

FALL 2020 SCHOOL RE-OPEN PLAN



LASHBURN HIGH SCHOOL

Return to School – Students attending daily – Masks mandatory when 2m distancing cannot be maintained

Functional Area	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Markings to Support Social Distancing in Public Spaces	Tape or other floor stickers will be in place in public spaces to help keep individuals spaced appropriately.	Caretakers, Admin	Tape, floor sticker	August 26	Sept 1
	Access to LHS	<p>Morning arrival</p> <ul style="list-style-type: none"> B-wing cohorts will enter gym entrance A-wing cohorts will enter main entrance <p>All other entrances locked Once bell rings, gym entrance locked Late students sign in at the office and proceed to class ALL visitors to our schools must complete the contact tracing form. Posters will be shared for the front entrances of all buildings. A QR code can be scanned to access the form. If a visitor is unable to complete the online form, a paper copy will be available at each location, and then the school admin assistant can fill out the online form on their behalf. All visitors and guests to NWSD schools will be required to wear masks.</p>	All staff	Sign in binders Posters at entrance with QR code	Sept 8	ongoing
	Regular OH & S Meetings	OH&S concerns can be brought to any weekly LHS staff check-in meeting	All staff	Meeting times	Sept 1	ongoing
School Operations	Routines	<p>Limiting Physical Contact</p> <ul style="list-style-type: none"> Staff & students must do daily self assessment (guidelines to be provided) to monitor for signs of illness When symptoms are present – staff and students MUST remain at home and notify the school Access to increased availability (and priority status) of COVID testing when required The Local Health Authority has developed a flowchart for schools to outline the steps that should be taken if a staff member or student exhibits symptoms at the school. Masks are mandatory for all staff/students/visitors and must be worn at all times when 2m physical distancing cannot be maintained 	All staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines Floor stickers/tape	Aug 24	ongoing

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		<ul style="list-style-type: none"> Students can expect to receive one reusable mask provided by the Division upon their return to classes. We will also have disposable masks for use. Parents are encouraged to provide additional reusable masks for their children if they choose. Student cohorts will be created and maintained throughout the day Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area. 				
	School Day Changes	<p>Staggered entry</p> <ul style="list-style-type: none"> Buses will drop off only at JHM (front of lane) Buses that arrive while another is unloading will wait until that bus have exited to unload <p>Before school</p> <ul style="list-style-type: none"> Students enter - put coats in lockers and proceed to classroom - no loitering in halls Increased supervision before school to monitor this <p>Bell Schedule:</p> <p>8:55am - 11:10am - block 1 - cohorts will receive staggered 10 min breaks</p> <p>11:15am -12:15pm - block 2</p> <p>Shortened Lunch break</p> <ul style="list-style-type: none"> 12:15-12:45pm <p>12:45-2:50pm - block 3 - cohorts will receive staggered 10 min breaks</p> <p>Non bus students dismissed at 2:50pm 3:00pm - bus dismissal A 3:05pm - bus dismissal B 3:10pm - bus dismissal C</p> <p>Modify procedures for entering the building to support physical distancing. Morning arrival:</p> <ul style="list-style-type: none"> Buses unload one at a time B-wing cohorts will enter gym entrance A-wing cohorts will enter main entrance 	All staff	Different bell tones	Sept 1	ongoing

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		<p>All other entrances locked Once bell rings, gym entrance locked Late students sign in at the office and proceed to class</p> <ul style="list-style-type: none"> All class breaks staggered – one A wing and one B wing class take breaks at the same time) Increased number of lunch rooms – students stay in their cohorts at lunch or eat lunch at home. Parents will be asked to indicate whether their child will be eating at school or at home. Modify room configurations – front facing rows only Quad scheduling – decreases number of different classes (HS 2-3, MY 4-5) also reduces class transitions Student cohorts assigned a classroom and staff move from room to room Traffic flow in halls – 1 directional around A wing and B wing with walking lane and locker lane – floor marked to indicate traffic movement All parent meetings are offered first by phone/Video conference <p>Limiting Touch points</p> <ul style="list-style-type: none"> BYOD for staff and students (if allowed) Assigning computers to a small group of students (siblings where applicable) 				
	Hot lunches	<ul style="list-style-type: none"> Student/staff prepared hot lunches (grilled cheese, taco bag, etc...) will be cancelled until further notice Subway/pizza (restaurant-prepared) may be scheduled to occur once protocols are in place to ensure risks minimized 	All staff		Sept 1	TBA
	Communication	<p>Communication plan:</p> <ul style="list-style-type: none"> Staff – increased use of Teams – modified staff meetings – in-person/virtual combination Students – assemblies through Teams/Zoom to student classrooms Parents – we already have a weekly newsletter – will include relevant info on status of re-opening success/concerns. Information will be 	All staff	Webcams/mics Schoolmessenger	Sept 1	ongoing

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		<p>sent out by the end of August regarding the first day of school. Any information parents require quickly will be sent out through school messenger.</p> <ul style="list-style-type: none"> • SCC – potential meetings through Video Conference 				
	Sharing of Equipment in Labs including teaching stations (Keyboards, Mice, lab printer, headphones)	<ul style="list-style-type: none"> • Clean hands on entry and exit • Clean equipment daily based on industry standard practice <p>Assign students to specific computers to limit exposure and possible contact tracing (seating assignments)</p>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards		
	Sharing of Laptops including cloudbooks (blue cart), student laptops (red cart) and staff loaner laptops.	<ul style="list-style-type: none"> • Clean hands before and after use • Clean equipment daily based on industry standard practice • Assign students to specific computers to limit exposure and possible contact tracing • Have a clearly defined process for tracking these device assignments 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards		
	Interactive touch surfaces like smartboards and interactive TV's including their peripherals like pens and eraser	<ul style="list-style-type: none"> • Clean hands before and after use • Clean equipment daily based on industry standard practice 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards		
	Shared Staff desktops and peripherals including but not limited to Keyboard, mouse, projector remote, document camera)	<ul style="list-style-type: none"> • Clean hands before and after use • Clean equipment daily based on industry standard practice 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards		
	High traffic touch surfaces on Photocopiers and printers	<ul style="list-style-type: none"> • Clean hands before and after use • Clean equipment daily based on industry standard practice 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards		
	BYOD Access	<ul style="list-style-type: none"> • Simplify the BYOD connection process (Part of PAN Project) • Instruct staff on process <p>Staff instruct students</p>	IT, School Staff, IX Solutions (Contractor)	Time to get to this project with all the other priorities		
	Support for BYOD	<ul style="list-style-type: none"> • Well defined process for supporting non-NWSD devices. <p>Address liability issues</p>		This will add additional pressure on an already taxed resource (Teachers, other staff)		
	Charging stations to support BYOD	<ul style="list-style-type: none"> • Add locations for charging • Coordinate with Facilities 	Facilities, IT, Finance, School Staff	Time and money		

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		<ul style="list-style-type: none"> Order a supply of various charging cables that can be available from the library tech when required <p>Have a sanitization plan for the return of loaned cables</p>				
Curriculum and Instruction	Determine learning gaps	<p>Anticipate and identify gaps in learning using formative assessment:</p> <p>As per AP 360 - b.3 - Teachers use ongoing assessment to inform instructional design and respond to students learning needs.</p> <p>F&P screens for all 7-10 students in fall</p> <p>NWSD math tracking spreadsheet reviewed to identify curriculum that still needs to be covered</p> <p>Communication with previous grade teacher to identify areas for re-teaching/filling gaps</p> <p>Adjust assessment and unit plans to carve out time to address any missing prerequisite skills</p> <p>RTI plans need to be in place for <u>all students</u></p> <p>Allocation of additional instructional time</p> <p>Cross-curricular focus for grades 7-9</p> <p>10-12 Timetabling flexibility: Quad scheduling – more concentrated instruction. Off time-table course offerings creates 1h/day to potentially offer RTI for core subjects</p>	All staff SSST Team leads (math/literacy)	F&P screens NWSD Math screens Key Math Resource time	Sept 2020	ongoing
	Credits potentially at risk due to midstream structural changes (need to be limber)	<p>Quad scheduling allows for a better response to potential school closure or hybrid system</p> <p>Students that are compromised due a documented medical condition will be provided home-based programming in the event they cannot attend school. All class content for all subjects will be housed on Teams to allow students to work from home for short or long periods of time</p> <p>NWSD course offerings through Moodle</p>	All staff	PD in Teams or Moodle	Sept 1	ongoing
	Building Capacity for learning environment flexibility.	Division will develop guidelines for blended and online learning.				

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		<p>The Division will facilitate the development of blended and online learning resources with an initial focus for 7-12.</p> <p>PAA/Art/Phys Ed. courses will practice all safety protocols and hygiene practices that must be implemented for students and equipment.</p>				
Student Services	Create plan to address Mental Health of Students	<ul style="list-style-type: none"> Reach out to community organizations in August to assess needs. Implement Trauma informed schools document school wide Adopt Three tiered model for Behavior and Social Emotional support: <ul style="list-style-type: none"> Tier 1 Culturally responsive environments, classroom strategies with accommodation planning. (Positive relationships with all students, firm, fair, kind and consistent teaching, regular check-ins with students) Tier 2 Intensified classroom and small group interventions (self-monitoring, structured adult mentorship, daily home communication, behavior contracts, social skills training) Tier 3 Individual Interventions. (Wrap around meetings, inter-agency services, counselling) Make Staff aware of PD opportunities available Communicate with parents about plans for safety and health clearly before school begins, and ongoing throughout the year Develop staff understanding that stressed brains cannot learn. Share mental health resources with parents through LHS social media 	Vice – Principal, SSST and Wellness coordinator	Time at Staff meetings, Trauma informed schools document, Help from Kaitlin Harmin with communication piece.	August 2020	Ongoing
	Nutrition	<ul style="list-style-type: none"> LHS does not have a school wide nutrition program. Students with specific individual nutrition programs will continue to be able to prepare food only for themselves under the supervision of staff members wearing appropriate PPE including gloves, masks and face-shield. 	EAs, Wellness		Sept 1	ongoing
	First Day back to school	<ul style="list-style-type: none"> Day 1 schedule will allow for welcome activities that follow health guidelines. Send Day 1 schedule to parents before the start of school. 	Principal, Vice – Principal, SBIF		August 2020	Sept. 1st

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		<ul style="list-style-type: none"> • Include information about where students are expected to go upon entering the building on day 1 information. 				
	Students on IIPs	<ul style="list-style-type: none"> • Re-engage with families to review short term transitions and to update goals. • Have proper PPE available for hands on interactions and for cleaning. As well as for if an intense needs student gets sick. 	Vice-Principal, SSST	Proper PPE	August 2020	Ongoing
	Students with Health Concerns	<ul style="list-style-type: none"> • Create a safety and accommodation plan in collaboration with parents. • Specialized place for instruction for any students with compromised immunity. • Face-shields, masks and gloves to be used during hands on interactions with students. • Wear disposable gloves when cleaning blood or bodily fluids (eg. Runny nose or vomit). Gloves must be changed after each interaction and when changing tasks. Hand hygiene must be performed between every glove change. Face shields and masks. 	Vice-Principal and Wellness Coordinator	Space to provide instruction	August 2020	Ongoing
	Supporting Professionals in multiple schools	<ul style="list-style-type: none"> • One space to be provided for support professionals to work (wellness offices) • Enhanced cleaning of that space • Coordination to help bring students to the office so that support professionals do not have to go around the building looking for students. Coordination to be managed by Student Support Services Teacher. • Handwashing before during and after each session. • Supporting professionals will wear full PPE including face shields when meeting with students. 	Vice-Principal SSST and Wellness Coordinator	Wellness office Space. Cleaning	August 2020	Ongoing
	Sick Kids coming to school or getting sick while at school	<p>If a student is exhibiting symptoms suggestive of Covid-19, the following steps should be taken in order to minimize the risk of exposure to others:</p> <ul style="list-style-type: none"> • If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of Covid-19 a staff member shall: a) Immediately remove the student from the classroom to a designated isolation area: In a respectful manner that protects the privacy of the student; and, b) In a manner that is safe as possible for 	Vice-Principal, Wellness Coordinator, SSST and EAs	Isolation room space, cleaning supplies and PPE	August 2020	Ongoing

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		<p>the staff members and other students and staff.</p> <ul style="list-style-type: none"> o Notify the principal or designate. • In all interactions with the student, staff members shall: <ul style="list-style-type: none"> o Maintain physical distancing from the student as much as possible; o Wear a medical mask and face shield, if a face shield is available; o Avoid contact with the student’s respiratory secretions; o Provide the student with a face shield (if available) and request the student to wear it; • Provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress; • Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and, • Dispose of disposable PPE and arrange for non-disposable (i.e., face shield) to be cleaned and disinfected. <p>iii. The principal or designate shall, as soon as reasonably possible:</p> <ul style="list-style-type: none"> • Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible; • Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student’s classroom and, in particular, the student’s desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff; and, • Advise the Director or designate. <p>iv. If a case of Covid-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other</p>				
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		steps that may be required by SHA Public Health.				
	Students refusing to return to school	<ul style="list-style-type: none"> Take attendance and make follow up calls for students who are absent. Use staff with mental health first aid training to provide Psychological First aid to students and parents Plan interventions and accommodations accordingly Enroll in NWSA remote learning. 	Vice-Principal, Wellness Coordinator and EA's trained in Mental Health first aid.	Psychological First aid PD	August 2020	Ongoing
	Students on FIP and work experience	<ul style="list-style-type: none"> Work with parents to develop alternative mode of transportation than staff vehicles. Staff will not provide personal transportation. Work with businesses to create a plan Consult with parents Implement plan 	SSST		August 2020	Ongoing
	Mentorship	<ul style="list-style-type: none"> All LHS students have a mentor teacher Mentorship teachers will contact families the week of Aug 25-28 In addition to the regular teacher mentorship duties (career guidance, goal setting), mentor teachers will also check in with students regularly and provide supports as needed 	Teaching Staff		Aug 25	ongoing
	Student Support Services Team Meeting	<ul style="list-style-type: none"> Virtual (MS Teams or Zoom) as much as possible 	SSST Team			
Transitions	New Gr 7s transition	Info packet sent home (using School Messenger)	All staff	PD in Teams or Moodle	Sept 1	ongoing
	New LHS students	Orientation tour offered during week of September 1 st -4 th				
	Teacher Capacity	<ul style="list-style-type: none"> Program online delivery PD Collaboration and online TEAMS meetings with colleagues. 	Terry Superintendent of Curriculum and Instruction	PD plan	June 2020	August 2020
Facilities & Cleaning Procedures	Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing	Ensure all hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. Ensure hand sanitizer is readily available.	Custodial staff	Asset Planner for corrective actions. Principal to advise.		
	Water fountains	Water fountains are acceptable with proper procedures for disinfecting or hand washing (push button touch point and bubbler with possible mouth contact - frequent disinfecting with designated product with a rinse to follow.) Recommend the use of personal water bottles.	Maintenance - custodial, School	SHA Guidelines, signage and custodial scheduling	June 2020	
	Cleaning procedures	Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned	Rick Starnes	SHA Guidelines - check list form with time stamp.	June 2020	

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		(properly). Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now)				
	PAA cleaning and disinfecting	School staff/students will be provided with proper cleaning procedures and materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.). Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.	Rick, School and Custodial Staff	SHA Guidelines - EIG	Now – custodial responsibilities.	School staff/students will be Aug/Sept.
	Bell schedules	Teacher cellphones and school computers will be used to time staggered breaks rather than having multiple bells.	Maintenance - school	TOA programmed differently	June 2020	
	Restrict building access	Ensure all exterior door locks are operational – main door will need to have signage and protocols listed.	School, Maintenance - Custodial	SHA Guidelines - signage		
	Staff Training	Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.	Rick - School	SHA Guidelines – EIG, WHMIS 15 certificate		
	OH&S Meeting	Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD.	School – Facilities - Rick	OH&S Requirements		
Transportation	Bus Registrations	SchoolMessenger used to communicate to families that they should reregister if there’s been any relocations or missing contact information. Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions.	Principal Office Staff	Bus Request Forms SchoolMessenger	Now	First week August
	Staggered arrival and dismissal	Buses are to drop off – one at a time Bus students will be released in a staggered manner, coordination with JHM <ul style="list-style-type: none"> - 3:00pm dismissal load at 3:05 – 2 busses - 3:05pm dismissal load at 3:10 – 2 busses - 3:10pm dismissal load at 3:15– 2 busses JH Moore staff member accompanying elementary students will assist with proper loading of the bus. LHS supervisor will help with monitoring a waiting area to limit contact.	LHS JHM Bus drivers		Sept 1	ongoing
Communication	Re-Open plans	LHS will relay any info from NWSD LHS will post our own local plans on August 26th Update for Parents/Caregivers outlining division return to school plan	Principal	Provincial guides NWSD communications	June 2020	Before end of year
	Education about school precautions	Regular communication home about expectations for school, education on COVID, how to prevent spread of germs	Principal Office Staff	Provincial/SHA guides	Now	Ongoing

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		-messages shared through division and school channels				
	Parent Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Kaitlin School Admin	Updated Phase guidelines	June 2020	Ongoing

Contingency Plan for Hybrid Learning – not all students in building at the same time

LASHBURN HIGH SCHOOL						
Functional Area	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	School Day <ul style="list-style-type: none"> • Before School Procedures • Recess Procedures • Noon Hour Procedures • After School Procedures • Entrances • Building Access • Washroom Access • Hallway Procedures 	*Most Information same as in 'normal' return to school. Students attend school on a rotating basis (for example, possibly every other day)	School Operations Transportation Principal All Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
	Sharing of computer equipment, peripherals, high-touch surfaces, device cleaning, BOYD plans	**same as when students attend daily	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards		
Curriculum and Instruction	Reducing number of attending students	LHS will likely need 2 cohorts (Day A day B) – classes could likely fit 10. Some larger areas could fit 15 or so... <ul style="list-style-type: none"> • Whenever possible, students residing in the same home should attend with the same cohort to minimize home impacts • Model will be truly hybrid • Students will have clear expectations for home-based days; this will likely have an online component • Students working from home will receive a check-in (phone or teams) from school staff to monitor and support academic and social/emotional wellbeing on home days 	Senior admin, school admin, maintenance, transportation All staff	-classroom layouts plans produced by maintenance in conjunction with schools	TBA	TBA
	Meeting academic needs	RTI and well-planned instruction addressing core content gaps will proceed as prescribed and discussed				

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Assessment and Therapy	Flexibility of services online or in person Delay services					
Students on IIPs	As a team determine needs of student then decide on individual schedule and ways to meet needs Update IIP May not be possible to support all students on IIPs in person due to health guidelines	Flexibility of services online or in person Delay services				
	Students on IIPs	As a team determine needs of student then decide on individual schedule and ways to meet needs Update IIP May not be possible to support all students on IIPs in person due to health guidelines				
	Outbreak in community	Services online or delayed				
Student Services	Assessment and Therapy	Flexibility of services online or in person Delay services				
	Students on IIPs	As a team determine needs of student then decide on individual schedule and ways to meet needs Update IIP May not be possible to support all students on IIPs in person due to health guidelines				
Transitions		Same transition supports as regular reopening				
	Communication	Parent/student communication regarding cohort and new schedule	Principal Office Staff	SchoolMessenger	TBA	TBA
Facilities	Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing	<ul style="list-style-type: none"> Ensure all hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. Ensure hand sanitizer is readily available. 	Custodial staff	Asset Planner for corrective actions. Principal to advise.		
	Water fountains	<ul style="list-style-type: none"> Water fountains are acceptable with proper procedures for disinfecting or hand washing (push button touch point and bubbler with possible mouth contact – frequent disinfecting with designated product with a rinse to follow.) Recommend the use of personal water bottles. 	Maintenance – custodial, School	SHA Guidelines, signage and custodial scheduling	June 2020	
	Cleaning procedures	Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned (properly). Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now)	Rick Starnes	SHA Guidelines – check list form with time stamp.	June 2020	
	PAA cleaning and disinfecting	School staff/students will be provided with proper cleaning procedures and materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.). Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.	Rick, School and Custodial Staff	SHA Guidelines - EIG	Now – custodial responsibilities. School staff/students will be Aug/Sept.	

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	Bell schedules	We will need different bell tones than the one we have now for the staggered breaks – long bell ringing constantly during class not desirable	Maintenance - school	TOA programmed differently	June 2020	
	Restrict building access	Ensure all exterior door locks are operational – main door will need to have signage and protocols listed.	School, Maintenance - Custodial	SHA Guidelines - signage		
	Staff Training	Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.	Rick - School	SHA Guidelines – EIG, WHMIS 15 certificate		
	OH&S Meeting	Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD.	School – Facilities - Rick	OH&S Requirements		
Transportation	Bus Registrations	SchoolMessenger used to communicate to families that they should reregister if there's been any relocations or missing contact information. Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions.	Principal Office Staff	Bus Request Forms SchoolMessenger	Now	First week August
	Staggered arrival and dismissal	Buses are to drop off – one at a time Bus students will be released in a staggered manner, coordination with JHM - 3:05pm – 2 busses - 3:10pm – 2 busses 3:15pm – 2 busses	LHS JHM Bus drivers		Sept 1	ongoing
Communication	Re-Open plans	LHS will relay any info from NWSD LHS will communicate our own local plans Update for Parents/Caregivers outlining division return to school plan	Principal	Provincial guides NWSD communications	June 2020	Before end of year
	Education about school precautions	Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through division and school channels	Principal Office Staff	Provincial/SHA guides	Now	Ongoing
	Parent Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Kaitlin School Admin	Updated Phase guidelines	June 2020	Ongoing

Contingency Plan for All Students at home - Distance/Remote Learning

LASHBURN HIGH SCHOOL						
Functional Area	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	School Day	Clear communication with families: <ul style="list-style-type: none"> Guidelines and expectations for students and staff for at home learning (Learning Packages) 	School Operations Principal	Health Parameters RPT Guidelines	June 2020	August 2020

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		<ul style="list-style-type: none"> Monitor building access 		Primary and Secondary Education Institution Guidelines		
	School Staff	<ul style="list-style-type: none"> Assign new roles as needed to support online learning 	Principal	Primary and Secondary Education Institution Guidelines	TBA	TBA
	Communication	<p>Extensive communications regarding:</p> <ul style="list-style-type: none"> Online learning requirement Credits offered (10-12) Teacher supports 7-9 curriculum and where to access 	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	TBA	TBA
	Teaching equipment for remote delivery from school	<ul style="list-style-type: none"> Ensure each teaching station has the required equipment for remote delivery of instruction Identify required equipment: headsets, document camera, web cam 	School Admin Teachers IT	Peripherals PD on using	TBA	TBA
	Family engagement	<ul style="list-style-type: none"> Add parents as guests to teams or private channels <p>Use Clever within teams: Use Clever as a parent portal from Teams. Parent/Guardian Experience: Parents will receive an email. Once they receive the email, they will be able to sign into their account. Once they are logged in, they will be able to see all of the students they are associated with and tools to help them log in.</p>				
	Students with no access to computers	Laptop provided by NWSD where applicable Schools to identify needs				
	Students with no access to internet	<p>Laptop provided by NWSD where applicable</p> <ul style="list-style-type: none"> Digital package via flashdrive Drive-in access option – install exterior access points at schools to allow for good coverage and access within parking lot or surrounding area. Off-line files can be used and will sync from outside the building creating an upload/download hotspot location. Subsidized acquisition (shared costing model) or payment plan option NWSD pays for internet solution via datastick plan or XplorNet <p>Schools to identify needs</p>				
Curriculum and Instruction	Efficient utilization of professional staff	Reallocation and repurposing of staff to address learning needs in a maximally efficient way. This may include: Larger class cohorts in 7-12, with students potentially drawn from multiple schools. (Moodle will be the platform)	C&I and HR Dept	PD Moodle NWSD provided courses	TBA	TBA
	Device access	Loaner devices (ref: IT)	IT Dept			

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	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.	RTI team, literacy team, math team, senior admin, school admin, learning coaches, Teachers		TBA	TBA
	Curriculum Compliance	It is the expectation that all outcomes are taught and assessed with rigour, even if instructional time allocations are flexible.	Darrell Newton		TBA	TBA
	Learning not conducive to Distance Learning	Schools are encouraged to explore creative ways to safely implement PAA, PhysEd, and Arts Ed in a manner that is both Distance Education friendly and safe. For example, PAA teachers are encouraged to construct survey courses leveraging low-tech and no-tech modules (ethics, codes, history, schematics/blueprinting, coding)	Principals, teachers		TBA	TBA
Student Services	Assessment and therapy for students on IIP's	<ul style="list-style-type: none"> Identify students requiring supports As a team identify best way to provide services – online or delay services Formal plan will need to be developed			TBA	TBA
	Mental Health of students and counselling services	<ul style="list-style-type: none"> Identify students requiring supports As a team identify the best way to provide services – in person online or delay services; or connect with community services Cleaning and Sanitation plan			TBA	TBA
	Psychological assessments and debriefs	<ul style="list-style-type: none"> Prioritize students needing assessment Identify best way to administer assessment Debrief via teams if possible. Or set up meeting with limited participants and option to attend online for others Make plan for students in Grade 12 who do not have IIP but require a professional assessment prior to entering post secondary in order to access accommodations.			TBA	TBA
	Students on FIP and work experience	<ul style="list-style-type: none"> See above Delay services if cannot be implemented safely.			TBA	TBA
Transitions		Plans no different than as above. Meetings may be virtual				
Facilities		Plans no different than as above. Need to track access to building. Same plan as March-June of 2020 will work	All staff		TBA	TBA
Transportation	Delivery of Learning Packages	Make route plans to deliver sanitized packages in the most effective way possible. (Large number of packages per bus being delivered)	Transportation Schools		TBA	TBA
Communication		Same as above plans and as School Operations				
	Parent Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Kaitlin School Admin	Updated Phase guidelines	TBA	TBA