

# UGDSB Secondary Instructional Information

## The UGDSB Secondary Model

To start the school year, and to facilitate a smooth and safe return to school, UGDSB is focused on reducing the number of in person hours for students in order to allow for smaller cohorts and physical distancing. Students will attend their classes five days a week and receive the full 300 minutes of instruction each day. However, to start the school year, students will attend in person for 150 minutes each day with their classroom teacher, and will then work remotely from home for 150 minutes, receiving remote learning support.

The work in preparing for the return of students has focused on student and staff safety, while at the same time maximizing the in-person class time for students, and finding the appropriate balance between the two. This schedule allows students to be cohorted into smaller classes, as well as meeting the limit of 100 direct or indirect student contacts over a one week period as outlined by the Ministry. This model also eliminates the need for a lunch break, and the concerns related to students potentially leaving the building, congregating in different groups, and then re-entering the building.

It is our intention to open the first quadmester using this approach and then to reevaluate it each quadmester thereafter. Our goal remains to have students attend in person, full time as soon as possible.

## Timetable Information

We thank students and parents for their patience over the summer months as we have worked to finalize our model. In order for UGDSB schools to be up and running in early September, students will not be able to switch between in-class instruction and remote learning for the first quadmester at this time. Students will be given an option to change from in-person to remote, or from remote to in-person, for the second quadmester (please see the Quadmester Chart linked below). It is also important to note that only essential timetable change requests will be accepted leading up to the beginning of school.

Schools will provide students with their timetables the week of September 8, 2020.

## Information for Students Who Selected In-Person Learning

Students will attend their period 1 class for week 1, followed by their period 2 class for week 2, then period 1 again for week 3, and period 2 again for week 4 and so on. This schedule will repeat for approximately 10 weeks until the end of the quadmester.

### In-Class Instruction

Students who selected in-person learning will receive 150 minutes of direct in-class instruction each day from their classroom teacher, similar to what student would receive during a normal school day. This time will include large and small group instruction, opportunities for guided and independent practice of skills, with frequent, descriptive and timely feedback from the classroom teacher. Teachers will utilize learning tasks to engage student interest and stimulate their thinking using a range of assessment and evaluation tools in order for students to demonstrate their understanding.

### Remote Learning Support at Home

During the 150 minutes per day when students are working from home, students will receive remote learning support. This support will be provided through a combination of synchronous (real time) and asynchronous (not real time) learning activities, and will be provided by other Upper Grand teachers who have the necessary instructional based expertise. This time may include students working independently and in small groups while engaged in a virtual classroom with the teacher overseeing their learning and available for questions. This is also an opportunity for teachers to meet with students as needed to address specific learning needs. In cases where a student is unable to participate in remote learning, teachers should be informed, and they will make curriculum and assessment accommodations on an individual basis. Students will not be required to be 'online' for this entire period, but rather engage in synchronous (real time) learning opportunities when appropriate to do so. Teachers will also be flexible with respect to accommodating those students who may not have access to reliable internet.

### Staggered Entry

UGDSB secondary schools will open with a staggered entry model. This will allow our students, in smaller numbers, to become familiar with the new health and safety protocols and routines that have been put in place in our schools. In addition, changes in late August to the number of students enrolled for in-person vs remote learning caused significant changes to staffing in our high schools and pushed back the timeline for completion of the staffing process. In order to ensure the safety of our students and to provide additional time for staffing our schools, our original schedule for staggered entry has been revised.

September 8 and 9 are needed for school reorganization, including the movement and hiring of teachers to support our re-entry plan, as well as to staff our Secondary Remote Learning School.

Students in our specialized class placements (i.e., DD classrooms) will begin school as scheduled on Tuesday Sept. 8 and will attend full days, every day thereafter. Thursday, September 10 and Friday, September 11 will be used to support new grade 9 students with orientation. Where necessary, grade 9 students will be divided into groups to ensure physical distancing; schools will communicate with grade 9 students to inform them which group they are in. **Students in all grades (grade 9-12) will begin instruction on Monday September 14.**

All students enrolled in the Secondary Remote Learning School will begin on Monday September 14 (please see below for more information).

## Quadmester 1 and 2 Schedule

The schedule for Quadmester 1 and 2 can be found [here](#).

## Cohorting, Smaller Class Sizes, and Sample Timetables

### a) Students who attend CHSS, EDHS, WHSS and NDSS

For the most part, these schools do not have cohorts as they already have smaller class sizes. Where needed, some classes in these schools will be divided through the use of additional teachers in order to reduce the number of students and to maximize physical distancing. Students at CHSS, EDHS and NDSS will attend in-person for the morning and will return home in the afternoon to receive remote learning support. Most students at WHSS will attend in the morning, but there will be some classes that will run in the afternoon. WHSS will communicate this schedule to students and families.

Below is a sample timetable for these schools. Please keep in mind that schools will have bell times that may differ slightly from what is listed in the time column of the table below. Schools will communicate information specific to their site no later than **Friday, September 4th at 4:00 pm.**

## Sample Timetable for (a) schools - Week 1

Time	Monday				
9:00 - 11:30	All students: In Class for Period 1				
11:30 to 12:45	All students are dismissed and return home Lunch for staff				
12:45 to 3:15	All students: Period 1 Remote Learning Support at Home (see above for details)				

## Sample Timetable for (a) schools - Week 2

Time	Monday				
9:00 - 11:30	All students: In Class for Period 2				
11:30 to 12:45	All students are dismissed and return home* Lunch for staff				
12:45 to 3:15	All students: Period 2 Remote Learning Support at Home (see above for details)				

***\*Teachers will accommodate those students who will need more than the 75 minutes of travel time in order to get home and begin their afternoon.***

**b) Students who attend CDDHS, ODSS, WSS, CWDHS, GCVI and JFR**

Students in these schools will be divided into cohorts where necessary in order to ensure smaller class sizes. Students in these schools will be assigned to Cohorts A or B for their period 1 class, and C and D for their period 2 classes.

Students who are transported to school through board-provided transportation will attend classes in the mornings and will be assigned to Cohort A (for period 1) and Cohort C (for period 2). Bus students will be transported home after their morning classes each day. Students who do not take board-provided transportation may be in Cohort A, B, C, or D and this will be communicated to students by schools directly.

All students will be informed of their cohort by their home school no later than **Friday, September 4th at 4:00 pm.**

Below is a sample timetable. Please keep in mind that schools will have bell times that may differ slightly from what is listed in the time column of the table below. Schools will communicate their exact schedule closer to the start of classes.

### c) Students who attend CCVI

Students at CCVI will be divided into cohorts where necessary in order to ensure smaller class sizes. Students will be assigned to either Cohort A or B for their period 1 class, and Cohort C or D for their period 2 classes.

It is not possible to have all bus students attend in the morning due to the large number of bus students attending CCVI. As such, some bus routes will run in the morning, with a return at lunch, and others will pick up students midday and return them at the end of the school day. Students who walk to school will be assigned accordingly to balance out the remainder of each cohort.

All students will be informed of their cohort by their home school no later than **Friday, September 4th at 4:00 pm.**

Below is a sample timetable. Please keep in mind that schools will have bell times that may differ slightly from what is listed in the time column of the table below. The school will communicate their exact schedule closer to the start of classes.

### Sample Timetable for (b) and (c) schools - Week 1

Time	Monday				
9:00 - 11:30	Cohort A Period 1 In Class  Cohort B Period 1 Remote Learning Support at Home (see above for details)				
11:30 to 12:45	Cohort A dismissed and returns home* Cohort B arrives for afternoon start time Lunch for staff				
12:45 to 3:15	Cohort B Period 1 In Class  Cohort A Period 1 Remote Learning Support at Home (see above for details)				

## Sample Timetable for (b) and (c) schools - Week 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 11:30	Cohort C Period 2 In Class				
	Cohort D Period 2 Remote Learning Support at Home (see above for details)				
11:30 to 12:45	Cohort C dismissed and returns home Cohort D arrives for afternoon start time Lunch for staff				
12:45 to 3:15	Cohort D Period 2 In Class				
	Cohort C Period 2 Remote Learning Support at Home (see above for details)				

***\*Teachers will accommodate those students who will need more than the 75 minutes of travel time in order to get home and begin their afternoon.***

## Transportation

Questions related to student transportation should be directed to Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS). Information can be found on their website [www.stwdsts.ca](http://www.stwdsts.ca) and/or the office may be contacted at (519) 824-4119 OR 1-888-292-2224.

Bus route information for student riders will be available online August 31, 2020. For bus route information, please login at: [www.findmyschool.ca](http://www.findmyschool.ca) and click "Student Login".

Those who are eligible for transportation may choose to opt out of busing by contacting STWDSTS or go to the [www.stwdsts.ca](http://www.stwdsts.ca) home page to use the Opt-out form. The student rider will be removed from the bus list and marked as "not riding." However, if the student rider requires busing in the future, the parent/guardian can call STWDSTS to re-assign their child to the bus.

For inclement weather information during the school year, please visit the Transportation website [www.stwdsts.ca](http://www.stwdsts.ca) or follow them on Twitter @STWDSTS.

## Information for Students Who Selected UGDSB Remote Learning School (SRLS)

Students who chose remote learning rather than attend in person will be enrolled in the UGDSB Secondary Remote Learning School. Students in the remote learning school will continue to be in a quadmestered model and will follow the same weekly schedule as the students attending in person for their period 1 and 2 classes. In the remote learning model, students will continue to receive 300 minutes of instruction per day through a combination of synchronous and asynchronous learning opportunities.

Students will connect with their remote learning teachers as per the sample schedule below. In this model, students will need to stay enrolled in the online model for the duration of the quadmester.

Teachers will continue to provide accommodations, modified expectations, and alternative programming to students with special education needs, as detailed in their IEPs. However it may not be possible to meet a student's needs through synchronous learning. Please contact your classroom teacher if you have these concerns.

Students will continue to have access to assistive technology, including Special Equipment Amount (SEA) equipment, where possible, to support students with special education needs as they participate in remote learning.

In situations where a student's needs cannot be met through synchronous learning, or where a student cannot use assistive technology due to their special education needs, teachers will work with students and parents to determine workable solutions or, on an individual basis, apply for an exemption from synchronous learning.

Student attendance will be taken daily. Parents will be contacted in the case of an unexpected absence, in accordance with board attendance protocols. In cases where a student is unable to participate in a synchronous learning session – for example, their device is not working properly – teachers should be informed in order to support the student.

Parents and students are to contact their home school if they require access to technology. In early September students and families can expect to be contacted by staff from the Remote Learning School to confirm their timetable, first day instructions as well as any other information students will need prior to the commencement of classes.

### Staggered Entry

Students enrolled in the full-time remote learning program will start school on September 14.

## Course Selection

Initial plans regarding course selection was to provide students with a menu of options for the first quadmester. Unfortunately, this will not be possible with over 1,400 students having selected the remote learning option. Instead, staff from the SRLS have been reviewing students' homeschool timetables, and will be assigning each student to two (2) courses for the first quadmester based on their current course selections. This will allow for maximum flexibility should students choose to return to their homeschool for subsequent quadmesters. Students in the SRLS will be informed the week of September 8-11 with respect to their course selections and timetable.

## Sample Timetable and Daily Schedule

Students and parents will be provided with a daily schedule or timetable that includes 300 minutes of learning opportunities, with a combination of synchronous and asynchronous learning activities. Programming will be based on the full Ontario curriculum for each course and include opportunities for guided instruction, large and small-group learning, synchronous check-ins, and asynchronous independent work.

The scheduled synchronous learning sessions will be communicated to parents and students. Teachers will provide some flexibility to students on an individual basis when students are unable to participate in synchronous learning.

Below is a sample timetable for students who are enrolled in full-time remote learning.

### Sample Week 1 Period 1

Time	Schedule
9:00 – 10:00	Live Synchronous Teaching
10:00 – 10:50	Synchronous and asynchronous learning continues (i.e., small group check ins, etc.)
10:50 to 11:30	Asynchronous Learning Activities for students
11:30 to 12:30	Lunch
12:30 to 1:30	Live Synchronous Teaching
1:30 to 2:25	Synchronous and asynchronous learning continues (i.e., small group check ins, etc.)
2:25 to 3:00	Asynchronous Learning Activities for students



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## Process for Exemption from Synchronous Learning

Students may be exempted from the minimum requirements for synchronous learning stated above, on an individual basis.

In early September, a process will be outlined to obtain and acknowledge the receipt of exemption forms. Requests for an exemption must be made in writing. Exemption from synchronous learning may be requested by parents or by students who are 18 years of age or older, and students who are 16 or 17 years of age but have withdrawn from parental control.

To support meaningful access to education, alternative learning approaches will be provided for exempted students – for example, correspondence or print material, that is based on the individual student's needs and circumstances. Additional supports for parents will also be considered. Exempted students will be provided with a daily schedule or timetable in accordance with the 300-minute instructional day.

Parents and students will be informed of the names and contacts of staff supporting the SRLS to assist with questions, concerns and issues that they may be experiencing related to remote learning.

As soon as more information becomes available with respect to the SRLS, it will be posted at <https://www.ugdsb.ca/srs/>