated by your child's school.</p> | <p>You can consult the calendars by following this link (in French).</p> |

STUDENTS WITH SPECIAL NEEDS

SYSTEMIC CLASSES

- Systemic-class students will attend school full-time at the elementary and secondary levels.
- A transition period is foreseen for students who participate in separate classes at the end of August. Staff will accompany students to familiarize them with the staff, premises and routines. Physical distancing and masking measures will be implemented and reviewed with students. The school administration will contact parents to provide them with more details.
- Access to the sensory room will be limited to one student at a time. Each student will have his or her own sensory storage bin.
- A colour will be assigned to each student (e.g., by way of a colour poster with the student's photo). This colour will be used to identify the student's workspace, equipment, work tower and bins.

- A room where one can accompany and supervise students will be provided in case of difficult self-regulation. The room will be cleaned after use.
- A space for active learning will be created in the classroom. Students will have access, one at a time, to different devices (e.g., stationary bicycle, trampoline, etc.). The equipment will be disinfected after each use.

SUPPORT FOR STUDENTS WITH AN INDIVIDUALISED EDUCATION PLAN (IEP)

Pedagogical support and the implementation of an Individualized Education Plan (IEP) will continue to be provided based on the recommendations and strategies developed for each IEP student. These strategies can be adapted to virtual mode.

CLEANING, SAFETY AND HYGIENE MEASURES

To ensure maximum safety, schools will be vigilant in adopting a health plan with multiple reliable measures. These measures will help to limit the risk of COVID-19 spread while adhering to instructions from the provincial government and Public Health Ontario.

AWARENESS OF SAFETY AND HYGIENE MEASURES

Teachers will educate students about the symptoms associated with COVID-19. Teachers will also emphasize with learners the importance of immediately speaking to a staff member if they experience any of the symptoms and think they are infected.

HAND HYGIENE

Hand hygiene involves washing or disinfecting hands to reduce and eliminate germs that contribute to the spread of COVID-19. Please refer to Public Health Ontario's [How to Wash Your Hands \(PDF\) fact sheet](#).

- Soap and water will be preferred as this is the most effective method.
- Alcohol-based hand sanitizer dispensers (ABS) of at least 60% will be available in areas where hand washing is difficult. Alcohol-based hand sanitizer can be used by children.
- Hand sanitizer bottles will be installed near all school entrance doors, in portable classrooms and throughout the facility.

- Hand hygiene will be practiced systematically:
 - arriving at school in the morning;
 - before entering the classroom, resource centre, computer lab and gymnasium;
 - returning from recess or lunch time;
 - before and after eating (snack, dinner, etc.);
 - before and after going to the bathroom;
 - after blowing, coughing or sneezing;
 - before and after the use of equipment or a shared surface;
 - leaving school at the end of the day.

MASKS / FACE COVERINGS AND BREATHING ETIQUETTE

We encourage you to teach your child how to put on, wear and remove their mask safely in preparation for the school year. All requests for medical exemption from wearing a mask should be addressed to the school's principal. Please see this video for more information on wearing the mask ([follow the link](#)) (in French).

The guidelines for wearing a mask are intended to reduce the transmission of the virus that causes COVID-19. This virus is transmitted from one person to another by droplets (projected by speech, cough or sneezing) that can remain suspended in the air and fall on surfaces shared with others. To respect the sanitary guidelines, facial tissue and rubbish bins accessible without contact (for example with a pedal or open basket) will be available and visibly positioned in every utilized space.

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|--|--|
| <ul style="list-style-type: none"> • NEW- Kindergarten and garden students are required to wear a non-medical or cloth mask inside the school, in the classroom, in the hallways and on school buses. • Students in Grades 1 to 8 will be required to wear a non-medical or cloth mask inside the school, in hallways, in the classroom and on school buses. • Masks may be temporarily removed indoors during the practice of specific activities listed below. Security measures will remain in effect by maintaining a minimum of | <ul style="list-style-type: none"> • Students in Grades 9 to 12 will be required to wear a non-medical or cloth mask inside the school, in the hallways and in the classroom. • Masks can be temporarily removed indoors for the specific activities listed below, maintaining a minimum of two metres between cohorts and as much distance as possible within a cohort: |

two metres of physical distancing between cohorts, and as much distancing as possible within a cohort. It is allowed to remove the mask:

- for physical activity with little contact ([Physical Education and Health](#)).
- for eating or drinking ([use of cafeteria and meal protocols](#)).

- Students are not required to wear a mask outdoors. However, respect for physical distancing between cohorts should be encouraged whenever possible.
- Students will need to purchase their own non-medical or cloth masks. However, non-medical three-ply cloth masks will be made available to students.

- for physical activity with little contact ([Physical Education and Health](#)).

- for eating or drinking ([use of cafeteria and meal protocols](#)).

- Students are not required to wear a mask outdoors. However, respect for physical distancing between cohorts should be encouraged whenever possible.
- Students will need to purchase their own non-medical or cloth masks. However, non-medical three-ply cloth masks will be made available to students.

SCHOOL / PHYSICAL INFRASTRUCTURE CLEANING / VENTILATION

The cleaning of spaces will take place assiduously. In addition, frequently touched surfaces will be thoroughly cleaned and disinfected regularly (twice daily at a minimum). Cleaning frequency will be adjusted according to surface use.

Ventilation

The School Board meets all departmental ventilation requirements and will continue to optimize air quality in its schools by improving ventilation and filtration. Please refer to Ministry of Education instructions [here](#).(In French)

For schools without mechanical ventilation ([follow this link to see the list of schools](#))

- Portable air filtration units (HEPA) will be added in all learning spaces including gymnasiums, libraries, cafeterias, daycares, administrative spaces and prefabricated buildings.
- Windows will be opened to maximize fresh air intake and air circulation.

For mechanically ventilated schools ([follow this link to see the list of schools](#))

- Portable air filtration (HEPA) units will be added in all kindergarten classrooms;

- MERV-13 air filters in mechanical ventilation systems will be installed and filters will be frequently changed throughout the year;
- Ventilation systems will be operated two or more hours before and after school occupancy;
- Heating, ventilation and air conditioning systems will be calibrated for maximum air flow and increased fresh air intake;
- The exhaust ventilation system will be verified based on an established inspection schedule and in accordance with industry standards.

STUDENT SAFETY

Six (6) evacuation (fire) drills and two lockdown drills will take place as mandated by law. Health and safety instructions, including physical distancing, will be applied during these exercises, which will be supervised by school staff.

VISITORS AND VOLUNTEERS

The presence of visitors (parents, volunteers) **is not allowed at this time**. Details will be provided shortly by your child's school.

Parents are encouraged to contact the school by email or telephone whenever possible.

VACCINATION

Please consult the various Government of Ontario and Public Health resources on COVID-19 vaccination: <https://cepeo.on.ca/immunization/>

WELLNESS AND MENTAL HEALTH

CEPEO is committed to creating a caring school environment that promotes mental health and well-being, and helps facilitate the return to school of all students. Mental health support services will continue to be provided to students in need, regardless of their chosen mode of educational delivery (face-to-face or virtual).

At the beginning of the school year, teachers will offer students an awareness module adapted to their school level.

Resources are also available to students and parents on the [CEPEO website](#).

If you are, or someone you know is confronted with a mental health or addiction emergency, please visit your local hospital emergency services or call 9-1-1. It is always important to get the immediate help you need to maintain your well-being. There are professionals who are ready and

available to assist you.

If you are unsure of the extent of your mental health challenges or would like to discuss your situation, contact Telehealth Ontario at 1-866-797-0000 or the local Child and Youth Crisis Line at 1 (877) 377-7775.

Children and youth can also talk to a counsellor 24 hours a day, 7 days a week by contacting Kids Help Phone at 1-800-668-6868 or by texting TALK at 686868.

The Hope for Wellness Help Line for First Nations, Métis and Inuit is also available at 1-855 242-3310 or <https://www.hopeforwellness.ca>.

DAILY STUDENT SCREENING / COVID-19 CASES AND SYMPTOMS

DAILY SCREENING OF STUDENTS

Parents whose children are attending school face-to-face must complete the COVID-19 Symptom Self-Assessment Form each morning before arriving at school. Self-assessment forms are available on the [CEPEO website and on the school's website](#).

| DETAILS FOR SECONDARY (Grades 9 to 12) |
|--|
| Students in Grades 9 to 12 must confirm daily, in their classroom, that they have completed the COVID-19 Symptom Self-Assessment Form available on the CEPEO website and on the school's website . |

COVID-19 Confirmed cases reporting for students

- Please refer to the [Government of Ontario Operational Guidelines for COVID-19 Case Management](#).
- School boards must report to the Ministry of Education on a daily basis all confirmed cases of COVID-19 in their school community. Confirmed cases of COVID-19 in our schools are listed on the CEPEO and schools website through government websites and local health units, when information is available. Please note that only positive cases confirmed by public health authorities are listed.

SCHOOL OPERATION

STUDENTS ARRIVAL AND DEPARTURE

- Spaces will be identified to accommodate students. Signage and posters will be used to guide your child.
- Hand sanitizing stations will be located in every school entrance.
- One entry and one exit will be identified for each cohort. School staff will coordinate assignments.
- Staff will be present at bus drop-offs to ensure the safety of all student groups.
- Students who arrive late will be required to access the school through the main door, which will be staffed by a supervisor and equipped with a hand sanitizing station.

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|--|---|
| <ul style="list-style-type: none">• Upon arrival at school, students will be required to wear a non-medical or cloth mask (Kindergarten to grade 8), sanitize their hands, adhere to signage posted in hallways, and comply with prescribed physical distancing.• Upon entering the school, all students will be directed and accompanied to their classroom by a staff member.• At the end of the day, school exiting will be coordinated in a cascading class mode to allow smooth traffic in the corridors, stairs and towards buses. | <ul style="list-style-type: none">• Specific routes will be assigned to the different school grades for classroom entry and exit.• Upon school entry, students will be required to wear a non-medical or cloth mask, sanitize their hands, adhere to signage posted in hallways, and comply with prescribed physical distancing.• At the end of the day, school exiting will be coordinated in a cascading class mode to allow smooth traffic in the corridors, stairs and towards buses. |

CIRCULATION IN THE SCHOOL

- Groups will be assigned different points of entry and exits to their classes wherever possible.
- Where possible, some grades will be limited to certain areas (or floors) of the school.
- Corridors and stairs will be identified for one-way traffic where possible.
- Access doors to hallways, stairs and classrooms will remain open to minimize handle contact during peak hours or in high traffic areas.
- Visual and physical cues, such as tape on the floor, signs or posters on the walls will be placed on school premises to respect distancing when standing in rows or in line.

WATER FOUNTAINS, WASHROOMS AND ELEVATORS

- Where possible, only automatic fountains (without a push button) will be available to fill water bottles.
- In cases where classrooms have individual toilets, the protocol for cleaning washrooms must be respected or their use will be prohibited.
- The elevator will only be used by one person at a time, unless there are special circumstances. If an adult accompanies a student in the elevator, wearing of a mask will be mandatory for both adult and student (from Kindergarten to Grade 12), except by special authorization.

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|---|---|
| <ul style="list-style-type: none">• A schedule for access to washrooms will be established to minimize contact and limit travel in the corridors. Every second sink and urinal will be blocked. | <ul style="list-style-type: none">• Washrooms will be designated by level of education. Every second sink and urinal will be blocked. |

CLASSROOM LAYOUT

- The amount of non-essential furniture will be reduced.

- Larger classes will be moved to larger spaces, if possible.
- Rugs will be removed.

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|--|---|
| <ul style="list-style-type: none"> • Kindergarten and preschool learning areas will be reorganized and the number of children in each learning area will be limited to allow for proper distancing. • Classroom furniture will be placed in rows with respect to distancing. Teamwork tables will be allowed to remain if space permits. • Visual cues and directional signs will be installed to promote the prescribed distancing and safe traffic. | <ul style="list-style-type: none"> • Classroom furniture will be placed in rows in a way that respects recommended distancing. |

SCHOOL SUPPLIES AND PERSONAL EFFECTS

- The use of common equipment is permitted. This is why regular hand hygiene and respiratory etiquette will be imposed, in order to minimize the risk of infection from common equipment.
- Team work will continue to be fostered between students while respecting the required distancing.

OUTDOOR PLAY AND PLAYGROUND

- The use of playground equipment is permitted when proper hand hygiene and respiratory etiquette is applied.

PRIMARY LEVEL CLARIFICATIONS

Students will remain in their cohort during outdoor recess.

Wearing the mask can be removed outdoors, but physical distancing must be respected as much as possible.

REST PERIODS FOR PRESCHOOL AND KINDERGARTEN STUDENTS

- Blankets and personal stuffed animals will be permitted but must be kept in the backpack and used only during rest.
- No toys from home will be allowed.
- The use of mats/rest mats, which belong to the school, is permitted. These will be disinfected after each use and or identified on behalf of a student.
- If space is limited, children will position themselves in a feet-to-head or feet-to-feet alignment.

LUNCH TIME

| ELEMENTARY (Kindergarten to Grade 8) | SECONDARY (Grades 9 to 12) |
|---|---|
| <ul style="list-style-type: none">• Each student should bring their own labeled water bottle and lunch box to keep with them without sharing.• Distribution services for milk and pizza cartons will be authorized.• It is recommended that elementary students eat dinner at school to reduce travel and contact with the outside world during the school day. A second self-assessment must be done by the parent for their child before they return to school in | <ul style="list-style-type: none">• Each student should bring their own labeled water bottle and lunch box to keep with them without sharing.• High school students are allowed to dine off campus. A second self-assessment must be done before they return to school.• Cafeterias can be used as follows:<ul style="list-style-type: none">○ Capacity limits for cafeterias should be set so as to allow a distance of two meters between cohorts, and as |

the afternoon.

much distance as possible within cohorts.

- The use of the microwave is permitted.

USE OF SPECIALIZED CLASSES

COMMON SPACES

Common classrooms, libraries, and computer and technology laboratories are permitted. When different cohorts interact in common indoor spaces, it is important to wear masks at all times and maintain the greatest possible distance between cohorts.

GYMNASIUM

We will advise shortly the details on how physical activities will be conducted.

MUSIC ROOM

Details regarding the operation of music programs will be sent shortly.

GATHERINGS, FIELD TRIPS, SPORTING, ARTISTIC AND CULTURAL ACTIVITIES

School assemblies and other student or school gatherings are permitted though they must meet safety requirements.

Clubs, sports teams and extracurricular activities are allowed. Cohorts can interact externally provided they maintain safe physical distancing. Cohorts can also interact indoors while respecting mask wearing and physical distancing.

SCHOOL PICTURES

Taking school year pictures is allowed. Your child's school will provide you with all the details related to taking the school year portrait.

EDUCATIONAL CENTRES AND DAYCARE SERVICES

The terms and conditions of service, including enrollment, transitions between regular school and pre/after school programs, as well as health and safety measures will be communicated to parents by service managers.

SCHOOL TRANSPORTATION

- Mask use will be mandatory for kindergarten (maternelle) and preschool (jardin) students.
- Wearing a mask will be mandatory for students in Grades 1 to 12.
- Wearing a mask will be mandatory for drivers.
- Each student will be assigned a seat. For Ottawa School Transit Consortium (CSTC) bus users, the assigned bus seat can be viewed on the [Parent Portal](#). The bus seat assigned by the Consortium de transport scolaire de l'Est (CTSE) will be communicated to you by the school, upon request.
- The CSTC will contact each family by email to confirm the status of students and to disclose details related to stops, pick-up and drop-off times.
- The CTSE invites parents to visit its [website](#) for complete details.
- To report any change in your child's status, please contact the [CTSO](#) or [CTSE](#).

NUTRITION PROGRAM

Nutrition and food programs administered by a third party as well as non-teaching food events (such as a pizza day) are permitted.

COMMUNICATIONS

CEPEO management and school principals will continue to communicate with parents on a regular basis through email, websites and social media.

The [CEPEO website](#) is updated regularly.

Please inform the school secretariat by email of any changes in contact information to allow us to contact you promptly.