



TAIE INTERNATIONAL INSTITUTE

WELCOME BACK TO TAIE !

The staff at TAIE is very excited to be coming back to the school soon, and especially to interact with the students once again.

School just isn't the same without you!

We hope you feel the same, but we understand that you might be unsure about what it will be like when you finally get here.

We are attaching a Return to School Handbook to this letter in order to orient students with what to expect when we come back.

All over the world, everyone is having to adapt to the "***new normal***" and adopt new habits in the interests of Health and Safety. We are no different.

This Handbook will explain some of these changes.

In the most important way, however.....***Nothing at TAIE has changed !***

The main reason you are coming to TAIE is to achieve academic success. As always, our goal at the school is to help you succeed academically.

If you have the ***Desire***, the ***Drive***, and the ***Discipline*** to work hard to achieve your goals, we will help you to succeed, and be accepted at the University or College of your choice.

So, despite the changes we have had to make at the school, your focus must continue to be academic.***Nothing at TAIE has really changed !***.....

TAIE is committed to Student Success and we are here to help you in any way we can.

We look forward to seeing you soon!

Faculty and staff of TAIE International Institute



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**BACK
TO
SCHOOL
ORIENTATION
BOOKLET
FOR
STUDENTS,
PARENTS
AND
GUARDIANS.**



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WELCOME BACK TO TAIE !

Returning to In-Class Instruction at TAIE

The purpose of this booklet is to orientate all students to the changes that TAIE has made at the school for your safety and wellbeing. This booklet will also tell you what you can expect as we return to TAIE for in-Class Instruction.

What students “MUST DO” when Returning to TAIE.

Parents and Guardians:

Please discuss the following “MUST DO” elements of returning to school with the students and help them understand how important it is that they follow the guidelines.

Students

Here are the new habits you “MUST” adopt as we return to the school:

Covid-19 Self Assessment

Wearing Masks

Hand Hygiene

Observe Physical / Social distancing

Covid-19 Self-Assessment

Before you leave for school in the morning, please review this checklist for Covid-19 symptoms.

The Ministry says: All staff and students who are experiencing new or worsening symptoms consistent with COVID-19 must not attend school and should seek appropriate medical attention as required, including getting tested at a COVID-19 testing centre.



COVID-19

Do you have any of the following:



Fever



Cough



Difficulty breathing



Sore throat,
trouble swallowing



Runny nose



Loss of taste or
smell



Not feeling well



Nausea, vomiting,
diarrhea



Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?



Have you returned from travel outside Canada in the past 14 days?



If you answered YES to any of these questions, go home & self-isolate right away. Call Telehealth or your health care provider, to find out if you need a test.



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Wearing Masks

The Ministry says: Students in Grades 4 to 12 will be required to wear masks indoors on school property. Students may wear their own non-medical masks, and non-medical masks will also be made available for students.

Students on school buses must also wear a mask while on the bus.

Public transit in Toronto (the TTC) also requires that riders on both buses and subway trains wear a mask as well as on TTC property

If you arrive at the school without a mask, a disposable non-medical mask will be provided.

You will not be allowed to enter the school without a mask.

Teachers and other staff will also be required to wear masks while on school property.

Video on How to Wear a Non-Medical Mask of Face Covering Properly:

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>

Hand Hygiene

This is especially important after washroom usage and before and after eating lunch.

The Ministry says: Hand hygiene refers to hand washing or hand sanitizing to remove or kill the virus and is **the most effective way** to reduce the transmission of organisms.

TAIE will ensure the supply of soap and handtowels in all washrooms and a plentiful supply of hand sanitizer will be available throughout the school, including in classrooms.

ALSO: Avoid touching your face with your hands

<https://www.bing.com/videos/search?q=public+health+toronto+youtube+video+handwashing&docid=608028671767677227&mid=8D4A689DDD9C2D66E0218D4A689DDD9C2D66E021&view=detail&FORM=VIRE>

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

Physical distancing

Students and staff **MUST** get into the habit of observing Physical/Social Distancing.

As you move around the school, keep a safe distance from each other – (6 feet). For example, when you are using the stairs to go up or down, follow the visual cues, and keep your distance.

Unfortunately, but in the interests of safety, the elevator will be taken out of service except in Emergency Situations.



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There will be signs on the wall and stickers on the floor to indicate both direction of movement and safe distances between people, e.g. for those wishing to use a washroom.

The Ministry says: As much distancing as possible between students, between students and staff and between staff members should always be promoted.

And : schools are encouraged to remove unnecessary furniture and place desks with as much distancing as possible, and to allow teachers as much teaching space as possible.

Attendance:

More than ever, regular attendance will be a vital part of returning to In-Class Instruction. Not only has regular attendance always been a vital part of Student Success, but now, it is also a crucial element for Health and Safety as a reason for any absence will be required.

The Ministry Says:

- Schools should follow up with all individuals to determine the reason for any unplanned absence.
- **Encourage** parents/guardians of students who are ill (as well as staff), to seek COVID19 testing at assessment centres, and/or call ***Tele-health 1-866-797-0000*** or their primary care provider to determine if further care is required.
- Students and staff who test negative, can return to school as long as their symptoms are resolved, and once they are symptom free for 24 hours.

Student Action:

If a student is unable to attend class, they will:

- Contact the teacher by Email and advise them of the absence **and the reason.**

Reasons:

1. Unrelated to COVID19 (sore foot, tooth ache, fatigue, over slept, etc)
2. Symptoms of an illness which are similar to those associated with COVID19.

Returning to School:

1. If the absence is unrelated to COVID19, return to class normally.
2. If the absence is due to symptoms that are similar to COVID19, then the student must:
 - A. Step 1
Contact either:
 - Assessment Centre – Example – St. Michael’s Hospital –
 - Tele-Health – 1-866-797-000 – and follow their directions
 - Personal Doctor and follow their directions
 - B. Step 2
Return to school when confirmation of one of the above has been completed, and there are no symptoms for 24 hours.
 - C. Step 3.
Upon return, go to room 404 and report to Mr. Colin before returning to your regular classroom.

If absent due to COVID19, continue may continue with your studies at 2:40. Your teacher will email you the link at 2:40.

Transportation

For students living at Manson Tower, transportation to school is available.



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Before entering the transportation vehicle, students must:

- Check Email to determine if the In-Class Instruction is being offered that day, or will the daily Instruction be synchronous learning. (On-Line)
- Have completed their self-screening assessment.
- Have their identification lanyard.
- Be wearing a mask.

On the bus students must:

- Sit in their assigned seat.

Students living outside of Manson will arrange their own transportation to school, following all relevant safety procedures as required. For example, if a student is travelling by public transportation, a mask **MUST** be worn.

Entry Procedure

Students will be admitted to the school one at a time.

Students will line-up outside the entry door following the visual cues on the sidewalk.

When students enter the school, they must be wearing a mask and their school lanyard for identification.

Students will be given a temperature check.

Upon being admitted, students will follow the signs which will direct them to their classroom.

Students must proceed directly to their classroom, where their arrival will be documented on the Weekly Attendance Record.

Students will be assigned a designated seat within the classroom.

There are no "Common or Social Areas" available.

COHORTING

Cohorting is one of the biggest changes which have been made in terms of how the school has to operate.

The Ministry says: All school boards will adopt timetabling methods that emphasize cohorting of students as much as possible, to limit the number of direct and indirect student-to-student contacts.

This means that each class is required to stay together, or Cohort, as much as possible.

At break times, for example, students in one class are not allowed to mix with students from another class. Instead, they will have to remain in their own class.

Cohorting means that for UPC courses, instead of taking 2 classes per semester, students will only take 1 at a time.

For example, in Semester 2, beginning on September 28, a student will take ENG3U **only** for one month, then take another UPC course for October.



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Lunch Time:

The Ministry Says: - Students are recommended to eat lunch in their classroom with their cohort to ensure chances of contact and transmission are minimized.

The cafeteria will not be available as an area for eating lunch.

Classes will be assigned a “staggered” starts for the lunch periods to minimize the use of the stairs and other areas of the building.

Students may leave the building for lunch. If individuals opt to eat their lunch outside of TAIE, they will need to follow the entry process when returning.

If students do not leave the building during the lunch period, then they will be expected to be in their assigned classroom practicing social distancing.

Students will not be permitted to move about the building during the lunch period.

Timetabling / Instructional Day

Post-Pandemic TAIE Programming:

Cohorting and Safe Programming

Beginning with the 2nd Semester:

October – One Course of Study from 9:00 to 4:00

November – One Course of Study from 9:00 to 4:00

Due to the Cohorting and the other health and safety changes that have been implemented at TAIE, we recognize that to be confined in one classroom with minimal interaction for the 7 hour school day, may not be in best interests of students.

Therefore in the interest of student welfare, for the 2nd Semester, TAIE will offer a modified program delivery.

School Day – 9:00 to 4:00

Instructional Day – 9:00 – 2:30 - 280 Minutes of In-Class Instructional Time

2:40 – 4:00 - 80 Minutes of Asynchronous Learning Time. (On-Line).

- Assignments will be provided by the teacher for assessment and to be completed by the students at home.
- This is not homework.

The Instructional Day will combine direct In-Class Instruction with a period of Independent On-Line Study outside of the classroom.

Students will be dismissed at 2:30 on the understanding that they will complete this section of the Instructional Day at home.

Note: From time to time, to be in keeping with Ministry directives regarding not coming to school if exhibiting potential symptoms of Covid-19, teachers may have to deliver the



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daily lessons on line. Before journeying to school, students will check their Email to determine if On-Line Classes are in effect.

School Environment

You will notice MANY changes when you return.

Here are some of the biggest changes and how these will affect you.

- Classrooms will have less tables and desks to comply with physical distancing.
- Each student will be assigned an individual desk where they will sit every day.
- There are to be no papers, binders or books stored on shelves or desks when class is over. This is to ensure that all surfaces are easily accessible for cleaning and sanitizing.
- Students will not have access to school computers or printers except by special arrangement. Details will be provided on your return.
- The use of paper, e.g. handouts, will be minimized. **Please bring your computer or other digital device to school with you every day.**
- Due to cohorting, there will be no more common areas for staff or students. All the couches have been removed to comply with this requirement.
- The vending machines will be out of service. If you need snacks during the day, please bring your own, **but do not share food with other students.**
- Fresh filtered water will be available for students to fill their own water bottles.
- Please bring minimal personal belongings to the school with you.

Washroom Protocols

There will be separate washrooms for staff and students.

Only 1 person will be allowed into the washroom at a time.

Wash your hands with soap and water for at least 20 seconds after you finish using the washroom.

The washrooms will be cleaned and disinfected on a regular basis by additional cleaning staff which TAIE has hired and who will be on site throughout the School Day.

Orientation

We know this is a lot of information, but don't worry. On the first day back at school, there will be an **Orientation Session** for students in each classroom.

A member of the school's Health and Safety Committee will come around to each classroom to explain this document and try to answer your questions.



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In addition, your Teacher will be ready to help you to adapt to the new school environment and procedures.

Student Success

Meetings with Guidance Counsellors will be arranged online. Appointment times will be given and students will meet 1-1 to discuss items such as study plans, choice of classes, and university applications.

Guidance Website:

A new Guidance website is being developed. This site will assist you in understanding and monitoring your study plan and other information to assist you with your career pathway. You will be able to check exactly where you stand in terms of what you have already achieved and what you still need to do.

Guidance will advise you when the site is ready.

Graduation:

OSSLT:

Students who plan to graduate prior to February 2021, will need to be enrolled in the OSSLC - OLC40 program. Those who plan to graduate after February, 2021, will need to write the OSSLT.

Your Guidance Team will assist you in meeting your graduation plans.

Community Volunteer Hours

This will be a requirement for those students graduating within the 2020 – 2021 school year.

Please discuss Volunteer Hours with your Guidance Counsellor.

All volunteer hours may be completed virtually.

A great way for UPC students to complete their volunteer hours is by volunteering to be a Peer Tutor for ESL Students. If you are interested in this opportunity, please contact:

colinsinclairtaie@gmail.com

Additional Safety Precautions

Toronto is currently in Phase 3 of reopening the city. This has been achieved by citizens following the recommendations of healthcare professionals.

These recommendations currently include:



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Physical distancing.

Mask Wearing. For example, on public transit, inside malls, inside individual stores.

Avoid large gatherings of people.

Stay within your regular social groups, and do not mix with other groups unless strict guidelines regarding masking and physical distancing are observed.

As scientists and healthcare professionals learn more about the virus and how to most effectively contain the spread, these recommendations will likely change. Please educate yourself and keep up to date with new developments.

Please visit this website for updated information and resources.

Canada.ca Coronavirus disease