



## École Secondaire Laurier Macdonald High School

7355 Boulevard Viau,  
St. Leonard, Quebec, H1S 3C2  
Tel.: (514) 374-6000  
[www.lauriermacdonald.ca](http://www.lauriermacdonald.ca)



Dear Parents/Guardians,

As summer is slowly coming to an end and the start of another school year is upon us, we need to take a minute to acknowledge what we are living. These unprecedented times continue to affect how we approach many facets of our lives, including school.

The health and safety of our students, staff, and parents is and always has been our first priority. We have had to take a look at our school and make some changes in accordance with the directives from the Ministry of Education. As such, all students in high school are required to wear a face mask upon entering the building, while in corridors and common areas such as the cafeteria and library. Hand washing measures for all students and staff will be implemented throughout the day, and our caretakers will be cleaning and disinfecting the school, specifically high-touch surfaces, on a regular basis. Emergency kits are available to be used in response to a suspected case of COVID-19.

Due to our new reality the following are some additional changes made to our School Policies. This is an addendum to the policies and procedures that are included in the student agenda and featured on our website.

TOPIC	LMAC PLAN
<b>Arrival of Students</b>	<ul style="list-style-type: none"> <li>• School begins at 9:10 a.m. however doors will open at 8:30 a.m. Students who arrive at this time must have a mask on and must report to the cafeteria until the beginning of classes. Students must respect 2 metre distance and cannot leave the cafeteria until the first bell.</li> <li>• Students must disinfect their hands (sanitizer will be provided) upon entry into the building AND entry into each classroom.</li> <li>• Parents dropping off their children are asked to do so nearest to the assigned student entrance (Sec. 1 &amp; 2 Door 20 via rue Follereau, Sec. 3 Door 14 via the cafeteria, Sec. 4 &amp; 5 main student entrance via rue Terbois).</li> </ul>
<b>Classroom Organization</b>	<ul style="list-style-type: none"> <li>• Students in sec. 1, 2 and 3 will remain in a “closed” classroom. This means that they will remain in the same classroom with the same students throughout each day.</li> <li>• Each student will be assigned his/her own desk and cannot switch desks at any time throughout the duration of the day.</li> <li>• Students in sec. 4 and 5, will travel from one class to another as usual.</li> <li>• Teachers will have a spray bottle and each student will be responsible to wipe down their own desk and chair at the beginning and end of each period.</li> <li>• Students must respect a 1 metre distance from their peers.</li> <li>• Students are <i>encouraged</i> to wear a mask even when they are in class.</li> </ul>
<b>Academic Groupings</b>	<ul style="list-style-type: none"> <li>• Students are grouped according to their programs.</li> <li>• Students who chose CEGEP- required courses will have them in their schedule (e.g. Environmental Science, Math 426/506/Calculus, Chemistry, Physics).</li> </ul>
<b>Course Changes</b>	<ul style="list-style-type: none"> <li>• We have had to consolidate our courses in order to accommodate the academic groupings.</li> <li>• Should there be a mistake (ex: wrong level of Math), please notify the VPs by email in the first week of school.</li> </ul>
<b>Sec 4 &amp; 5 50/50 attendance</b>	<ul style="list-style-type: none"> <li>• Secondary 4 and 5 students will attend school on a 50/50 basis according to last name (a more detailed schedule will follow).</li> <li>• Students are to participate via Google Classroom according to their schedule when they are not in the building.</li> </ul>
<b>Google Classroom</b>	<ul style="list-style-type: none"> <li>• The school has adopted a parallel model of instruction using Google Classroom.</li> <li>• Students must log in using their EMSB email and password.</li> <li>• Teachers will post relevant material for learning as well as assignment/test dates.</li> <li>• In the event that a student needs to quarantine or remain at home due to illness, they should access their Google Classrooms in order to avoid falling behind.</li> <li>• Teachers will not live stream.</li> <li>• Teachers will do their best to communicate with parents as needed,</li> </ul>



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	<p>however they are not expected to work a full day at school and answer emails all evening.</p>
<b>Bring Your Own Device</b>	<ul style="list-style-type: none"> <li>• In order to reduce the amount of paper transmission, LMAC will be adopting a BYOD model for the 2020-2021 school year.</li> <li>• Cell phones are not permitted in the classrooms.</li> <li>• Tablets and laptops will be permitted for use within the classroom provided that it not be a distraction to the student and/or others.</li> </ul>
<b>Support for Students with Special Needs</b>	<ul style="list-style-type: none"> <li>• All students with IEPs will be assigned to one of our Resource Teachers who will be responsible to follow up with the student on a regular basis, in the classroom and by appointment.</li> <li>• Child Care Workers will be assigned to students with particular needs to support their social, emotional and academic needs.</li> </ul>
<b>Textbooks &amp; Novels</b>	<ul style="list-style-type: none"> <li>• There will be no sharing of textbooks or novels. These will be labeled with the student's name and will remain in the class.</li> <li>• Class sets will not be shared between groups.</li> <li>• A record of which book is being loaned to the student (if applicable) will be kept and parents are responsible to pay for lost or damaged items.</li> </ul>
<b>Hygiene measures</b>	<ul style="list-style-type: none"> <li>• There are hand sanitizing stations set up in high-traffic areas of the building.</li> <li>• Each entrance and classroom will have a hand sanitizing station, which students and staff must use each time they enter/exit.</li> <li>• When students go to the washroom, they are expected to wash their hands using soap and water, but will still have to use the sanitizing station in the classroom upon re-entry.</li> </ul>
<b>Masks</b>	<ul style="list-style-type: none"> <li>• Masks are obligatory in the hallway and common areas of the building.</li> <li>• Once outside, the mask can be removed as long as physical distancing (1m from other students, 2m from staff) can be respected.</li> <li>• Masks are encouraged in the classroom.</li> <li>• Masks must be provided by the parents. They can be any color but cannot contain derogatory/vulgar language and/or images.</li> <li>• All masks must be labelled with the student's name.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Some hallways and staircases have been designated as one-way direction to allow better flow of student movement and to limit student interaction.</li> </ul>
<b>Lockers</b>	<ul style="list-style-type: none"> <li>• Access to lockers will be restricted until further notice.</li> <li>• As such, students are encouraged to only bring the materials necessary for the day (binder or folder with loose-leaf, pen/pencil, etc.).</li> <li>• At a later date, we will grant access to lockers and at that time a detailed plan will be shared with the students and parents.</li> </ul>
<b>Washrooms</b>	<ul style="list-style-type: none"> <li>• Students may go to the washroom during lunch. Only the student needing to use the facilities should be in the washrooms; friends can wait outside.</li> <li>• During class time, students require permission from the teacher to go to the washroom. If permission is granted, students will bring a hall pass to indicate their permission to be in the halls. The pass must be disinfected upon returning to the classroom.</li> <li>• Students must use the washroom closest to their classroom (A-Block classrooms use A-Block washrooms, S &amp; C Block classrooms use C Block washrooms).</li> </ul>
<b>Water Fountains</b>	<ul style="list-style-type: none"> <li>• Students need to bring their own filled water bottle(s). ALL water fountains are off limits until further notice.</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>• All students must stay 1 meter apart from other students and 2 meters apart from all staff at all times.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Lunch will be divided into 2 mini-periods to accommodate the student population.</li> <li>• Secondary 1 and 2 students will have access to the cafeteria services and tables from 11:45am-12:15pm. At 12:15pm, students can choose to go to the gym or to go outside in the</li> </ul>



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	<p>supervised area via the cafeteria doors until the end of lunch.</p> <ul style="list-style-type: none"> <li>• At 11:45, students in Secondary 3, 4, 5 can choose to go to the gym or exit the building via the main student doors and return at 12:15 pm if they wish to access cafeteria services and tables until 12:45 pm.</li> <li>• All students must be on time for their 3rd period class beginning at 12:50.</li> <li>• Cafeteria tables have been marked to ensure that distancing practices are maintained.</li> <li>• There will be no access to microwaves.</li> <li>• Students who purchase food from the cafeteria must return their trays and utensils to the designated area and throw any garbage in the garbage cans.</li> <li>• Senior students who purchase food from local establishments may use the cafeteria to eat.</li> <li>• Students who purchase food from local restaurants are not to eat or loiter in the restaurants to allow access to the general public.</li> <li>• Students must respect the rules and regulations of the local business or risk losing the privilege to leave the premises during the school day.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Access to the library will be limited.</li> <li>• Use of the library's computers will be monitored by Mr. Grewal to ensure that the devices are disinfected between users.</li> </ul>
<b>Absences</b>	<ul style="list-style-type: none"> <li>• Parents/Guardians must notify the school in the event that their child will be absent by calling the school number (514-374-6000) and following the automated instructions.</li> <li>• A reminder that any student exhibiting symptoms of Covid-19 must stay home and inform the school.</li> <li>• Absent students should consult Google Classroom to avoid falling behind.</li> </ul>
<b>Early Dismissals</b>	<ul style="list-style-type: none"> <li>• If a student has to leave early, parents/guardians are NOT permitted to enter the school, but must notify the secretaries as stipulated in the Code of Conduct.</li> <li>• Students will still be required to sign-out at the administration office at the time of their departure.</li> </ul>
<b>Dismissal of Students</b>	<ul style="list-style-type: none"> <li>• Upon dismissal, students can exit the building using one of the three designated exits (Door 20 leading to rue Follereau, Door 14 through the cafeteria, and main student entrance leading to rue Terbois).</li> <li>• Students must board the bus/car immediately and may NOT congregate outside.</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Express buses are provided by the STM.</li> <li>• Masks must be worn on the bus at all times.</li> <li>• Students who remove their mask or refuse to wear a mask, will be denied service.</li> <li>• For more information, please contact the STM.</li> </ul>
<b>Mozaik Portal</b>	<ul style="list-style-type: none"> <li>• Report cards and Individualized Education Plans will be posted on the Mozaik Parent Portal.</li> <li>• We are no longer mailing hard copies of these documents.</li> <li>• Parents must provide a valid email address to the school in order to access the Mozaik Parent Portal and to receive all school memos.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• No visitors are allowed to enter the building during the school day without an appointment.</li> <li>• Parents/guardians are requested to call the school if they require an appointment.</li> <li>• Parents who have made an appointment must enter using Door 13 via rue Michelet and must wear a mask at all times while in the building.</li> </ul>
<b>COVID Symptoms</b>	<ul style="list-style-type: none"> <li>• If a student shows symptoms of COVID at school, they must immediately advise their teacher who will assess their state of health and take the actions required by the Ministry Protocol.</li> <li>• A designated room has been assigned for isolation of</li> </ul>



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	<p>students/staff showing symptoms. Any student in the isolation room will be monitored.</p> <ul style="list-style-type: none"><li>• Parents are required to pick up their child immediately if called by the school.</li><li>• Parents should have a back-up plan for student pick-up. No student will be allowed to leave without an adult present.</li><li>• <b><i>Anyone displaying symptoms should call 1-877-644-4545 and follow the instructions on how to proceed.</i></b></li></ul>
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We are excited for school to begin and we are committed to ensuring a healthy and safe environment for all students and staff. We believe in the resilience of our students, families, and staff, and we know that together, we will make this a positive and successful year.

Thank you again for your continued support and cooperation,

Regards,

*C. Celzi*  
Principal  
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