



# RE-OPENING GUIDE

FALL 2020 - SECONDARY SCHOOL - GRADES 6-12

## IMPORTANT DATES:

New Student Orientation  
August 23-26

Virtual Open House  
August 26 - 30

Online Health and Safety Student Orientation  
September 1

Staggered Start to the School Year  
Sept 2-13



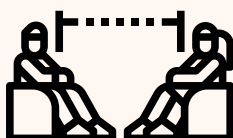
## WHAT IS A HYBRID SCHEDULE?

As we prepare for the start of the new school year we are taking proactive steps to ensure the health and safety of our students, teachers, faculty and staff. As our director stated in recent communication, we are starting our year with a hybrid schedule where 50% of students will attend school for one week at a time, while the remaining 50% of students student at home.

- Students will be divided into two Cohorts (A & B).
- Siblings across all grade levels will belong to the same cohort.
- Cohort A attends school in Week A and completes online work in Week B
- Cohort B completes online work in Week A and attends school in Week B
- Teachers will use the “flipped classroom” model and provide direct instruction online prior to meeting in person. All resources will be uploaded on Google Classroom to guide the students. Teachers will dig deeper into conceptual learning when students attend school in person.

In the coming days we will share the Cohort list with you. We will also be available at our Virtual Open Houses and, as always, by email or phone.

# GENERAL SAFETY GUIDELINES



- All staff and students will be required to wear masks at all times and follow social distancing guidelines, on campus, in the classroom and on the bus.
- Students in PE and Choir will be required to provide their own face shield in addition to their mask and wear one or the other as directed by their teachers for specific instructional situations
- The PE curriculum has been adjusted to focus on personal fitness, health education and individual sport skills. Contact sports will not be allowed in P.E. classes. Whenever possible, the P.E. classes will be held outdoors.
- Arrival, breaks during the day and dismissals will be staggered to prevent large groups from gathering.
- Hallways will have directionality markers that must be followed.
- Students will wait in distanced single file lines outside the classroom and enter when invited by the teacher.
- Classrooms and common areas will be disinfected frequently.
- Frequent hand-washing will be required of all students and staff.
- Teachers will ask every student to sanitize their hands before entering the classroom. Each student will be allowed to visit the bathroom once per each block to wash their hands.
- Teachers will be provided with clorox spray to spray the desks at the end of each class. Students are then required to wipe their own desks with tissue and throw it in the trash can on their way out of the classroom.
- Arrival and dismissals will be staggered to prevent large groups from gathering.
- Students will arrive straight to class.
- There will be no morning lines at the field.
- There will be no after-school activities, community events or assemblies.
- Students are not be allowed to use lockers during hybrid learning due to health and safety protocols.

## STAGGERED START

We have planned for a staggered start to the school year to allow for grade 6 and grade 9 orientation during the first week as well as for IB students to begin attending classes. See schedule below for who will be on campus as we reopen:

Date	Who is on Campus?
Tuesday Sept 1	IB 12 students  All other Middle and High School students will participate in a Health and Safety Orientation at home through Zoom with Advisory and Home Group teachers.
Wednesday Sept 2	Cohort A Grade 6  Cohort A Grade 9  All Y1 and Y2 IB Students  (Virtual Grade 7 Welcome Back Day on Zoom)
Thursday Sept 3	Cohort B Grade 6  Cohort B Grade 9  All Y1 and Y2 IB Students  (Virtual Grade 8 Welcome Back Day on Zoom)
Sept 6th-10th	Cohort A - All Grades and All IB Students
Sep 13th-17th	Cohort B - All Grades and All IB Students

## ONLINE ONLY PROGRAM

We have an option for families not comfortable with on campus learning.

We will offer a "study along" plan where families can choose for a specific term that their child "never" attends the application and practice sessions on campus.

They will miss out on experiences that deepen the learning in the onsite week but would complete all activities assigned by the teacher. If this option is selected, students are expected to work independently from home on what was uploaded to Google Classroom and submit work by the deadline.

Students are also expected to utilize office hours to reach out to their teachers. Once the deadline for starting this option has passed (Sept 6th for Term 1), students cannot opt in or out until the end of Term 1.



# CLASS SCHEDULES



High School Schedule	85 / 65 Mins		100% Online and 50% Hybrid				
	Block 1	Block 2	Nutrition (25)	Block 3	Lunch (45)	Block 4	
	7:55 - 9:25	9:30 - 10:55	10:55 - 11:20	11:20 - 12:45	12:45 - 1:25	1:25 - 2:50	
Sun - Day 1	1	2		3		4	
Mon - Day 2	5	6		7		1	
Tue - Day 3	2	3		4		5	
Wed - Day 4	6	7		1		2	
	Block 1	Block 2	Nutrition (40)	Block 3	Block 4	Lunch (40)	Block 5
	7:55 - 9:00	9:05 - 10:10	10:10 - 10:50	10:50 - 11:55	12:00 - 1:05	1:05 - 1:45	1:45 - 2:50
Thu - Day 5	3	4		5		6	7

Middle School Schedule	85 / 65 mins		100% Online and 50% Hybrid				
	Block 1	Nutrition	Block 2	Lunch (45)	Block 3	Block 4	
	7:55 - 9:25	9:25 - 9:50	9:50 - 11:15	11:15 - 11:55	11:55 - 1:20	1:25 - 2:50	
Sun - Day 1	1		2		3	4	
Mon - Day 2	5		6		7	1	
Tue - Day 3	2		3		4	5	
Wed - Day 4	6		7		1	2	
	Block 1	Nutrition (40)	Block 2	Block 3	Lunch (40)	Block 4	Block 5
	7:55 - 9:00	9:00 - 9:40	9:40 - 10:45	10:50 - 11:55	11:55 - 12:35	12:35 - 1:40	1:45 - 2:50
Thu - Day 5	3		4		5	6	7

**Advisory (Sunday + Wednesday: 8:05 - 8:30) Block 1 begins at 8:35 on Adv. days**

## A NOTE FOR IB STUDENTS

IB students (G11 & G12) will attend in both cohorts as they are smaller classes. Larger classes will be accommodated either in a larger space or divided into two spaces on campus.

IB certificate students will attend their full schedule (IB classes & AD classes) with their assigned cohort and will attend their IB classes with the alternate cohort (they are not to attend their AD classes with the alternate cohort).

This means that certificate students may arrive at school for their IB classes during the alternate week and if they have a gap period, they will go to the library with a pass from the office for self-study. They are still expected to complete online work independently for their AD classes during the alternate week.

## VISITOR POLICY

Visitors will only be allowed on campus if they have a pre-approved appointment. All visitors will have their temperature taken at the gate and if it is 37.5 or higher will not be allowed upon campus. All visitors must wear a mask and practice social distancing.

Visitors to the campus must sign in and sign out at gate one. The sign in/out sheet contains the visitors name, phone number, date, time in, time out, person whom they are visiting, and their ID number. Visitors must leave campus upon completion of their appointment.

All parent meetings will be held through virtual meeting platforms.

## DISMISSAL PROCEDURES

Dismissal for secondary school will follow the same schedule throughout the hybrid model.

Once students are dismissed, they will be accompanied by their last block teacher to the bus/car gates.

Students are expected to leave straight away and are not allowed to loiter inside the building or on campus. Gatherings and loitering near exit gates will not be permitted. Parents and/or drivers are asked not to congregate near gate 1.

2:30 - Grades 6 and 9  
2:40 - Grades 7 and 11  
2:50 - Grades 8, 10 and 12

Students departing by bus will leave from gates 5 and 6. Students departing independently should use the designated gates assigned alphabetically by last name:

- Car riders at gates 1, 2, 9, & 10
- Greens residents at Greens gate

Students will remain supervised in the open areas around gates 1, 2 and picnic tables, with individual students or sibling groups seated 2 meters apart.

All independent travelling students must be picked up between 2:30 pm and 2:50 pm. Busses depart at 3:05 pm, at 3:10, the campus is closed to students. We ask for your cooperation with this as we are not able to provide supervision after 3:10 pm.



## STUDENTS OF CONCERN

During these challenging times, the school's capacity to manage particular behaviors may be limited. As such, it is important that students follow school rules with a greater degree of independence.

Unfortunately, students who cannot meet the new AIS expectations will not be permitted to attend on campus. As always, teachers and staff will monitor the emotional well-being of students and parents are also asked to share any concerns with their child's class teacher or divisional counselor.

Our counselors, teachers and administrators are trained to work with a variety of student issues and as we reopen, will be monitoring for the following closely:

- Reluctant students (not agreeable to coming to school, have difficulty separating from parents, refuse to enter the building, make excuses during the day to be sent home)
- Social / emotional concerns (including new concerns because of new class, teacher, environment, friendships)
- Behavior / disciplinary issues
- General academic concerns
- Late and absent patterns in students
- Child protection issues

## CAFETERIA CHANGES

Food vendors will be selling pre-packed ready made snacks and meals. Social distancing in lining up must be maintained. Prices will be rounded up to multiples of LE5 to avoid the exchange of cash. Students are encouraged to pack their own snacks and lunch from home to avoid waiting in line. Food vendors will close at 2:15pm. Students are not allowed to buy food after dismissal at the end of the day.

## THE NEW NORMAL

We appreciate your support, patience and flexibility as we embark on this new learning experience. Please continue to share your feedback with us as we are all living in a new normal. Despite the changes, we promise to continue to put students first. We are confident that our plan will keep all students and staff safe while providing a high quality education.

Your partners in education,



Mark Tennant  
Principal



Alia El Shishiny  
High School Assistant Principal



Chelsea Armstrong  
Middle School Assistant Principal

## VIRTUAL OPEN HOUSE

We are happy to invite you to our special Virtual Open House sessions to welcome you to our unique new school year! We will be providing you with essential information, but will also set time aside to answer all of your questions. We will send Zoom invitations via email 28 hours before each open house. Attendance is mandatory for students and strongly encouraged for parents.

Parent Open House Events	
August 26	1:00 Grade 9 2:00 Grade 10
August 27	11:00 Grade 11 and Grade 12 12:00 Grade 6 1:00 Grade 7 and Grade 8

Student Open House Events	
August 27	2:00 Grade 9
August 30	10:00 Grade 6 11:00 Grade 10 12:00 Grade 7 1:00 Grade 11 and Grade 12
August 31	10:00 Grade 8