

FALL 2020 SCHOOL RE-OPEN PLAN

H. Hardcastle School Fall Re-Open Plan



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Contingency 1: Enforced Social Distance Guidelines from Province/Health Authority

What are the high-level actions for your school to address the problems or challenges associated with 'normal' resumption of school – as outlined, by department, in the NWSD Division Re-open Plan.

School: H Hardcastle School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
EX: Student Services	Create plan to address Staff Mental Health	<ul style="list-style-type: none"> - Amend staff PD plan to include Mental Health topics. - Weekly check-ins with staff - Mental Health First Aid provided to staff - Protocols to follow for self-assessments - Share Mental health resources (See NWSD Fall Re-open plan p.14) - Inform staff of PD opportunities available 	Principal, Wellness Coordinator	Guidelines for Re-entry into the School Setting, Psychological First Aid (there are also YouTube videos), STF counselling and Wellness services, Saskatchewan Mental Health services, Psychological First Aid Self-care course Dr. Carrington online course	Aug 2020	Ongoing
	Staff who become ill or must remain at home	<ul style="list-style-type: none"> - Sub list provided by NWSD - Internal coverage will be provided in the event a sub cannot be secured - Staff members have designated work already prepared - Seek NWSD direction if sick days are used up - 1 week of emergency sub plans created that can be used in the event of illness. 	NWSD School Admin	Sub handbook prepared	Aug 2020	Ongoing
	Create plan for students who show symptoms that suggest Covid-19	<ul style="list-style-type: none"> - Reference NWSD AP 162 COVID-19 remove student from classroom and place in an isolation area – Gym Office • provide student with a face mask if the student isn't wearing one • parent/caregiver called to pick child up from school • instruct parent to call 811 • staff must wear mask/eye protection during all interactions, 	School Admin Staff	<ul style="list-style-type: none"> - Folding cot with vinyl mattress - PPE from Division - Cleaning materials - Portable handwashing stations 	Aug 2020	Ongoing

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		<ul style="list-style-type: none"> • clean and disinfect student’s classroom (desk, surrounding desks, any other area that student has had access to, common touch points) • Staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment tool - Janitorial staff to sanitize room at the end of the day - Update Billet information if a student needs care 				
	Mental Health of Students	<ul style="list-style-type: none"> - Daily morning “Check ins” by staff - Educate students about proper handwashing procedures, maintaining personal spaces with classmates and COVID-19 - Wellness Co-ordinator schedule may be altered to best meet needs of students that are finding the return to school difficult - Staff PD on Trauma and Resilient Schools - Contact with families (phone/text/email) regularly, regarding concerns and to reassure families about returning to school - Reviewing safe practices – hand washing, mask wearing, personal space, recesses and lunch times, movement within the building - Allow time for students to reacquaint themselves with classmates 	School Staff, School Counsellor, Wellness Co-ordinator		Sept 2020	Ongoing
	Medically Compromised Students	<ul style="list-style-type: none"> - Students that are compromised due to a documented medical condition will be provided with Home Based materials - Principal in consultation with Learning Coach, Sr. Admin to develop programming - Communicate with parents if their child is immunocompromised - Meet with parents to discuss programming needs - Create plan for accommodations with parents and Sr. admin 	Superintendent of Curriculum School Admin Learning Coaches		Sept 2020	Ongoing
	Students on IIP’s and FIP’s	<ul style="list-style-type: none"> - Update assessments need to be completed by staff - Contact families to review reintegration plans and update goals - Staff to meet and review strategies and goals for individual students - CMHO protocols followed for students who require personal care needs - Staff review of PPE and cleaning procedures if materials are used 	SSST, School Admin		Aug 2020	Ongoing



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		<ul style="list-style-type: none"> - Contact businesses to create plans for FIP students - Contact parents to construct a plan to implement and transportation needed 				
School Operations	Movement/Day to Day activities of students and staff	<ul style="list-style-type: none"> - Masks are required for all staff and students, grades 4 -12 (Classrooms, common areas, hallways, bathrooms) - COVID screen done daily by staff and students. If symptoms are present, they will remain home to monitor. Sick students/Staff with suspected COVID cannot return until a negative test is confirmed. - Begin school year (Day 5) with grades 1,3, 5/6 Split class,7,9,11. Teachers not in class will help teach/facilitate procedures necessary to function safely in school and adhere to social distancing guidelines. Staff will meet after school on the first day to assess what worked and what didn't, and to modify instruction/ procedures to adhere to best practice. 2nd day (Day 5) will consist of grades 2, 4/5 Split class, 8,10,12 and repeat procedure. 3rd day = Day 6 with all students attending school - Increase supervision to move students in and out of areas as quickly as possible - boot room, washrooms, "common" classrooms. Staggered exit to recess, staggered entry from recess to allow for social distancing between student and classes. - On the playground students will play with only other students that are in their classroom. Schedules will be created for outside equipment use to ensure social distancing between classrooms/ grades. Student groups will cycle between spots on the playground to allow for them to play with a variety of different things. Proper hand sanitation will be stressed prior to going outside for recess, and upon returning to the classroom. - Arrows/signage will indicate flow of traffic for student movement within the school - Teachers will move from classroom to classroom rather than students. If students needed to move to a different classroom for instructional needs, then the desk, and touch points will be cleaned before they leave to ensure proper sanitation. 	NWSD School Admin All staff	<ul style="list-style-type: none"> - Division COVID Screen, practice - Financial - signage, water bottle fillers - Student buy in - Classroom bins/shelving - Cleaning supplies - Charging stations created in classrooms for computers 	Sept. 2020	Ongoing

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		<ul style="list-style-type: none">- Educational Assistants will remain in 1 classroom unless needs change- Staff is prepared to have an "online" presence for students that may become ill and must remain at home- Classrooms will be arranged to ensure social distancing, with all students facing forward.- Staggered recesses and lunch breaks for all elementary classes.- Teachers will keep materials designated for their class in their classroom- Computers and laptops will be divided amongst classrooms to ensure social distancing and to limit non-cohort contact- Staggered dismissal times for students between classes, and at the end of the day students will be dismissed by "Bus". Town students will be held until buses are loaded.- Students/groups using specific entrances within the school designated by grade. Grades K-6 will use the Elementary doors, grades 7-10 will use the Jr High entrance, and grades 11 and 12 will use the Main Entry.- Town students will be asked to arrive no earlier than 8:40- Netbooks divided among the classrooms- Library bins created on Mondays for Elementary grades and will stay with that grade until Thursday. Collected and then restacked on Monday. New baskets will then be distributed to classes.- Signage posted in entrances, hallways and classrooms to promote physical distancing, and traffic flow within the school.- Classroom supplies kept in the classroom- Laptops will be divided amongst classrooms to limit "contact touches"- Seating plans for computers stations/lab and all classrooms- Smartboards moved into rooms that are more applicable- Move from Teacher desktops to staff netbooks to enable classroom to classroom movement- Move unused teacher desktops to classrooms for use- Letter to parents regarding student drop offs/late students - protocols for their arrival			
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		<ul style="list-style-type: none"> – Students on “Spares” will either leave the school or remain to work in their classroom. – Students who are taking a Distance Learning course in lieu of a regularly scheduled class provided by the school will remain in class to work alongside their cohort group. – Materials brought from home for sharing amongst classmates will not be allowed – Microwaves/hot lunches will not be provided at this time. – Water bottle fillers/Water coolers will be available in lieu of water fountains – Fire drills practice by individual classes – Communicate to parents a list of new practices/procedures for school entry and exit. – Create a Virtual Tour of school for new students/families to orient them with the uniqueness of our school – Protocols developed for PAA classes (Home Ec., IA, Computer Literacy) – Breakfast program will continue, food distributed by staff within their individual classroom 				
	Outside Professionals	<ul style="list-style-type: none"> – Office/space provided for working with students/staff – Meetings on telephone or via TEAMS – Schedules given to School Admin – Masks will be provided if they do not have, as well as cleaning procedures will be reviewed – Identify students who may require supports and decide on best way to provide services 	School Admin		Sept 2020	Ongoing
	First Day of School	<ul style="list-style-type: none"> – Create a sense of normalcy and a welcoming environment for our students – All staff will be out to meet students and to facilitate movement within the school – Teachers will highlight some of the re-open plans in their classroom – A common message from all staff regarding practices and protocols within the school 	School Admin and staff	Trauma Informed School Handbook	August	Ongoing
Curriculum	Determining Learning Gaps	<ul style="list-style-type: none"> – Testing done immediately to develop baselines for Numeracy and Literacy. – Teacher meetings at beginning of year to discuss student transitions and areas that may need review – Create units/lessons that can be transferred to online learning 	School Staff	<ul style="list-style-type: none"> – Time – PD – RTI PD for all staff – PD for Online methods of instruction 	August 2020	Fall 2020



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		<ul style="list-style-type: none"> - Year plans from teachers will be reviewed in class - Professional Development regarding Online methods of instruction for teams and open LMS - Have classrooms restructured for technology needs to allow for student use 		<ul style="list-style-type: none"> - Learning Coaches/NW Lit and Math teams 		
	Early Learning	<ul style="list-style-type: none"> - Group sizes according to SHA guidelines - Focus on minimizing physical contact - Avoid close greetings like hugs/handshakes and look for alternative ways to greet each other - Children can interact in groups, but must distance from other groups - Educate students on the importance of minimizing physical contact and strategies that they can use instead - Teach proper hygiene practises and review daily - Scheduled times to sanitize equipment, materials, and toys - Setting up individual cubbies or spaces for essential items (scissors, crayons, etc.) - Establishing protocols of what can be brought to school - Avoid activities that require clustering around particular areas/activities - Stagger breaks, entries and exits - At end of day Mrs. Harty will lead students out for dismissal for buses and parents - Move lessons outdoors when possible - Develop Literacy, Math, and Play based activities for home use 	Andrea H, School Admin		Aug 2020	Ongoing
Facilities and OH&S	<p>School cleanliness</p> <p>H2O fountains</p> <p>PPE</p>	<ul style="list-style-type: none"> - Janitors to clean based on EIG protocol - Staff and students will have to monitor/clean "high contact areas" in their classrooms when needed (2times/day) - High traffic areas cleaned and sanitized daily - Maintain cleaning supplies on all 4 levels of the school - Schedules of classroom cleaning created and documented daily by Janitorial staff - Hand sanitizers in every classroom - fountains unavailable - bottle fillers/water coolers, or have students bring H2O from home - cleaning procedures created for these as well - availability of PPE for all staff - disposable 	NWSD School Admin	PD for Janitors and staff Financial	August 2020	Ongoing

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	Specialty Areas Building Access	<ul style="list-style-type: none"> - Masks and training provided for all students in grades 4-12 where social distancing is impossible to maintain - train staff in cleaning/disinfecting procedures - all non-instructional/soft equipment removed from classrooms (couches, reading nooks, etc.) - cleaning protocols for staff room, copy room - procedures developed for "common" supplies - art, PAA equipment, Phys Ed equipment (See SPEA guidelines and protocols) - hand washing practices for students after recesses, entering and leaving classrooms - different entry points and times for students (See School Operations) - signage to indicate proper distancing/directions - access closed to general public. Only main door will remain open throughout the day. Once classes in session, all other entry points to the school will be locked - Guests of school will need to complete COVID self-assessment accessible by QR code and require a mask upon entry - Parents coming to pick students up will be asked to remain outside and to contact the school. 		<ul style="list-style-type: none"> -Signage Guest Entry -Disposable masks for guests 		
Transportation	Protocols developed by the Transportation Department. Parent Drop offs	<ul style="list-style-type: none"> - All students, K-12 are required to wear a mask while on a bus. - staff supervision outside to inform parents to "hold" students in vehicles until it is safe to drop off - use of one entrance (Main Entrance) for students that are late - Parents will be asked to contact the school but remain outside if picking up a student before the end of the school day 	School Admin Teachers		Sept. 2020	Ongoing
Communication	Parent communication	<ul style="list-style-type: none"> - Provide families with information (HHS Website, MSS, NWSD website, HHS Facebook page) and ask for feedback regarding student/family readiness for school, hot topics, or struggles. - Contact parents regarding interest in distance learning, or in class learning this fall. - Guide them to Division documents if need be regarding trauma, curriculum, etc. 	Principal Staff	<ul style="list-style-type: none"> - Talking points for parent phone call for distance learning 	August 2020	Ongoing

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Extracurricular	TBA later as there are no activities sanctioned at this time for the fall	<ul style="list-style-type: none"> - NWSD directives will indicate whether school sport can occur - Follow Return to Sport Guidelines as set out by SHSAA 	NWSD Board		Sept 2020
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Contingency 2: Hybrid – not all students in building

School: H Hardcastle School						
Functional Area (School Operations, Curriculum, Facilities, etc.)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Operations	School Day Before school procedure Recess Procedure Noon Hour Procedure After school procedure Entrance Building Access Washroom Access Hallway Procedure	<ul style="list-style-type: none"> - Students and staff will continue with pre-entry COVID screens - Students will enter the school as they would according to Contingency 1 - Students will be grouped according to A group and B Group from K-12. Considering family groupings. - When at school, the academic focus will be on ELA and Math, with other subjects to be worked on independently (at home) but with an ELA/Math emphasis (Social, Science, Health). - Completion of work will be mandatory; options to "opt out" will not be offered. - Sr. classes (10-12) are credit driven to meet Graduation requirements. Instruction will be offered at school while students may be asked to complete some work independently, at home - Time will be set aside during the day to connect with at home students and assess their progress, and individual needs. - Students will rotate between at school and at home between A grouping days, and B grouping days. - Teachers will be responsible for providing instruction for students in the classroom, and work for them to be complete at home the following day. - Recess, Lunch, transitions within the school will be like Contingency 1 	-School Admin	-Grouped students by A and B	TBA	TBA
	School principals will create a plan to address the following -role changes -Staff assignments -Staff duties -Manage staff attendance -Safety procedures (PPE)	<ul style="list-style-type: none"> - Teaching roles may be adjusted to accommodate for Core load of classes if necessary. It may require a re-designation of assignments for teachers with non-core courses - Classrooms will be moved if increased physical distancing is necessary. Consideration will be 	-School Admin	Staff PD, Time,	TBA	TBA



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	-Student supervision and social distancing expectations	<p>made for utilizing the library and gym to allow for a larger grouping of students</p> <ul style="list-style-type: none"> - Students in 4-12 will be required to wear masks within the school if social distancing is not possible. - Review cleaning procedures within building - Revamping of Timetable and supervision schedules for staff - See student and staff movement from Contingency 1 Model 				
	<p>Communication</p> <p>-Newsletters, Facebook post, email, phone calls</p>	<ul style="list-style-type: none"> - -NWSD will provide a template for a standard communication piece to be sent home to parents - - School admin will create a plan to communicate effectively with <ul style="list-style-type: none"> • staff • Students • Parents • SCC • Community Stakeholders - Staff to communicate regularly with parents regarding mental and academic status of students and family - If in hybrid model at the end of the year, teachers will communicate home to next year classes so that there is a familiarization between staff and students. 	<p>-School Admin</p> <p>-Danielle</p> <p>-Kaitlin</p>	NWSD communication template, time	TBA	TBA
Operations	Students	<ul style="list-style-type: none"> - Classes will be split into group A and B. If classroom grouping is larger than the recommended cohort sized required by SHA then larger classroom spaces will be considered, or 2 different adjoining classrooms will be considered with EA assistance for supervision - Teachers will be provided with PD from the Division for Distance Learning platforms to implement in their teaching practices. - Students will submit Distance Learning assignments electronically for teachers to assess. Assignments will be returned digitally to students. - Students will work independently at home on Science/ Social/ Art/ Health through the Instruction platforms of Teams/ Open LMS. - Identify students with tech needs and provide necessary technology/usage agreements to affected families. 	<p>-NWSD</p> <p>-Darren</p> <p>-Roberta</p> <p>-Janessa</p> <p>-Staff</p>	PD from NWSD, time,		



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		<ul style="list-style-type: none"> - Work with SSST to determine individualized plan for students with IIP regarding at home learning, and EA support. 				
	Open LMS and Teams	<ul style="list-style-type: none"> - Division PD provided to teachers on Open LMS and Teams. - Teachers should have shell classes set up on Teams and Open LMS for their classes and encourage the use of it in class beginning in September. - Teachers will collaborate with other teachers in Division through PD to facilitate grade alike planning for this year, and best practice when it comes to distance learning, and cross-curricular planning. - Material from SunWest SD may be used as a supplement for online instruction - Staff will utilize teams/ Open LMS for individual student conferencing for students working from home - EA's will utilize Teams/ Open LMS for individual work with students (Guided reading, phonemic awareness, speech, etc.) 	<ul style="list-style-type: none"> - IT - School Admin - Staff 	<ul style="list-style-type: none"> -PD for video editing, and content creation -Parental PD if needed 	Aug. 2020	ongoing
	Early Learning	<ul style="list-style-type: none"> - Develop online learning for Kindergarten class focusing on numeracy and literacy - Encourage the creation of online lessons for students if teacher is able. Provide PD if further learning is necessary. - Encourage Cohort planning with other kindergarten teachers to streamline process. - For families requiring it, provide students with paper lessons if necessary, to be delivered/ picked up/ sent home 	<ul style="list-style-type: none"> -NWSD -Darren -Andrea 	<ul style="list-style-type: none"> -PD for video editing -Laptop with camera -document camera 	Sept 1, 2020	ongoing
	Computers	<ul style="list-style-type: none"> - Prioritize tech resources to Staff, Students in need, and families with multiple students if needed. Provide tech usage agreements if necessary. - Promote proper hand sanitation of computers for students using at home. 	School Admin NWSD	<ul style="list-style-type: none"> -laptops for tech deficient families -schedules developed for online learning for families with more than 1 student at home 	Aug 2020	Ongoing
	Extracurricular	<ul style="list-style-type: none"> - Direction will be given by NWSD 	NWSD			
	Transportation	<ul style="list-style-type: none"> - Family lists provided to bus drivers for a new schedule for student pickup - All K-12 students are required to wear a mask while on a bus. - Bus drivers and courier system used to deliver packages to students required to stay at home 	School Admin Transportation Dept.	School Busing lists	Aug 2020	Ongoing

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		<ul style="list-style-type: none"> - Staggered drop off and pick up locations in school parking lot - Town students to remain at home until 8:40 		
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Contingency 3: Distance/Remote Learning

School: H Hardcastle School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Staff Mental Health	Create plan for Staff Mental Health	<ul style="list-style-type: none"> - See previous documents 				
School Operations	Staff	<ul style="list-style-type: none"> - Masks will be required by all staff when physical distancing cannot be maintained - Staff will be at school delivering instruction - Cleaning and isolation protocols will be developed for staff while in building - Develop communication to send to parents/students regarding Online classes looking at successes and faults/difficulties that they may be facing - Staff encouraged to collaborate with other staff within the Division to develop material for instruction keeping course objective in mind - SunWest SD materials may be used as a supplement for NWSD instruction - PD for staff on platforms schools will be using 	Admin	Time to collaborate/develop online material	TBA	TBA
Curriculum	Determining Learning Gaps/Instruction	<ul style="list-style-type: none"> - Staff moves to online teaching - PD staff on on-line resources teaching methods - Ensure staff have necessary materials to "go online" - Change some teaching assignments to alleviate pressures put on some teachers with core courses - Create staff pods to develop plans - Create Division Pods to help facilitate planning/presentations - Utilize collaboration within division for grade alike teachers when planning - Encourage cross curricular work for students - Identify accommodations needed for students/families that do not have technology - Decide on best ways to provide services - online, school packages - preferably online - Identify times when students can access programming (to not overlap and allow families 	School Admin Jolene, Trish NWSD	PD, time, resources,	TBA	TBA

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		<ul style="list-style-type: none"> with more than 1 child to access online programming) - Staff maintaining regular contacts with students and parents - Identify families in need of resources (computers, books, etc.) and provide with a resource usage agreement. - Identify supports for families to access regarding trauma, both mental and physical 				
Student Services	Assessments for Students on IIP's	<ul style="list-style-type: none"> - Identify students that may require services - As a team, identify best way to provide services - Update IIP to reflect supports and safety plan. - Formal plan must be created to ensure: <ul style="list-style-type: none"> • student safety • details specialized therapies, professional assessments, and any unique transitions proposed • identifies the lead staff member • identifies staff required and their specific roles • identifies location, time/amount of engagement • outlines family and student requirements • summarizes a follow up strategy - Sanitize after each session - Follow CMHO protocols - Consider directions given by professional governing bodies - It may not be possible to support all students with intensive needs due to health and safety guidelines 	Superintendent of Student Services, SLP's, OT's, SSST, School Admin	SASLPA Guidelines SSOT Guidelines Sask College of Psychologists PPE as necessary Headsets and video technology	TBA	TBA
	Mental health of Students	<ul style="list-style-type: none"> - Identify students requiring supports - Schedule meetings on Teams or phone calls and report to school admin - Referral process in place if parents feel the need for services to occur - Identify best way to provide services in person (school or office), online, or delay services, or refer to other community services 	Wellness Co-ordinator School Admin Staff	TBA	TBA	
	Students on FIP	<ul style="list-style-type: none"> - Create a plan with businesses if parents require - Staff will not provide personal transportation - Delay services if plan cannot be implemented safely 	School Admin SSST Superintendent of Student Services		TBA	TBA
	Learning not conducive to Distance Learning	<u>K-4</u>	School Admin Staff		TBA	TBA

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		<ul style="list-style-type: none"> - Tech only core subjects and remove what we can. <p>Curriculum planning to identify key understandings in each core course.</p> <ul style="list-style-type: none"> - Investigate best practices on how to teach/deliver programs on-line. <p><u>5-9</u></p> <ul style="list-style-type: none"> - Focus on core subjects - Modular and project-based activities (cross curricular if applicable) - Delay certain programs (IA, Home Ec, Phys Ed) to when students can possibly return <p><u>10-12</u></p> <ul style="list-style-type: none"> - Focus on classes that will help students meet graduation requirements. This may be on an individual basis 				
	Communication with parents		Staff		TBA	
Technology	Device availability	<ul style="list-style-type: none"> - Weekly in any format - Distribute school technology to families as needed - Paper distribution if technology can not be used 	Admin			
Transportation	School material/Learning packages	<ul style="list-style-type: none"> - Identify students/families that need learning packages - Follow guidelines set out by NWSD Transportation 	School Admin		TBA	TBA
Extracurricular	All school sanctioned sports will be postponed until NWSD/SHA provides guidance that would allow sport to take place.		NWSD SHA		TBA	TBA