

September 13, 2020

To R.H. King Academy Students, Parents and Guardians,

We hope this message finds you and your family members well. As we approach the opening day of school for our students, we have some school re-opening and new school year information we hope you will find helpful as you plan for the week ahead. As information changes often, we want to remind you to access both the TDSB [Return to School](#) website and [R.H. King's website](#) regularly to get the latest and most updated information. There is an abundance of detailed information on the Board's Return to School Website and we will highlight some of the relevant information for you here and in subsequent communications. We will also follow this message with a Frequently Asked Questions (FAQs) information sheet to further assist our students and their families.

Here is a summary of information that we will share in this message:

1. School Start Date
2. Toronto Public Health (TPH) Health and Safety Protocols
3. School Start Times and Entry Procedures
4. Secondary School Four-Day Schedule
5. Student Time Tables for Quad 1
6. School Uniforms (Relaxed Expectations)
7. Access to Student Services and Guidance Counsellors
8. School Visitors
9. School Offices Construction Over the Summer and Ventilation Update
10. Access to Water Fountains, Cafeteria and Washrooms
11. School Library Use

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1. School will begin on Thursday, September 17, 2020.
 2. Toronto Public Health (TPH) has worked closely with the TDSB since May 2020 to provide schools with health and safety protocols that are being closely adhere to in order to re-open safely. Details of these measures can be found [here](#). **It is essential that students understand the importance of adhering to physical distancing, the wearing of masks while inside the school and regular hand washing as ways to minimize the chances of catching or spreading infectious agents.** Please reinforce these expectations in your conversations at home. In particular, please continue to be aware of physical distancing once school is over and students visit local eating and retail establishments and use public transit.
 3. School will begin each day at 8:45 am and end at 12:30 pm. As [student verification of at-home pre-screening](#) will take place every morning at the entry doors, students can expect delays while awaiting school entry. Students are to use either a [Health Screening Paper Pass](#) or the [Health Screening App](#) to record their pre-screening data. This will be checked daily on entry. We thank you for your patience as we operationalize and normalize these procedures. Teachers will be accompanying students for mask and comfort breaks outside, as weather permits.

Entry Procedures: Different entry points have been created for R.H. King Academy Staff, other TDSB staff and visitors, and students. **Students will be using the front entry doors (#18) for grades 9 and 12 and the west entry doors (#5) for grades 10 and 11.**

4. Like all other secondary schools in the TDSB, R.H. King Academy will be following a quadmestered, 4-Day schedule. Students will be taking 2 courses at a time with live, in-person classes 2-3 times per week. A summary of the Quad dates and an infographic of the 4-Day schedule can be found [here](#).
5. The migration of a large number of students to the TDSB’s Virtual School and the move to a quadmestered schedule required the re-building of a new schedule at our school. This process has involved teaching staff re-deployment which has delayed our ability to provide student time tables until early the week of September 14th. **The Quad 1 student timetables will be sent to each student’s TDSB email account via School Messenger between September 15 - 16. The timetable will be password protected using the format of student birthdate (MM/DD/YYYY).**
6. With the focus on student well-being and mitigating some of the challenges our families have had accessing uniforms from our supplier, we have decided that a relaxed version of our school uniform is appropriate during pandemic protocols. **Our students will be able to wear a King-identifying top that can consist of any uniform top, any King-specific spirit wear (gym/club/council/team/event-created top) and a House button on their bags or clothing.** We will be providing our new grade 9s with an alternate to a uniform top, as well. The hope is to improve student comfort and convenience (financial, hygienic, personal) as they return to a very different type of learning and school environment and to promote all of the amazing and varied activities and associations King has to offer via spirit wear. At any time, students will be able to wear their King uniforms. Students with Phys.Ed. on their time table will be allowed to wear their gym attire to school as that will be their only class for the day. This year, we will have new issues and concerns to manage and a relaxed uniform expectation will allow our student and staff focus to shift to those areas.
7. Our Guidance Counsellors and Student Services Staff (our school social worker, psychologist and child and youth worker) are available to support our students and their families virtually. Students requesting course changes due to program requirements or summer school may reach out to their Guidance Counsellor and complete a [Course Change Request Form](#). Please note that given the new quadmestered structures and reduced number of classes, course changes will be limited.

Student Last Name	Counsellor	Email
A-H	Alison Cole	alison.cole@tdsb.on.ca
I-Q	Jason Podur	jason.podur@tdsb.on.ca
R-S	Mirela Ilisan	mirela.ilisan@tdsb.on.ca
T-Z	Don Halliday	don.halliday@tdsb.on.ca

8. Parents/caregivers who require a meeting with a teacher/school staff member to discuss non-emergency issues, will do so by phone or virtually where possible.
All school visitors must:
 - Call or email the school directly (416.396.5550) first to make appropriate arrangements.
 - Wear a mask. Masks will be provided if needed.
 - Conduct a COVID-19 health screening at the designated school entrance (**Door #19**).
 - Enter the school through the main school entrance (**Door #19**).
 - Sign-in and out for safety and contact tracing.
 - Physically distance to the extent possible while in the office.
9. This summer, construction work took place to make our main floor, school office and Student Services office AODA (Accessibility for Ontarians with Disabilities Act) compliant and barrier free. Some final work continues to take place. The TDSB has been working over the summer to review building ventilation and filtration systems and is implementing a number of strategies to improve ventilation in our schools and increase the volume of fresh air to the maximum extent possible. These strategies include:
 - Schedule HVAC systems to start 2 hours prior to the school day, to flush the school with fresh air.
 - Ensure that exhaust fans are running and keep them running for additional time at the end of the school day.
 - Ensure clean filters are installed prior to the start of the school year and inspect regularly to ensure they don't become clogged or hinder airflow.
 - Increase the frequency of filter changes from 4 times per year to 6 times per year to maintain performance.
 - Ensure that HVAC exhaust grills are clean and that air supply grills are not blocked or closed off.
 - Follow recommended maintenance measures for air handling systems including inspection and replacement of filters.
 - If mechanical ventilation is not available, open windows to provide outdoor air.
10. We have also installed a barrier free water dispenser and water fountain. Due to TPH protocols, our water fountains will not be functioning but water dispensers will be enabled. We encourage students to bring personal, refillable water bottles (initially filled at home) to use during breaks to remain well hydrated during the day.
Our Cafeteria services were closed last year and will remain closed this year. In addition, there will be no access to the school cafeteria and food delivery services (Uber Eats, Skip the Dishes) will not be accepted. Washroom breaks will be permitted but restricted to one student per classroom at a time and occupancy in washrooms will be limited to 50% of typical capacity. Signs will be posted outside washroom doors to indicate the maximum occupancy rate and decals will be affixed to the floor to indicate where students should line up to wait for the washrooms to become available. Washrooms will be cleaned twice daily and high touch surfaces often throughout the day.
11. The School Library will be open for one period out of two in each quadmester and our Teacher-Librarian will be supporting students and staff as we adapt to a new model of teaching and learning. Online resources will continue to be curated but book loans will be restricted as we develop new protocols for health and safety in the Library Commons.