

# FALL 2020 SCHOOL RE-OPEN PLAN



## 'Normal' Return to School

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: JHMoore						
Functional Area (School Operations, Curriculum, Facilities, etc.)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed	Start Date	Completion Date
<p><b>SCHOOL DAY: Before School</b>  <b>Procedures/School Entry Protocol</b>  <b>Building Access</b>  <b>After School</b></p> <p><b>*see attached CAD drawing</b></p>	<p><b>Modify procedures for entering building to promote physical distancing.</b></p> <p><b>Entrance/Exit Plans to Support Physical Distancing</b></p> <p><b>MORNING ENTRY</b>          - staggered entry at each door          - teachers will meet students at assigned door to assist with entry          - BUSES          - will nutrition/outdoor play first 20 mins each          - recess/nutrition schedule will follow the bell (2 teacher teams to divide supervision equally)  <b>AFTERNOON DEPARTURE</b>          - the students dismissed in staggered order 2 buses at each interval - 3:05, 3:15, 3:25          - bus dismissal 3:30</p> <p><b>Entrance/Exit Plans to Support Physical Distancing</b></p>	<ul style="list-style-type: none"> <li>Assign entrances and boot racks (DONE and noted on CAD drawing)</li> <li>Stagger entry into school in morning including plan for drop offs, play on yard prior to first bell, unloading of buses, morning supervision</li> <li>Students will enter with their homeroom teacher to establish and support distancing</li> <li>Teachers will determine order of entry collaboratively; plan shared with admin</li> <li>Signage will be designed and placed at each entrance with classes listed, reminders of physical distancing, and communicated with families prior to school start. We will have visual cues, reminders, and a traffic flow plan. Floor markers will be placed to support the safest flow of traffic.</li> <li>Public access to school will be at main entrance only – signage and communication of this existing policy will be a priority.</li> <li>Main Office door will be left open at all times to limit touch point contact. Signage displaying physical distancing protocols will be posted to visually cue anyone entering the office. Floor markers will indicate where to stand within the main office.</li> <li>Caretaker will lock all other doors during instructional times of school day. Assigned teachers and/or Caretaker will unlock doors during breaks.</li> </ul> <p><b>MORNING ENTRY</b></p> <ul style="list-style-type: none"> <li><b>Staggered entry at each door. We will communicate to our town families that arrival should not be any earlier than 8:45 a.m. Buses will drop off and unload one at a time [8:40 a.m./8:45 a.m./8:50a.m.] Designated adult will be at bus lane to supervise and support students who are arriving.</b></li> </ul>	<p>Teachers Admin Support Staff Caretaker</p>	<p>(6) Wooden Sandwich boards built by local carpenter to use for the Re Open plan. These will be repurposed to use at outdoor learning space and as welcome/information signs once they are no longer needed for Re Open plan.</p> <p>Temporary shoe rack at PreK entrance.</p>	<p>August 2020</p>	<p>Plan in place by 1<sup>st</sup> of school</p>

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		<ul style="list-style-type: none"> <li>Teachers will meet students at assigned door to assist with entry – each door has 2 classes assigned to it. These teachers will be responsible for arranging a system where 1 is at the entrance to school guiding the kids entering, observing social distancing (from outside), 1 teacher will supervise the kids as they enter and move through halls to their rooms. Homeroom teachers will have a procedure <u>posted and practiced</u> for students to follow as they enter classrooms. Available support staff will also help in the case of our younger students, or those identified as having struggles to maintain social distancing and independence in their classroom during this time.</li> </ul> <p><b>BREAKS</b></p> <ul style="list-style-type: none"> <li>Split nutrition/outdoor play times 2-40 min breaks each. These breaks are twice daily, 20 mins to eat and 20 mins outside, following a Balanced School Day model. All classroom teachers will also have a plan to be outside (or in the gymnasium) and active at 1 other time during the school day. Transition expectations will apply. An information ‘pamphlet’ and other communication plans through social media will explain a Balance School Day model to our families. Suggestions for packing lunch has been included in this project.</li> <li>Teachers will eat lunch in their classrooms.</li> <li>Supervision schedule will follow the split (2 teacher teams to divide supervision equally) within supervision template. Schoolyard is divided into 5 zones of play, as there are 5 classroom cohorts outside at one time. Teachers will create a schedule that allows for their cohorts to play at different zones on the yard throughout the week. We have purchased some new play equipment to offer extra options for play. Staff have all read through SPEA Physical Education Return to School Guidelines (2020).</li> <li>Kindergarten and PreK will create an alternate plan for recess and lunch to avoid the rest of the school’s scheduling. This plan will be created in collaboration with Principal, submitted to this School Re-open plan, and shared with families.</li> </ul>		<p>Heavy Duty Vinyl Floor markers cut and placed to support flow of traffic. <b><i>*Most are cut and will be placed and waxed when our caretaker is waxing halls. We’ve purchased the same heavy-duty vinyl that was used to create our sensory walk at main entrance.</i></b></p> <p>Vinyl arrows (sent from division office) will be placed along hallways as visual reminders of travel path.</p> <p>Chalkboard sandwich boards will have simple, written instructions or reminders at key locations in the school halls.</p>	
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		<p><b>AFTERNOON DISMISSAL</b></p> <ul style="list-style-type: none"> <li>• Bus students dismissed in staggered order in a timely fashion to allow them to be loaded and departed on time. 2 buses will leave at each interval, 3:05, 3:10, 3:15 (TBD *in collaboration with LHS)</li> <li>• We have designated 6 adults as 'Bus Leaders' to meet the kids from each bus outside to walk them over to their bus and meet the high school kids who also ride each bus. With help of drivers we will load buses mindful of protocols for loading students back-to-front. We will practice this during first week of school.</li> <li>• Town kids dismissed @3:20. Teachers will supervise dismissal from their rooms to their designated exits in collaboration with their teacher partner.</li> <li>•</li> </ul>				
<p><b>SCHOOL DAY:</b></p> <ul style="list-style-type: none"> <li>• Daily Procedures</li> <li>• Recess + Nutrition Breaks</li> </ul>	<p><b>Timetable/School Schedule to support physical distancing</b></p> <p><b>School Staff</b></p> <ul style="list-style-type: none"> <li>• Manage staff attendance</li> <li>• Safety procedures (PPE)</li> <li>• Student supervision and social distancing expectations</li> <li>• Professional Development</li> <li>• Staff Supervision Process</li> </ul>	<ul style="list-style-type: none"> <li>• We have created a balanced school day schedule that will help us limit whole school transitions in halls and for recess/lunch.</li> <li>• Classes and their school timetable provides for transitions where the cohorts of students based on Homeroom or Grade-Alike keep them from too many interactions</li> <li>• Communication documents will be created for families re: lunch, reduced transition times for all students, etc. to explain the benefits of this new schedule format as part of pandemic response and RTI response.</li> <li>• Staff will follow hand washing and sanitize routines on those occasions where they will have to move between classrooms. EAs and all support staff will also follow these increased protocols.</li> <li>• Scheduling of support staff will be mindful of expectations to keep interactions to a minimum. There are cohorts of classrooms assigned to clusters of teachers and support staff as much as possible.</li> <li>• PE classes will be outside whenever possible. Use of gym will only occur with thoughtful planning of activities that fit within physical distancing practices. Activities that require the use of equipment that will be touched by multiple students will be avoided. Teachers will review the SPEA Physical Education Return to School Guidelines (2020).</li> <li>• Field trips, and extra curricular events will not be permitted at JHMoore at this time.</li> <li>• There will not be any need to reassign or change staff assignments at this time.</li> </ul>	<p>Teachers Admin Support Staff Caretaker</p>	<p>Communication docs for families (to be sent out starting near end of August)</p> <p>Supervision schedule based on student travel patterns (lunch, hand washing, recess, minimal exchanges with other teachers, etc.)</p>	<p>Draft shared with teachers: <b>June 29</b> <b>August 25</b></p>	<p>Aug 2020</p> <p>on-going revisions as needed in first week of school</p>





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		<p>reading will be arranged in a different way, based on the preferences of each teacher. Materials used at school will stay at school – home projects and work will have to stay at home or be completed on Teams.</p> <ul style="list-style-type: none"> <li>• <i>Second door of library will be closed as an entrance/exit point to reduce foot traffic through the space.</i></li> <li>• Teachers will reduce the size of their classroom libraries (or access to it). Students will have labelled book boxes to hold their own collection of reading materials. To avoid close contact and clustering in small spaces, care will be taken to prevent books from being shared during this time.</li> <li>• All staff and students will follow hand-sanitizing protocol before handling library books in the classroom.</li> </ul>			
	<p><b>Limiting Physical Contact</b></p>	<ul style="list-style-type: none"> <li>• Our focus will be on minimizing physical contact among staff and students. We will begin in September educating students about: maintaining physical space, proper hand washing procedures, lunch procedures, enter/exit plans for school day, etc.</li> <li>• Staff, parents and students will learn about the hygiene and protocols of prevention. In collaboration with Wellness Coordinator, teachers will create a list of healthy habits, preventative measures and social-emotional awareness and self-regulation skills that we can all practice together to keep school and each other safe and well physically and emotionally. Teachers and WC will plan and teach lessons and skills related to this list. List will be developed over the summer and shared upon our return in August.</li> <li>• We will encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes).</li> <li>• We will help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.</li> <li>• Teachers and EA plans will, where possible, avoid activities that require clustering around a particular item or small area. When not possible, we will first collaborate to consider logistics around delivery of content in literacy interventions, small-group instruction, one-on-one instruction, etc. We will consider arrangements</li> </ul>	<p>Teachers Admin</p> <p>Wellness Coordinator</p> <p>Support Staff Caretaker</p>	<p>Age-appropriate health/hygiene and wellness teaching resources related to Covid-19.</p> <p>Sources: SHA, Health Canada, Public Health Nurse, on-line resources, Mind Up, etc.</p> <p>Develop list of age appropriate games and activities that teach and encourage physical distancing greetings and healthy habits.</p> <p>'Back to the</p>	

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	<p><b>Limiting Shared Materials+Equipment</b></p>	<p>around tables, hand washing, sanitizing, etc. prior to engaging with students, maintaining physical distancing with smaller groupings of students and avoiding combining students from many classrooms. We will make available face shields for those who work in one-on-one situations if requested (ie. Susan Barton intervention, speech intervention)</p> <ul style="list-style-type: none"> <li>• Classroom activities and recess times will include limited amounts of equipment that will be guided by classroom teachers. Equipment that might be touched by multiple students will be brought out for recess by classroom teachers only and supervised during play. Toys and equipment that cannot be easily cleaned and disinfected will be put away.</li> <li>• Students and staff will not share food and drinks or other personal items. Personal items will be labelled with the students' names to discourage accidental sharing.</li> <li>• School supplies will be limited to avoid accidental sharing. Sharing of school supplies between students will not be protocol. Instead, each student will keep supplies in a secure location (individual desk, bin, classroom locker, pencil case, etc.)</li> <li>• Establish clear protocols for bringing materials (i.e. bags, school supplies) into and out of schools. Students will only need to bring a water bottle and lunch kit to school. These personal lunch items will go back and forth home each night using a backpack. Backpacks and lunch kits will be kept separated by keeping them in individual containers or lockers. Jackets should also be kept in backpacks if they are brought to school. We will review this as needed.</li> </ul>		<p>Pack newsletter will include this information to JHM families.</p>		
	<p><b>Early Years Protocols (PreK and K)</b></p>	<ul style="list-style-type: none"> <li>• Specific protocol for PreK and Kinders are developed in division document and will be referenced in all decisions of planning and instruction regarding these programs.</li> <li>• Alternate entrance (North door) will be used for Kindergarten students during pandemic restrictions.</li> <li>• Outdoor Classroom will be used whenever possible within the division and ministry guidelines. Pre-K families drop off at the Outdoor classroom in the designated area of the yard. We will use our outdoor tents to create a covered space in case of inclement weather. We will review this drop off procedure as needed, and adjust as the weather changes.</li> </ul>	<p>PreK and K teachers SSST Pre-K EA Kinders EA(s)</p>			
	<p><b>Technology Protocols</b></p>	<p><b>Use of Desktops and Laptops, including Cloudbooks (blue cart) + student laptops (red cart), will be coordinated between classroom</b></p>	<p>Lib Tech Teachers</p>			

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		<p><b>teachers and our Library-Tech.</b></p> <ul style="list-style-type: none"> <li>• Homeroom teacher will ensure students wash their hands before and after use</li> <li>• Time available in schedule for our Library Tech to clean equipment daily based on industry standard practice at end of day.</li> <li>• When classes are using computers (Laptops or desk tops), we will assign students to specific computers (recorded on a daily tracking sheet) to limit exposure and possible contact tracing. Whenever possible, only every second desktop will be used to provide better opportunity for physical distancing</li> <li>• Sanitizer spray bottle and cloths will be left in photocopy room to clean touch surfaces after use (copier, cutter, laminator)</li> <li>• Social distancing in copier room must be observed. Only 2 adults will be allowed at one time in this copy room. Students will not be allowed in copier room or to use copier during the school day. As much as possible, teachers and staff are encouraged to have a plan to complete all photocopying prior to the beginning of the school day.</li> </ul> <p><b>Use of Platforms (Teams, SeeSaw)</b></p> <ul style="list-style-type: none"> <li>• Based on NWSD guidelines, teachers will be asked to use Teams or See Saw (Early Years) as their mode of communication in the event that we have to move to a Hybrid or Distance Learning model of instruction.</li> <li>• In collaboration with the admin team, Library Tech, and support of on-line training tutorials as needed, homeroom teachers will set up a Class (Homeroom) Team. The ideal is for students to be able to use their own email and have 1 Team that they can use for projects, assignments and communication. Channels within Team can be created for each subject. PD for teachers will be scheduled by principal and listed in our school's PD plans to be completed in <u>September</u>. <i>*This training will become important if we are required to return to a hybrid or distance learning option.</i></li> <li>• Teachers will make Principal a member of their class Team.</li> <li>• PD for families will be offered (with the support of IT department plans) early in the school year as well.</li> <li>• Teachers may also choose to use SeeSaw as a form of communication and portfolio of their students' assignments/assessment plans. Training Tutorials are available</li> </ul>	<p>Admin Support Staff Caretaker</p>		
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		through the App. Teachers wishing to complete this PD will create a personal plan and share it with principal. We will offer an opportunity to support the purchase of the 'professional' level of membership to SeeSaw at a school level, if it is alignment with the division plan.				
	<b>Communication Plans</b>	<ul style="list-style-type: none"> <li>Where possible, school staff should use phone or video conferencing to meet with staff and parents.</li> <li>We will use all communications provided by Communication Officer to inform families of important information.</li> <li>We will post updates on social media and send through School Messenger as needed.</li> </ul>	Admin Teachers NWSD Communications Dept	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	on going
	<b>Nutrition</b>	<ul style="list-style-type: none"> <li>We will follow safe food handling preparation and delivery guidelines. Select staff will take the on-line Food Handling Safety Course.</li> <li>School-supplied food (Hot Lunch Program) will be delivered directly to classrooms. Only individual/single serve meals can be served: Subway, Wok Box, Pizza, Individually packaged wraps, etc.</li> <li>Students will eat lunches in their classrooms. Supervision schedule will ensure there is an adult with them or nearby at all times.</li> <li>Any lunch items requiring utensils must be sent from home and returned to be washed or thrown away.</li> <li>Students are not allowed to participate in food preparation.</li> </ul>	SSST WC Principal Admin Assistant	<a href="#">SHA guidelines</a> pg. 41 All interested staff will be given the option to take Food handling safety course. Specifically WC, SSST, Admin Assistant and principal, as we all have varying roles in nutrition plans at school. <a href="https://www.foodsafetytraining.ca/">https://www.foodsafetytraining.ca/</a>	Sept 2020	on-going
	<b>Sick kids coming to school or Getting sick while at school</b>	<ul style="list-style-type: none"> <li>We will follow the General Guidelines and specific protocols outlined in AP 162 – Appendix A: COVID-19 for all our actions.</li> <li>We will have contact numbers for all students updated prior to Sept 8, 2020. Parents will be contacted immediately in case of illness.</li> <li>Isolation room = Vice Principal's office because of close proximity, but within the 2m restriction from the school Admin Assistant. The student needs to be kept at least two metres away from other students and staff.</li> <li>If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child, and should try to avoid contact</li> </ul>	Admin Assistant Principal All Staff	Admin Assistant will require a complete set of PPE available at her desk station that she can use in case of emergencies.		



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		<p>with the student's respiratory secretions.</p> <ul style="list-style-type: none"> <li>Wellness Coordinator, Librarian, Administrators and Admin Assistant will coordinate who will stay with the student while we await pick up. There will be a calm/sensory kit available for the student in isolation room to allow for some comfort while they are waiting.</li> <li>Once the student leaves, staff must wash their hands and ensure all areas within the room are cleaned and disinfected following division protocols. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.</li> <li>All staff will self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool. <a href="https://public.ehealthsask.ca/sites/COVID-19">https://public.ehealthsask.ca/sites/COVID-19</a> <b>*Now facilitated through Applitrack at the division level.</b></li> </ul>				
	<b>Students refusing/anxious to return to school</b>	<ul style="list-style-type: none"> <li>Wellness Coordinator and Admin Assistant will make follow up calls for students who are absent each morning.</li> <li>We will provide Psychological First Aid for students and parents</li> <li>We will plan appropriate interventions and accommodations in collaboration with classroom teacher, SBIF, Wellness Coordinator and admin team</li> <li>Determine if refusal to return is connected to medical reasons and act accordingly, and in collaboration with Superintendent. Based on information provided we will arrange alternate instruction.</li> </ul>	Teachers Administrators WCs Superintendent	Sept 2020	ongoing	
	<b>Assessment and therapy for students on IIPs, SLP and OT caseloads</b>	<ul style="list-style-type: none"> <li>Identify students requiring supports</li> <li>As a team, identify best way to provide services- in-person (school or office), online or delay services</li> <li>Update IIP to reflect supports and safety plan</li> <li>JHM plan to be developed with input from SLP and OT so that it: <ul style="list-style-type: none"> <li>ensures staff and student safety;</li> <li>details the specialized therapies;</li> <li>identifies the lead staff member;</li> <li>clearly identifies the staff required and their role;</li> </ul> </li> <li>Sanitize after each session</li> <li>Follow directions given by SLP</li> <li>No individual with compromised immunity will be involved - staff or student. If at any time there is concern, the process will be reviewed and service will be stopped</li> </ul>	Superintendent of Student Services, SLPs, OT, EdPsychs SSSTs Admin Maintenance IT	<p>*need direction from our SLP and OT as they are aware of their own requirements</p> <p><a href="#">SASLPA guidelines</a> <a href="#">SSOT guidelines</a> <a href="#">Sask College of Psychologists</a></p> <p>PPE, as necessary Supplies for proper sanitization and hand washing Headsets Microphones Document camera</p>		

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		<ul style="list-style-type: none"> <li>We have designated the 'Sunshine Room' at our school as the best location to become the space used by our SLP and OT when they are at JHM. It is near staff washroom (so easy access to washing up between students), large enough that it is a comfortable space, with a window and lots of light, and it is somewhat out-of-the-way and quiet.</li> </ul>				
	<b>Social Emotional / Anxiety Supports for students</b>	<ul style="list-style-type: none"> <li>We have identified students requiring supports and will prepare for whole-class interventions as well</li> <li>As a Student Support Services Team, we will identify best ways to provide support (encouraging <b>preventative work</b> that is grounded in our Trauma Informed School approach, rather than only reactive interventions)</li> <li>Whenever possible, WC will work within an 'In-Class' Model of supports and sanitize before and after being in classrooms. We will develop a preventative plan for monthly focus on areas identified by teachers, in part, by what they are seeing in the mental health and social emotional behaviours of students.</li> </ul>	Teachers SSST Wellness Coordinator Principal	Trauma Informed Schools Social Emotional Learning (SEL) Action Plan  The Wellbeing Classroom Report	June 2020 start, on-going	
	<b>Transitioning</b>	<p>We've informed families who their teachers will be for September through a note home with the report card. Each teacher will create a communication plan to introduce themselves to new students and families. Plan will be communicated with principal on or before August 31, 2020.</p> <p><b>Our school communication plan will have:</b></p> <ul style="list-style-type: none"> <li>generic information about the school with pictures of inside school with all the Re-Open plans explained</li> <li>directions about entrance/exit points</li> <li>message from the principal</li> </ul> <p><b>Each teacher's individual plans will also have:</b></p> <ul style="list-style-type: none"> <li>information about our planned Open House and the specific times for their homeroom to attend *open house will no longer be an option, but a video will be created with the help of a team of staff that shares highlights of our Re-open Plan and allows families to see what the school looks like and what supports are in place</li> <li>what kids need to bring to school and what should stay home</li> <li>pictures of their classroom with any explanations of class protocols</li> <li>communication plan of the teacher with their families</li> </ul>	Teachers Principal	JHM Trauma Informed Practices Action Plan	June 29, 2020	August 2020

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		Transition meetings were held between teachers, with admin and SSST present (mid-June). Format of meetings were outlined with a guiding document and focused equally on academic and social emotional development of the class and individual students. Students who were identified as at-risk will have follow up with WC in the fall.	Teachers Wellness Coordinator Principal	JHM Trauma Informed Practices Action Plan	June 15, 2020	
		<p><b>Open House</b> plans will begin in Mid-August and will include opportunities for families to come into the school, meet teachers, tour the school and ask any questions they may have heading into the new school year. We will have to coordinate times for grade-alike groupings. [Postponed]</p> <p>Video Invitation and virtual tour of JHM will be created. 'Back to the Pack' invitation/newsletter will be sent out at same time (Social Media and website, email delivery with School Messenger)</p>	All staff	JHM Trauma Informed Practices Action Plan	August 10, 2020	August 24, 2020
<b>Curriculum</b>	<b>LIP implementation</b>	We will fully implement our Strategic Plans (LIP)				
	<b>Numeracy</b>	<p><b>May-June School-based PD: Curriculum Connections / Conceptual Through Lines</b></p> <p>Teachers completed professional reading about Balanced Numeracy Instruction and also worked collaboratively on curriculum-based tasks. We met in vertical teams to discuss what outcomes were not taught, Need to Know/Nice to Know outcomes across K-6 curriculums, and RTI plans for start of new school year.</p> <p>Team of teachers participated in virtual PD, <i>Disempowering the Math Gap: Assess-Respond-Instruct</i> and will lead other teachers through process of Assess-Respond-Instruct starting in the fall.</p>	Teachers SSST Admin	LIP planning documents	June 2020	Fall 2020
	<b>Literacy</b>	<p>Begin by ensuring teachers long-range plans and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure. Writing Samples collected and shared in transition meetings (June) will help us to implement our Literacy (Writing).</p> <p>Literacy (Reading) and (Writing) LIPs are detailed in attached documents and will be fully realized. There is an expectation that RTI plans will be in place for all students. We will have to engage in professional reading and adjust practices to include RTI plans in place for all students. This will require us to fully realize the fine points of our Literacy LIP docs.</p> <p>RTI and well-planned instruction addressing core content gaps will proceed as prescribed and discussed in NWSD RTI document.</p>				





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	<b>Students on IIPs</b>	<ul style="list-style-type: none"> <li>We will Re-engage with families to review short-term transition plans through phone calls and/or Teams Chat.</li> <li>We will ensure that SSST is able to safely Team Teach within the guidelines of social distancing and safe classroom practices already stated in this document. EA scheduling that follows class cohorts as much as possible is addressed more fully in a previous section of this document.</li> </ul>	SSST Administrator	CLEVR Short-term Transition plans template (on Teams)	August 25 - Sept 4 <sup>th</sup>	Sept 30
	<b>Students with Health Concerns/Compromised Immunity</b>	<ul style="list-style-type: none"> <li>We will review and update our list of students with health concerns/compromised immunity</li> <li>We will review and/or create safety and accommodation plans in collaboration with families for each student on this list.</li> </ul>	Classroom teachers Administrator SSST Supporting Professional	Safety plan template	August 25- Sept 4 <sup>th</sup>	Sept 30
	<b>Team Meetings</b>	<ul style="list-style-type: none"> <li>We will arrange for conference call or on-line options for our Team Meetings. Where possible we will delay meetings with the approval of SS Dept.</li> </ul>	Admin SSST SS department IT		Sept 2020	

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

School: JHMoore						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
	<p>Action Items follow the same plans as the 'Normal Return to School'.</p> <p>JHM has a small enough school population that all students will be able to attend daily, except possibly for our Kindergarten class (24 students). In the case of enforced social distancing guidelines that will not allow for this class size, we have an alternate school timetable planned. Kindergarten kids will be split into 2 smaller classes and will come on alternate days. Currently our K teacher comes on alternate days for full days. In an enforced social distancing situation, she will come for half days (morning only). We will reassign 2 other teachers and school admin to coordinate the K afternoon schedule.</p> <p>PE would no longer be in the gym – move to outdoors only. Gymnasium may become an alternate classroom setting, as needed.</p>					

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## Contingency 2: Hybrid – not all students in building



School: JHMoore						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations Facilities	Action Items follow the same plans as the 'Normal Return to School'.					
School Staff		<ul style="list-style-type: none"> <li>We will follow the General Guidelines and specific protocols outlined in AP 162 – Appendix A: COVID-19 for all our actions.</li> <li>Establish expectations for staff, particularly those with children who may not be in school full time or are at-risk for Covid19.</li> <li>All staff members will adhere to Health &amp; Safety Guidelines from the SHA and RPT.</li> <li>Staff will be aware of supports and services that are available with regard to health and well-being.</li> </ul>	All staff Principal HR Department	Health Benefits Plans: STF, SGEU, NWSD LINC  Health and Safety Guidelines	August 2020	Before first day of school
<b>Curriculum and Instruction</b>	<b>Planning and Instruction in a distance learning model/hybrid model</b>	<p>Staff PD regarding delivery of distance learning will be completed on-line. Division expects up to 4 days may be required. If all or some of our students are learning online, instruction will be one piece of our instructional plan. We will also plan for the grade-alike and vertical PCD model of our RTI plan by developing intervention plans together, defined either by student or by skill. <b>Co-planning will happen through the Teams App, rather than in person.</b> Specific guidelines for how to use Teams effectively as a mode of communication and collection of all teaching resources and student work will be developed based on NWSD expectations. We will designate staff who are already comfortable with Microsoft Teams to partner with other teachers who are still learning the program. Teachers will add Principal, Vice Principal and Lib-Tech to Teams. We will allocate all support staff to ensure daily personal check-ins for all students. PD for Families will be offered in the fall for identified families as a preventative measure in case of interruption of services due to pandemic restrictions.</p> <p><b>*School division model reflects much of the same protocols for PD and are in place for the fall. We will follow our division plans for the Blended Learning and adjust our own school plans as needed.</b></p>	Curriculum, IT, EdTech, Learning Coaches, SBIF			

# FALL 2020 SCHOOL RE-OPEN PLAN



		<p>In an effort to be able to respond to emergent changes in response to Pandemic, every NWSD teacher's in-class teaching will be complemented with an on-line resource component.</p> <p>We will use the <i>Blended Learning in NWSD</i> Supporting document for further school-based planning.</p> <ul style="list-style-type: none"> <li>• Create common curriculum sequence (Year Plan) for subjects to align long range plans in effort to facilitate PCD work, unit plans, and resources</li> <li>• Each grade cohort will have a partially built on-line learning plan and platform ready by mid-fall in case of unexpected school closure.</li> </ul>	Curriculum, IT, EdTech, Learning Coaches, SBIF			October 30
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## Contingency 3: Distance/Remote Learning

School: JHMoore						
Functional Area (School Operations, Curriculum, Facilities, etc.)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
	<p>Because of the nature of the plans, action items follow the same plans as the 'Normal Return to School' and the Hybrid Return to school plans. All other pieces of this plan are within the direction of the School Division Blended Learning Team. We have noted deadlines and look forward to the PD schedule that is happening August 26-Sept 4. This Re-Open Planning document can be adjusted to reflect the work that is done during the next 2 weeks.</p>					