

FALL 2020 SCHOOL RE-OPEN PLAN

Jubilee Community School Re-Open Plan



'Normal' Return to School and Contingency 1: Enforced Social Distance Guidelines from Province/Health Authority

A. Functional Area: School Operations

Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Hygiene	<p>Proper hand hygiene is a key element to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer. Visual instructions for proper hand washing will be displayed beside every sink. Hand sanitizer will be available in all rooms, at all entrances and at the office.</p> <p>Students are encouraged to bring their own bottle of hand sanitizer.</p> <p>There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.</p>	Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept. 2020	Ongoing
Masks	<p>According to the NWSD, the use of masks are required for staff and students in schools from grade 4 to grade 12. In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks.</p> <p>Since some people carrying COVID-19 do not exhibit symptoms, the following measures will be implemented to protect other people from spreading the illness.</p> <ul style="list-style-type: none"> • Masks will be required for staff and students in Grades 4 to 12 where physical distancing is not achievable every day. • Students will be provided with 1 reusable mask by the school division. Parents are encouraged to provide additional reusable masks for their children. • Disposable masks will be provided, too. • All visitors/guests are required to wear a mask in the school. • Staff members will be provided with a reusable mask and face shield and are encouraged to wear personal protective equipment when physical distancing is not achievable. Staff members may also choose to use their own mask. 	Admin Staff		Sept. 2020	Ongoing

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	<ul style="list-style-type: none"> Masks and/or face shields must be used when in close contact with a sick student or staff member. Medical information is required by a doctor to indicate the medical reason for not wearing a mask 				
Student Grouping	<p>Jubilee students will be cohorted in homerooms and remain so throughout the school day. This will help limit the number of student interactions during the school day. This will also assist public health officials in their efforts to trace contacts and contain an outbreak. Extra precautions will be taken to ensure that:</p> <ul style="list-style-type: none"> -Students and teachers have fewer interactions and transitions -Extended interactions between multiple groups of students will be reduced. - Breaks and recesses can be staggered and coordinated. 			Sept. 2020	Ongoing
Arrival and Departure of School	<p>Parents and caregivers are asked to transport their own children when possible. Picking up and dropping off students outside of the building is encouraged, unless there is a need for the parent or caregiver to enter the school.</p> <p>Jubilee will have assigned entrances for classes to enter. There will be a muster point where each classroom waits before entering the school in a safe, social distancing, and orderly manner (line markers on the ground). There will be a sanitation station at the door which students will use to disinfect their hands as they enter the school. Proper signage will be at all exit/entry points.</p>	Staff		Sept. 2020	Ongoing
Arrival of Bus Students	<p>Buses will be unloaded one at a time. Bus students will disembark spaced out and proceed to their cohort muster zone. Assigned staff will be provided to ensure spacing is occurring getting of the bus and entering the school. Masks are required by all students on the bus.</p>	Staff		Sept. 2020	Ongoing
Student Entry into School	<p>This procedure will be used when students enter the school at recess time. The intent is to have a staggered entry of school to limit physical contact between students.</p> <p>Prior to entry of the school, classes will be assigned muster points near designated entrances. Students will wait at their muster point in a spaced line where they will be led into the school by their classroom teachers. Classes will enter in the school one at a time, place their outside shoes on the rack and walk as a class to their room.</p> <p>Classes will enter into the school in a predetermined order that will allow for safe flow of movement in the hallways.</p>	Staff		Sept. 2020	Ongoing
When Students Arrive in the Morning	<p>When students arrive, they will make their way to their cohort's assigned muster zone. They will remain there until they are greeted by their teacher.</p>	Staff		Sept. 2020	Ongoing

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	<p>Assigned staff will ensure cohorts remain in their zones. Zones will be clearly mapped out for the supervision team in the morning to monitor.</p> <p>When the bell rings, students will follow the school entry procedure led by their teacher.</p> <p>Parents will be encouraged to have their children arrive at school at 8:45 to help the ease of cohort management.</p> <p>This procedure will be revised if necessary.</p>				
Hallway Procedures	<p>We will have a one direction flow in the circle hallway. Arrows will be on the floor to show movement direction.</p> <p>Arrows will be on the floor in the primary wing to show travel direction in the hallway</p> <p>Classes will exit their classrooms for recess with the farthest classroom to the entrance way first and then have the next class to follow until all classrooms have exited the school.</p> <p>The opposite order will follow when classes enter into the school.</p>	Staff		Sept. 2020	Ongoing
Recess Procedures	<p>Cohort groupings will be in place. Cohorts will have assigned times to go outside for recess as well as rotating zones within the school yard. Recesses will have staggered exits for play outside and entry back into the school. Class cohorts will leave separately in a predetermined order to allow for safe flow of movement in the hallway. Cohorts will be signaled to follow the school entry procedure when recess is done.</p> <p>Students will be directed to play within their own cohorts/ classmates and utilize the assigned zones for each recess.</p> <p>When teachers walk their classes back to the room, hand sanitizer will be provided for each student.</p>	Staff		Sept. 2020	Ongoing
Noon Hour Procedures	<p>Cohorts will have scheduled times to eat and play outside with staff assigned for supervision for inside and outside.</p> <p>Students will eat in their classrooms. When students are finished eating, they will clean and wipe down their desks.</p> <p>Students will be following the established recess procedures by being directed to play with their same classmates and utilizing the assigned zones to play in.</p>	Staff		Sept. 2020	Ongoing

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	Cohorts will be signaled to follow the school entry and exit procedures when it is time to eat or play.				
Entrance Procedures	Classes will have an assigned door to exit and enter. In the circle, 4 classes will use the east doors, three classes will use the north doors. Boots will be left on the shoe rack closest to the assigned doors. Doors may need to be propped open to help with movement flow.	Staff		Sept. 2020	Ongoing
Building Access for Visitors	<p>Parent access will be limited. At the start of the year and to help with transition, parents will be allowed into the school to drop off their child if entry protocols are followed.</p> <p>All visitors will enter the school through the front doors and check in with the school secretary.</p> <p>All visitors will need to wear a mask. An online questionnaire must be completed the day of the visit. A paper version will be available for parents at the front office. The school secretary will transfer that information to the online questionnaire.</p> <p>Visitors will be directed to hand sanitize when entering the school.</p> <p>Parents will be asked to wait for their child outside the school at the end of the day.</p>	Admin Admin Assistant		Sept. 2020	Ongoing
Registering New Students	We continue to follow our regular admissions and transitions procedures when new students including PreK, register and enter Jubilee. The goal is to continue to have a thoughtful process that provides ample information about the transitioning student in an expedient manner.	Admin Admin Assistant		Sept. 2020	Ongoing
Washrooms	<p>There will be a limit of three students in the washroom. Markers will be outside the bathrooms to hold students in place to wait their turn.</p> <p>Students will have bathroom access during class time and recess.</p> <p>Teachers on supervision will be stationed by the bathrooms to control access and limit physical contact in the bathroom.</p>	Staff		Sept. 2020	Ongoing
Student Access to Water	<p>Water bottle filling stations will be added to the existing fountains in the Gr 2-4 section of the school. Temporary filling stations will be added in the pit area of the school.</p> <p>Water fountains have been temporarily disabled.</p> <p>Students are asked to bring a reusable water bottle filled from home to</p>	Admin Caretakers Maintenance Dept.		Sept. 2020	Ongoing

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	school every day. This water bottle is for personal use and must not be shared with others.				
Fire Drills and Lockdowns	The mandated fire and lockdown drills will look differently. We are working with our partners at the Saskatoon Fire Department and Saskatoon Police Service to review these safety procedures and determine a drill format that adheres to public health guidelines.	Admin RCMP ML Fire Dept.		Sept. 2020	Ongoing
B. Functional Area: Curriculum and Learning (includes considerations for PreK-Grade 4)					
Determine Learning Gaps	Each grade will have a formative screening assessment to help identify learning gaps. <ul style="list-style-type: none"> • Use of F and P to help establish a baseline to guide instruction • Review of using running records to monitor student progress • Create an abbreviated form of the previous grade's math screen to be carried out by the student to see understanding of prior grades math understanding • Utilize the provincial writing screen in the early stages of the school year as a tool to identify gaps in student writing ability. 	Staff Supt. Of Curriculum and Instruction Learning Coaches Learning and Assessment Consultant School Leadership School Literacy/Numeracy Leads	Suggested/recommended screening tools: Fountas and Pinnell Assessment. Lists of essential skills for Numeracy. Math Screens.	Sept. 2020	Ongoing
Collaborative Planning and Preparation Across Grades	To help with workload and to have alignment horizontally across the grades, teams will work collaboratively, to their best of efforts, to plan and prepare short- and long-term instruction and unit planning. Grade alike year planning will also be collaboratively aligned.	Staff Admin		Sept. 2020	Ongoing
Focus on Literacy and Numeracy	There will be an emphasis on literacy and numeracy instruction and learning. Planning cross curricular and theme-based will be of focus.	Staff Admin		Sept. 2020	Ongoing
Social Emotional Learning Plan and Responding as a Trauma Informed School	The Stronger Kids and Strong Start SEL program will be used as a vertical and horizontal social emotional learning curriculum. Our school will move in an aligned manner utilizing its curriculum. Jubilee will continue our journey of becoming a trauma-informed school and act on its principles of safety, connection, student regulation, and student learning.	Staff Wellness Coordinator Superintendent of Student Services		Sept. 2020	Ongoing
Sharing of Supplies, Materials and Equipment	Students will have their own supplies and responsible for its care. The school will purchase supplies for those students who come to school without supplies. These supplies will not be shared supplies. Teachers will develop procedures so that transition time and instructional time is not lost due to use of supplies	Staff		Sept. 2020	Ongoing

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	<p>Disinfectant protocols will be in place for the cleaning of toys, materials, and supplies in the classroom</p> <p>Any items that cannot be easily cleaned and disinfected will be removed and set aside.</p>				
Classroom Environment and Set Up	<p>Considerations will be taken in the classroom to ensure that physical contact is minimized but as close to normal as possible.</p> <p>Unnecessary furniture will be removed from classrooms to provide greater space between students and encourage new methods of interacting to avoid close contact.</p> <p>Desks will replace tables for students and be reasonably spaced apart.</p> <p>Students will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of four or a semi-circle).</p> <p>Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed.</p> <p>Every room will have a hand sanitation station. Students will be instructed on how to clean hands.</p>	Staff		Sept. 2020	Ongoing
Activities and Interactions	<p>Staff members will be encouraging students to limit physical contact and will be modeling new ways to interact using 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.</p> <p>Classroom activities will be planned that avoid physical contact or the close gathering of students. Avoid activities that require clustering around an item or small area.</p> <p>At this time, field trips will not be permitted.</p> <p>Physical Education classes will be outside as much as possible. Hand sanitation before and after class. Indoor classes will not have activities that allow physical contact.</p>	Staff		Sept. 2020	Ongoing
C. Functional Area: Student Services					
Mental Health of Students	<p>Promote Well-Being and Learning</p> <p>It is important to know that school is a familiar experience and for many students returning to school will provide a sense of comfort. Students will</p>	Administrators Wellness	See NWSD Re-Entry Plan for resources	Sept. 8	Ongoing

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	<p>still have many of the common emotions such as excitement and anxiousness associated with the first days of school. They will learn best when we take steps to make them as comfortable as possible, promoting a sense of belonging and strong relationships with adults.</p> <p>We know that well-being and learning are related. We will consider the suggestions below to encourage feelings of safety and security in your family as school resumes.</p> <ul style="list-style-type: none"> • Speak in ways which acknowledge that even though no one has all the answers about the pandemic, we will work together as a team to successfully figure things out together. • Establish a focus on well-being and belonging. Don't lose sight of the fact that nothing replaces genuine relationships and connection. • Re-create predictable and consistent routines. Routines don't have to be the same as before the pandemic; they can be developed or reimagined to reflect changing contexts. • Remember to incorporate experiences into your time together that promote connection and fun. Like in other years, time together having fun will always have great benefits for well-being. <p>Reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs</p> <p>Family Dynamics chart pg. 27 Guidelines to Re-entry. Consult with counsellor beforehand.</p> <p>Review the NWSA Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins – understanding that stressed brains cannot learn.</p> <ul style="list-style-type: none"> • Implement LES Trauma Informed Practices <p>Tier I, II, and III Social Emotional Learning plan</p> <ul style="list-style-type: none"> • Implement K- Gr. 4 Second Step <p>Listen, Protect, Connect, Model and Teach · Mentorship programs based on LIPs</p> <p>Adjust WC schedules and utilize NWSA counsellors</p>	<p>Coordinators Counsellors Communications Finance</p>			
<p>First Day of School</p>	<p>Meadow Lake Schools are preparing to re-open schools in a way that is as safe as possible for students and staff and adheres to the guidelines and direction provided by the Government of Saskatchewan Re-Open Plan, and the direction of the Saskatchewan Health Authority.</p> <p>We have identified 2 days during the week of September 8-14 as transition days to support new routines and procedures.</p>	<p>School Staff</p>		<p>Sept. 8</p>	

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	<p>Students will be divided alphabetically on those days to reduce the number in the classrooms. Classroom teachers will contact families in the week of August 25-28 to confirm start days for their students.</p> <ul style="list-style-type: none"> • Sept. 8 – Families with last names A-L attend • Sept. 9 – Families with last names M-Z attend • Sept. 10-11 – Full capacity programming commences. • Schools will contact Pre-K and Kindergarten families about school start details. <p>Students are to arrive at school after 8:45 and immediately meet their teacher outside at their designated muster point.</p> <p>Regular and frequent communication with families about plan and procedures will be done before the start of the first day of school.</p>				
<p>Support Services for Additional Needs Students</p>	<p>Planning is based on the Ministry of Education’s Primary and Secondary Educational Institution Guidelines: Students with Intensive Needs.</p> <p>Jubilee will continue to offer supports and services for students with intensive needs with considerations to the directions from the Chief Medical Health Officer.</p> <p>School teams will work with division staff to prioritize and coordinate student supports and services.</p> <p>Support for students with intensive needs will be based on students’ individual plans.</p> <ul style="list-style-type: none"> • Services may include classroom supports, resource supports, professional assessment, speech-language services, and individual student support. <p>Service delivery may vary based on in-person attendance or online learning.</p> <p>Students’ individual plans (IIP) will be updated in the fall to indicate roles and responsibilities of team members including caregivers and students, and additional considerations to ensure student and staff safety.</p> <ul style="list-style-type: none"> • School teams will be flexible and responsive as they assess student needs and implement supportive strategies. • School teams will work with students and caregivers to revise individualized goals as required to ensure student health and safety across home, school, and community contexts. • To determine a student’s current level of performance, updated assessments may be required. • Student safety and well-being goals may be revised to promote success. Staff will implement safety protocols, which ensure the safety of staff and students. School teams will continue to follow the established referral process for identifying students who 	<p>SSST Administrators</p>	<p>CLEVR Shor-term Transition plans template (on Teams) Gloves</p>	<p>August 2020</p>	<p>Ongoing</p>

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require intensive supports.

Additional Considerations for Students with Intensive Medical, Personal Care, or Behavioral Needs

For students with additional risk factors due to medical or behavioural needs, school staff will collaborate with the student's primary caregiver(s) to create or review individual plans (medical, safety, behaviour) which may include:

- Seeking recommendations from healthcare professionals
- Decreasing the amount of student movement throughout the school
- Implementing increased sanitation protocols for the student's belongings/equipment
- Transportation accommodations. When supporting students with toileting, feeding, or dealing with bodily fluids, staff will follow SHA guidelines including handwashing and use of PPE including masks, face shields, and gloves. Staff will sanitize personal care spaces and equipment between student use.

Student Services

- For in-person interactions with students, staff will practice physical distancing, follow mask and hygiene protocols, and sanitize their workspace and materials before and after service.
- Student services and special education personnel (speech-language pathologists, psychologists, counsellors, occupational therapists, etc.) will arrange their schedules with school administration to ensure limited movement between schools in any given day or week to reduce contacts.
- Parents/guardians will be contacted by phone or online to discuss assessment results and students' individual plans. When an in-person meeting is deemed necessary, all attendees will practice physical distancing and wear masks.

Resource Support

- School teams will prioritize and schedule resource support while adhering to SHA guidelines.
- Resource teachers will plan to communicate with parents/guardians regarding resource support.
- Embedded resource support may be provided in classrooms to limit student movement in the school and the number of people with whom students are in contact.

Educational Assistants Support

- School teams will strive to assign EAs to class cohorts to minimize the number of student contacts.

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Health concerns and/or Immune Compromised	<p>Create a safety and accommodation plan in collaboration with parents</p> <p>CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs.</p> <p>Clean and disinfect diapering stations after each use.</p> <p>Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water).</p>	<p>Classroom teachers</p> <p>Administrators</p> <p>SSSTs</p> <p>Supporting Professional</p>		<p>August 2020</p>	<p>Ongoing</p>
Support Professionals in School	<p>Enhanced cleaning and disinfection of workspaces, supplies and equipment</p> <p>Designated work areas and record of where you are in schools. Coordination of workplaces will be through the school's admin assistant.</p> <p>Communication with administrators and others to stagger visits</p> <p>Hand washing before, during and after each session</p> <p>Flexibility of services</p>	<p>SLPs,</p> <p>OTs,</p> <p>Psych,</p> <p>Counsellors</p> <p>Administrators</p> <p>Maintenance</p> <p>School Admin Assistant</p>	<p>Cleaning supplies Hand sanitizer Assigned Workspace</p> <p>Transparent masks if requested</p>	<p>August 2020</p>	<p>Ongoing</p>
Students Using the Handivan	<p>Consult with Multiworks regarding procedures in place</p> <ul style="list-style-type: none"> • Communicate with parents • Determine and decide on alternate plans for transportation if need be 	<p>Supt. Of Student Services</p> <p>SSSTs</p> <p>Transportation</p>		<p>Sept. 2020</p>	<p>Ongoing</p>
Teams Meetings	<p>Limit number of people in attendance</p> <ul style="list-style-type: none"> • Option of in-person or online • Delay meetings 	<p>Admin SSST</p> <p>SS department IT</p>		<p>Sept. 2020</p>	<p>Ongoing</p>
Safety Precautions	<p>If a Student is Sick</p> <p>If a student is experiencing cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath or difficulty breathing), they must not attend school. Parents/caregivers should contact HealthLine 811 for direction. If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the health authority.</p> <p>Sick Students While at School</p> <p>We will follow the procedures outlined in AP 162.</p> <p>Student who become sick will be isolated in the designated sick</p>	<p>Administrators</p> <p>WCs</p> <p>Classroom teachers</p> <p>Caretakers</p> <p>Maintenance</p>	<p>PPE – provided when procedure requires staff usage.</p> <p>Gloves</p>	<p>Sept. 2020</p>	<p>Ongoing</p>

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	<p>room. Parents will be contacted by the Wellness Coordinator and plan for the child to be picked up.</p> <p>The Wellness Coordinator will be provided with PPE to attend the needs of the sick student</p> <p>After the student has been picked up, the space will be cleaned and sanitized.</p> <p>Staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container in a sealed container for a minimum of three days.</p> <p>All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self Assessment Tool.</p> <p>The school will determine, in collaboration with the parents, the appropriate interventions/ accommodations for the child while they are away from school.</p>				
<p>Nutrition Program</p>	<p>Simplify the foods and their preparation to make the distribution of snacks as easy and quickly as possible</p> <p>We will follow safe food handling procedures carried out by our Wellness Coordinators with appropriate food washing and covering</p> <p>Snacks, lunches, and milk will be delivered to the classrooms</p> <p>Snacks will be distributed to students by the classroom teacher from bowl to student hands</p> <p>Breakfasts will be packaged cereal bars and apple sauce PreK snacks will be prepared by the interventionists following safe food handling guidelines</p>	<p>Admin Wellness Coordinator</p>		<p>Sept. 2020</p>	<p>Ongoing</p>
<p>COVID-19 Education Support</p>	<p>Wellness Coordinators will support classroom teachers in providing information to students about hand hygiene, physical distancing, etc.</p>	<p>Admin Wellness Coordinator Classroom Teachers</p>		<p>Sept. 202</p>	<p>Ongoing</p>
<p>D. Functional Area: Early Learning</p>					

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<p>Early Learning Programs</p>	<p>Prekindergarten and Kindergarten Programs look different than other classrooms in the school. These programs are unique in their pedagogical approach and address the specific needs of young children. As such, schools must consider the classroom and learning environment differently.</p> <p>Ensuring healthy hygiene behaviours and practices are established through teaching protocols and procedures to students (handwashing, covering coughs and sneezes, avoiding touching the face).</p> <p>Supporting students with limiting physical contact (no hugs, handshakes, etc.) and instead encouraging “air high fives”, waves, winks, saying hello in sign language, giving the peace sign, etc. Remember that young children are by nature physical and social beings.</p> <p>Rather than free play and movement throughout the classroom, teachers will limit play by creating small, consistent groups with procedures for students to move from one area of the room to another. Handwashing should occur before entering each play area.</p> <p>Utilizing outdoor play spaces as much as possible.</p> <p>Teachers will reduce the number of toys available and remove toys that are hard to sanitize or clean. This includes soft toys. Many materials and games can remain in use if children are instructed to wash their hands before and after use. Teachers will instruct children to avoid putting toys/materials in their mouths. Sand tables, water tables, and other sensory areas that are intended for multi-student use will not be used.</p> <p>Practicing physical distancing at snack and lunch times. Children are not allowed to participate in food preparation. Food from home must not be shared with other children.</p> <p>Creating bins/baggies of supplies for each student. Markers, scissors, crayons, playdough, etc. should all be individualized to one student and not shared between children.</p> <p>Creating a cleaning schedule for the classroom to ensure that surfaces and toys are cleaned regularly.</p> <p>NEW staggered start dates will be shared with parents and caregivers during the week of Aug. 25-28.</p>	<p>Admin SSST Superintendent Early Childhood Educators</p>		<p>Sept 2020</p>	<p>Ongoing</p>
<p>Preparing for Kindergarten</p>	<p>Help your child to develop these skills, which will reduce the need for close contact with the teacher.</p> <ul style="list-style-type: none"> • Get dressed – zip up jacket, put on shoes, button clothes. • Eat snacks and lunch – open containers, unscrew tops, unwrap straws. • Put away their belongings after they’re done. 	<p>Parents/ Caregivers</p>			

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	<ul style="list-style-type: none"> • Use bathroom independently. • Ask for help • Express needs and wants. <p>Wait for their turn to share.</p>				
PreK	<p>Screening and Admissions:</p> <ul style="list-style-type: none"> • Admit Students from KidsFirst and ECS • Complete screens as much as possible for new applicants. (Teams) • Will need extra time in the fall for screening and application process. • Slower transition for Intense needs students. • Student with additional needs may require updated assessments and revised individual goals • All engagements will occur in a supervised setting which may include the school or other appropriate spaces • Staff will not enter private residences or provide personal transportation <p>Home Visits Due to Covid-19, home visits will not be possible. However, these visits are valuable to meet the family, learn about the child, and make decisions around placement. Options to consider instead of home visits include:</p> <ul style="list-style-type: none"> • Playground visits (when weather and seasons permit) • Telephone calls • Online meetings <p>Family Days Family days may be hosted virtually or in person with small groups if they take place in a safe environment that follows the direction of the Chief Medical Health Officer and guidelines of the Government of Saskatchewan</p>	Admin PreK Teachers Interventionists Superintendent Community Agencies		Sept. 202	Ongoing
Academic, Cognitive and Social Emotional Delays	<p>Utilize pre-assessments</p> <p>School Team meetings with Student Services Team members</p> <p>Develop Individual plans to meet the needs of the students</p> <p>Allocate staff accordingly</p> <p>Develop strategies for students to learn to self-regulate.</p>	Early Childhood Educators Superintendent of Student Services	Ministry Documents Professional Development	Sept. 2020	Ongoing
E. Functional Area: Facilities and OH&S					
Safety Protocols	<p>Main entrance door will have signage and protocols listed.</p> <p>When possible, classroom doors will remain open for fewer touch points.</p> <p>Plexiglass moisture shields have been installed at the front office, servery and library.</p>	Admin Teachers Caretakers		Sept. 2020	Ongoing

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	<p>Directional arrows to indicate flow of foot traffic and physical distancing floor decals where necessary.</p> <p>Disinfection Protocol To support a safe environment for students, staff, and families, regular disinfection of surfaces that individuals regularly touch will be of high importance. The disinfection of a surface is the process of applying a mixture of water and disinfectant (as per manufacturer’s recommendation) to surfaces to kill any virus that may be present.</p> <p>Sanitization Process: A mixture of water and disinfectant per manufacturers recommendation is required. The mixture will be placed in a spray bottle and kept out of student reach.</p> <p>A spray bottle and rag or roll of paper towel will be available in every room of the facility.</p>				
F. Functional Area: Transportation					
	<p>Bus drivers will follow the protocols set out by the provincial government.</p> <ul style="list-style-type: none"> • Parents will be asked to transport their own children where possible. We encourage all families to consider active transportation— walking, biking, or rolling on your scooter or skateboard to school. • School will collect up to date address on registration forms • For the safety of all, everyone riding or boarding buses is required to wear a mask including students, the driver, school staff, parents/caregivers as required to assist a student, and any others as may be required to be on the bus. • For contact tracing purposes, students will be assigned seats on buses, and a record of the seating plan will be kept. Students who live in the same household should be seated together. • Buses and other vehicles used to transport students are to be cleaned and sanitized between each run by the transportation provider. <p>No travel for extracurricular activities is permitted at this time and staff are not to provide personal transportation.</p>	Transportation School		Sept. 2020	Ongoing
g. Functional Area: Communication					
	<p>Education about school precautions Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through school channel.</p> <p>Jubilee School will maintain strong lines of communication with school staff, parents SCC and community stakeholders in order to support the academic and social growth of our children.</p>	School Admin NWSD Communications Director Superintendent		Sept. 2020	Ongoing

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	<p>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through school channel.</p> <p>Parents and caregivers are the most significant source of support, and we will work together to support students.</p> <p>Remember that when students 'see' and 'hear' that the adults have come together on their behalf, this communicates hope.</p>				
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Contingency 2: Hybrid – Not all students in building

New Provisions

A. Functional Area: School Operations- NEW PROVISIONS

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Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Staff Assignments-NEW IMPLEMENTATION	Readjust staff assignments according to guidelines.				
B. Functional Area: Curriculum and Learning (includes considerations for PreK-Grade 4)-NEW PROVISIONS					
Implementing Distance Learning	<p>Younger students (K-6) attend daily in smaller homerooms,</p> <p>PD will be offered for to accommodate an increased number of elementary homerooms; some classes may be housed in other NWSD schools and some teachers may have teaching loads reassigned</p> <p>Attendance for in-school component will be subject to the limitations of the transportation dept, based on specific guidelines</p> <p>RTI models would still apply; use of online tools to facilitate interventions, particularly 1:1 would be encouraged</p>	Admin Classroom Teachers		Sept. 2020	Ongoing
Blended Learning	<p>Northwest School Division is adopting Blended Learning as an instructional model. The goal is to have a comprehensive system in place so that we can move seamlessly along the continuum between classroom and full online learning, given the uncertainty of the public health situation. In the event of another school closure, we must be ready to meet our students' needs.</p> <ul style="list-style-type: none"> For PreK – Grade 6, we will be using Microsoft Teams. In the event of a closure, PreK – Grade 6 teachers must be prepared to use Teams to share resources and interact with students (through full class, small group and 1:1 meetings, as appropriate). 				
B. Functional Area: Student Services-NEW PROVISIONS					
Assessment and Therapy	<p>Flexibility of service delivery-in-person (school or office) or online</p> <ul style="list-style-type: none"> Delay services Refer to outside agencies 	SS team IT		Sept. 2020	Ongoing
Students on IIPs	<p>As a team, determine needs of student and then decide on individual schedule and ways to meet student needs</p> <ul style="list-style-type: none"> Update IIP It might not be possible to support all students with intensive needs in-person due to health and safety guidelines 	Admin SSST SS team			
Outbreak in Community	<ul style="list-style-type: none"> SS professionals will delay going to that school. Deliver services online, if possible. 	Supt. Of Student Services SS team		Sept. 2020	Ongoing
Assessment and therapy for students on IIPs	Flexibility of service delivery-in-person (school or office) or online · Delay services · Refer to outside agencies	SSST Admin			

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	<p>As a team, determine needs of student and then decide on individual schedule and ways to meet student needs · Update IIP · It might not be possible to support all students with intensive needs in-person due to health and safety guideline</p> <p>SS professionals will delay going to that school. Deliver services online, if possible.</p>				
C. Functional Area: Early Learning- NEW PROVISIONS					
Scheduling of PreK Teachers	<p>Follow Health/Ministry Guidelines</p> <ul style="list-style-type: none"> • As Prek is not mandatory we would just schedule for students that are in attendance 	Superintendent of Schools Admin			
Scheduling of PreK Teachers	<p>Follow Health and Ministry guidelines</p> <ul style="list-style-type: none"> • Develop online lessons with teachers who have the capacity to do so. • Allot time and staff in schedule to deliver online learning if need be. • Possible videoing of lessons and sharing with families. • Continue developing paper packages for those that want them. 	Admin Superintendent Early Childhood Educators		Sept. 2020	Ongoing
Ensure Equity	<p>Survey families to determine what they might need to complete online learning.</p> <ul style="list-style-type: none"> • Paper packages will still need to be developed. • Create PD for parents to learn online platform • Work with community agencies (KidsFirst, ECS) to help support families through home visits etc . • Online delivery of paraprofessional services (Speech, OT) 	Supt. Of Schools Admin Early Childhood Educators		Sept. 2020	Ongoing
D. Functional Area: Facilities and OH&S- NEW PROVISION					
Student Spacing	Look to utilize unused classrooms – If High Schools are closed then space elementary students into the high school rooms, etc. May free up specialty rooms for use	Admin			
Functional Area: Transportation-NEW PROVISIONS					
	<p>Consider suspension of service</p> <p>Deliver learning packages</p>	Transportation School		Sept. 2020	Ongoing
E. Functional Area: Communication-NEW PROVISION					
	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	School Admin NWSD Communications Director Superintendent		Sept. 2020	Ongoing

Contingency 3: Distance Learning

New Provisions

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A. Functional Area: School Operations- NEW PROVISIONS

Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Day	School principals will create a plan to address the following: <ul style="list-style-type: none"> Guidelines and expectations for students and staff for at home learning (Learning Packages) Monitor building access 	Admin			
School Staff	School principals will create a plan to address the following: <ul style="list-style-type: none"> Role changes Staff assignments Staff duties Manage staff attendance All staff will work at their assigned work site Safety procedures Student check in Professional Development Staff Supervision Process 	Admin			
Communication	School principals will create a plan to communicate with the following groups: <ul style="list-style-type: none"> Staff Students Parents SCC Community Stakeholders 	Admin			

C. Functional Area: Curriculum and Learning (includes considerations for PreK-Grade 4)-NEW PROVISIONS

Efficient utilization of professional staff	Reallocation and repurposing of staff to address learning needs in a maximally efficient way. This may include: <ul style="list-style-type: none"> Smaller, more personal online learning cohorts in younger grades (Teams plus daily personal check-ins) 	Admin Classroom Teachers			
Timely intervention	Division-wide RTI model. If all students are learning online, instruction must be accompanied by a fully-implemented, robust, and rigorous RTI program. Teaching and paraprofessional staff may be assigned intervention caseloads defined by student or by skill. These caseloads will not be restricted by school.	Division Team Admin Classroom Teachers			

F. Functional Area: Student Services-NEW PROVISIONS

		Admin		Sept. 2020	Ongoing
Assessment and therapy for students on IIPs	Identify students requiring supports <ul style="list-style-type: none"> As a team, identify best way to provide services- inperson (school or office), online or delay services Update IIP to reflect supports and safety plan 	SSST Admin			

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	<ul style="list-style-type: none"> • formal plan must be developed that: <ul style="list-style-type: none"> - ensures staff and student safety; - details the specialized therapies, professional assessments and/or unique transitions proposed - identifies the lead staff member; - clearly identifies the staff required and their role - identifies location, time and appropriate lengths of time for engagement - outlines family and student requirements; and - summarizes a follow-up strategy. • Sanitize after each session • Follow CMHO safety orders • Consider directions given by professional governing bodies • No individual with compromised immunity will be involved - staff or student. <p>If at any time there is concern, the process will be reviewed and service must be stopped</p> <ul style="list-style-type: none"> • Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions 				
G. Functional Area: Early Learning- NEW PROVISIONS					
Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	<p>Combination of virtual lessons with Learning kits that could go home.</p> <ul style="list-style-type: none"> • Develop daily Schedules for student learning and share with students and parents. • Identify key elements to focus on for the programs. • Student-teacher contact time must be prioritized regardless of the delivery format • Teachers have consistent online course design, layout etc. • Teachers have opportunities to view exemplars of instructional resources 	Superintendent of Schools Admin			
H. Functional Area: Facilities and OH&S- SAME PROVISIONS AS IN CONTINGENCY 1 AND 2					
I. Functional Area: Transportation-SAME PROVISIONS AS IN CONTINGENCY 1 AND 2					
J. Functional Area: Communication-SAME PROVISIONS AS IN CONTINGENCY 1 AND 2					