



Welcome to PACE!

Student Handbook

2021-2022

School Contact Information

PACE @ PCVS

201 McDonnell Street
Peterborough, Ontario
K9H 2W1

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Daily Schedule:

Period 1: 8:45 – 10:00 am

Period 2: 10:10 – 11:25 am

Period 3: 11:35 – 12:50 pm

Period 4: 1:00 – 2:15 pm

Success starts here!

DAILY SELF-ASSESSMENT:

All students and staff members will be asked to self-screen at home each day before coming to school, using a checklist provided by the local Health Units. Any person who is displaying any of the symptoms listed in the self-assessment, such as a fever, will need to remain at home. This will apply in all cases, even if the symptoms are minimal or seem like just a minor cold.

According to the self-assessment, **you should not come to school** or attend work if:

- You have been in close contact with a confirmed case of COVID-19
- You have any of the following symptoms:
 - Fever
 - New or worsening cough
 - Shortness of breath
 - Difficulty breathing
 - Sore throat
 - Headaches
 - Diarrhea
 - Unexplained fatigue/malaise/muscle aches
 - Chills
 - Runny nose/nasal congestion without known cause
 - Nausea/vomiting
 - Pink eye (conjunctivitis)
 - Difficulty walking
 - Abdominal pain
 - Decrease or loss of sense of smell or taste

COVID-19 CONFIRMED OR POTENTIAL CASE:

What if a student or staff member becomes ill?

The KPR board has specific illness protocols in place, based on the direction and recommendations of our local Health Units. Our protocol includes the following steps:

- Frequent reminders that students and staff **must not attend school if they are sick**, even if symptoms resemble a mild cold.
- Staff who become ill will be sent home immediately and directed to contact the Health Unit regarding testing.
- Students who become ill while attending school will be isolated in a separate room with staff supervision, at least two metres away from other students. Families will be contacted to pick up their child or teen immediately, as well as any siblings.
- Kits with sanitizer, masks and other personal protective equipment will be provided for anyone who becomes ill at school, for use by the ill individual and the staff member attending to them.
- Spaces and items used by individuals who are ill will be thoroughly cleaned and disinfected after use; items that cannot be easily cleaned will be removed.
- If COVID-19 is ruled out by the Health Unit, the individual may return to school after 48 hours of being symptom-free.

What if the Health Unit confirms a case of COVID-19?

If the Health Unit indicates there is a suspected or confirmed case of COVID-19, the school will take all steps advised by Public Health. These will include:

- The Health Unit will take over responsibility for management of the illness and contact tracing. The school will keep daily records of everyone who was in the school building, and share that information with the Health Unit.
- The individual who tested positive will not be allowed to return to school until they are cleared by the Health Unit.
- Public health officials will determine any additional steps that may be required, including possible declaration of an outbreak and any impacts on specific classes or schools.
- The Health Unit will provide information and advice to the school and school board, for sharing with all families at the school.
- For students who will be away from school for an extended period, learning materials will be provided.

What happens if there is an outbreak and classrooms or schools are closed again?

All affected students will be provided with materials and instruction for learning from home.

If someone in my family has been exposed to COVID-19, should I let the school know?

Yes, if any family member has been exposed to COVID-19, please contact your local Health Unit and let the school know.

MASKS:

Who needs to wear a mask at school?

All students in Grades 4-12 will be required to wear a mask, while Kindergarten to Grade 3 students will be encouraged to wear a mask. All staff will be required to wear masks as well. Medical masks and eye protection (face shields) will be provided for all teachers and other educational staff in the school.

What if I feel I need to be exempted from wearing a mask?

Provincial COVID-19 requirements allow reasonable exceptions to the requirement to wear masks. For example, students with chronic respiratory illnesses (such as asthma), those with special needs and those who have sensory challenges may be exempted from wearing masks, and an appropriate Plan of Care will be put in place. If you have any concerns, please speak with your school principal.

Will the school provide masks?

A. Families are encouraged to provide masks for their children and teens. Cloth masks are recommended, since they are reusable, can be washed daily, and are more environmentally friendly. Schools will also have a supply of reusable, cloth masks available for students who need them.

Are face shields acceptable or does it have to be a mask?

Students may choose to wear a face shield brought from home; however, Grades 4-12 students must wear a mask even when wearing a face shield.

When will masks be required during the day?

A. Grades 4-12 students will have to wear masks most of the time they are indoors, including in hallways, entrances, during classes, and while they are riding the school bus. Secondary students will be able to remove their masks when having their lunch or snacks in the classroom.

What if students refuse to wear a mask, remove it constantly or are singled out because they can't wear a mask?

As with all protocols, students will be expected to follow the school code of conduct and safety rules. Staff will work with families to find ways to ensure their children understand that masks need to be worn. Where students are exempted from wearing a mask for health or other reasons, and an appropriate Plan of Care is in place, teachers will help other students in the class to understand, respect and be sensitive to their peers' needs.

DRINKING FOUNTAINS, REFILL STATIONS, AND PERSONAL WATER BOTTLES:

All drinking fountains will be closed. Students will be encouraged to bring a labelled water bottle to school, and refill stations will be open for students and staff to fill their own water bottles. Refill stations will be treated as high touch surfaces that will be cleaned often throughout the day.

FREQUENT HANDWASHING:

Handwashing reminders and opportunities will be part of the regular routine every day. Students will be reminded how to wash their hands effectively using soap and water, and how to use hand sanitizer. Handwashing hygiene will include:

- signs throughout the school and reminders by staff regarding proper hand hygiene
- touchless sanitizers in shared areas throughout the school and sanitizer available in every classroom

- reminders to use proper hand hygiene when arriving at school, before and after eating or drinking, after using the washroom, after playing outside, when their hands are physically dirty, when they cough or sneeze, and before and after removing or putting on masks.

PACE Student Expectations:

Course Work:

- All course work is to be completed in class. Work completed at home may not be evaluated. Regular and constructive feedback from your classroom teacher is essential for your success.
- Senior courses dropped or withdrawn after the midpoint will be recorded on your transcript with a mark.
- It is the general expectation that students registered in the day school will strive to complete a course every six weeks. It is your responsibility to discuss unforeseen circumstances that may interfere with meeting this expectation.

Class Breaks:

- Breaks are not to be taken during class except with teacher permission. There is a 10 minute break between periods to use the washroom and attend to personal issues.

Absences:

- Absences must be reported to the campus secretary
- You are expected to attend the class in which you are scheduled
- Consecutive absences of 15 days or greater without a medical note will result in removal from the school register (for students over 18 years of age).
- Consecutive absences of 15 days or greater without a medical note will result in a referral for attendance support (for students under 18 years of age)
- Consecutive absences of 15 classes within a course will result in the removal of that course/section. Please note this could affect status as a full time student.

Signing Out:

- Students are expected to attend all of their assigned classes. If you leave the school property any time during school day, you must sign out in the main office and unless authorized by administration.
- Students under the age of 18 yrs. are required to have parent permission to sign-out.

Progress Tracking:

- Teachers track your progress. Through discussions with you, your parents/guardians and other teachers, a variety of strategies will be utilized to help you succeed. Regular and consistent contact will be made with you, and where appropriate, your teachers or administration.

On Property Issues:

- Smoking and vaping are not permitted on school property. Doing so is subject to fines from the Tobacco Enforcement Officer. Un-lit cigarettes should not be visible in the school building.
- We are happy to have you on school premises as long as you are attending classes or have other appointments at PACE.
- Mobile phones should be powered off or set to silent/vibrate function.

- Your cooperation is appreciated in moving away from the foyer, hallways and front of the school when you are finished your classes for the day. This assists others in staying focused on their class work.

PACE Dress Code:

- Students are to dress in a manner which is appropriate for school, the workplace or a school trip. What is considered inappropriate is at the discretion of administration and teaching staff at PACE.
- Any clothing which displays alcohol, illegal substances or demeaning/obscene language or images is unacceptable.
- Overly revealing tops and bare midriffs, or excessively revealing bottoms may not be worn to school.
- The wearing or display of bandanas is not permitted.
- Students wearing inappropriate clothing will cover up with another piece of clothing or turn their shirt inside out.
- Tattoos which displays inappropriate language, images or symbols will need to be covered.

Code of Conduct:

- All students are expected to familiarize themselves with the Code of Conduct. It is posted in classrooms and on the school website.
- Bullying of any kind is unacceptable. If you are being bullied contact the school, your teacher or administration for support. The Report bullying on-line link is provided below.

Communications:

- Announcements can be found posted on the TV monitors on the 1st and 2nd floor foyers.
- Students are encouraged to download the Edsby App and visit the PACE School Talk group to learn about upcoming events.



PACE School Talk

Links

PACE website <http://pace.kprdsb.ca>

Kawartha Pine Ridge District School Board website <http://www.kprdsb.ca/>

Report Bullying (Parents or Students): http://kprforms.kprdsb.ca/Report_Bullying/report.asp