

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: Marsden Jubilee School | | | | | | |
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| Functional Area (School Operations, Curriculum, Facilities, etc) | Action Items | Deliverables | Staff Lead, Staff Involved | Resources Needed: | Start Date: | Completion Date: |
| School Operations | Create a safe school environment that address <ul style="list-style-type: none"> • Before school procedures • Recess procedures • Noon hour procedures • After school procedures • Entrance procedures • Building access • Washroom access • Hallway procedures • During school procedures • Masks | <ul style="list-style-type: none"> • Maintain one spot for students in the classroom • Kids are to go directly to their spot, not go visit their friends at their desks • Backpacks can no longer be thrown into a pile in front of the school before school starts- set out on designated spots • Staff, parents and students must encourage proper distancing- no hugging, high fives, etc. • Games to teach social distancing- shadow tag, air high fives • Don't play cluster games • teachers are to move to students classrooms, not the students move to teachers classroom • Students in same family are allowed to be close • Encourage solo activities • Incentive- create a game of no touching • Visual cues as to how to line up in the classroom and visual cues will be displayed in the hallway as to how to proceed down the hallways • Calls and videos for meetings with staff and parents instead of in person • Label the outside of kids supplies so that they can be more easily returned to students. • No sharing of belongings • When getting dismissed after school bus students will go to the boot room and wait for the bus while town students will remain in their classrooms. Once bus students are gone town students will be dismissed. • Entrances:Grade 1/2/3 students will use the main entrance doors by the parking lot, grade 4/5/6 students will use second set of east doors. Town students waiting for the bus will wait in the north end boot room in winter doors. • Students will eat in their own classrooms in their own desks. Teacher on supervision will go from room to room ensuring students are eating and are safe. | Principal, teachers, all support staff | Visual cues, tape approved to go on floors/carpets Shelves/ boot racks in new entrance for students | August 2020 | June 2021 |

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| | | <p>Teachers will also deliver milk for the students that want one for lunch. Microwaves will no longer be used.</p> <ul style="list-style-type: none"> Grade 6 students will use the gym bathrooms, grade 4/5 students will use the north end bathrooms, 2/3 will use elementary bathrooms and Grade 1 will use k bathrooms. Only one student to leave the classroom at a time. Bathroom sign out sheet will be posted in each room. Masks will be required by all students on buses and by students and staff at all times from grades 4-12 where physical distancing cannot be maintained In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks. All visitors and guests to NWSD schools will be required to wear masks. 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. Recommended that students wear 2 or 3 layered non-medical cloth masks. Bandanas and gaitor masks are not recommended. Grades will be triple grade split (1/2/3 and 4/5/6) During recess time students will have designated play areas (sand and grass area) Students will stay in their cohorts during recess and in their designated area. | | | | |
| | Sharing of equipment in labs | <ul style="list-style-type: none"> Clean hands on entry and exit Kids will be assigned seating and computers Families will share computers where possible Space out a couple computers so that a whole class can use the computers. We have 15 computers and when using guide for perimeter lab lay out we would need 2 computers to move to a new location so that we can have usage of 11 out of the 15 computers used at once. (11 students is our biggest class size) | IT, Staff, students | IT, Computers Hand sanitizer | August 2020 | June 2021 |
| | Sharing of laptops | <ul style="list-style-type: none"> Daily cleaning done by librarian Assigned computers (list will be posted on blue cart) Schedule out computers Sign them out | Staff and students | Computers, Sign out/assigned computer page Hand sanitizer Cleaning product | August 2020 | June 2021 |

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| | | <ul style="list-style-type: none"> Wash hands before and after | | | | |
| | Use of Smart Boards | <ul style="list-style-type: none"> Clean hands before and after Clean pens/markers/erasers | Staff and students | Hand sanitizer and cleaning product | August 2020 | June 2021 |
| | Use of Shared staff IT equipment | <ul style="list-style-type: none"> Clean your hands before and after use Clean equipment daily with approved cleaner | Staff | Hand sanitizer and cleaning product | August 2020 | June 2021 |
| | Guidelines in place for BYOD (bring your own device) | <ul style="list-style-type: none"> Provide charging stations: power bars | Students, secretary | Power bars | August 2020 | June 2021 |
| | On site travel and support | <ul style="list-style-type: none"> IT will work in room and we will ensure no one else is using the space | IT, admin, and all Staff | | August 2020 | June 2021 |
| | Privacy impact assessments | <ul style="list-style-type: none"> Check with IT to ensure that programs are LAFOIP – Boom learning, IXL | IT, Admin and all staff | IT | August 2020 | June 2021 |
| | Use of Digital books | <ul style="list-style-type: none"> Overdrive E books My on subscription for younger grades Raz kids Epic Vooks | Admin, and all staff | | August 2020 | June 2021 |
| | Use of subscriptions | <ul style="list-style-type: none"> Gemini, boom learning, raz kids, prodigy, IXL | Division, IT, admin, all staff SCC | Funding from division or SCC | August 2020 | June 2021 |
| | PD for staff | <ul style="list-style-type: none"> Awareness through schedule which will be posted in staff room | All staff | PD opportunities | August 2020 | June 2021 |
| | PD for families | <ul style="list-style-type: none"> Invite families to come one on one to learn about the programs our school will be using | All staff and families | PD opportunities | August 2020 | June 2021 |
| | Family engagements | <ul style="list-style-type: none"> Invite parents to join Teams Use clever within teams. Use as a parent portal. | All staff, families and SCC | | August 2020 | June 2021 |
| | Student with no access to computers or technology will need to be supported | <ul style="list-style-type: none"> We will provide computers If they don't want computers, we will send paper packages Headsets and webcams may need to be provided Some families do not have a phone during the day to be able to contact them we will email parents | IT, all staff, families, | Technology to lend out | August 2020 | June 2021 |
| | Collection of equipment at year end | <ul style="list-style-type: none"> Sign out sheet accepting that loss or damage will result in a fee to be signed by parent prior to taking equipment home | IT librarian, families | Letter of acknowledgement about charges for loss or damaged equipment | August 2020 | June 2021 |
| | AP 162 will be followed with regard to students and staff who are ill | <ul style="list-style-type: none"> AP 162 will be gone through with staff members during first staff meeting AP 162 will be followed through out the year in regards to students and staff who are ill | All Staff | AP 162 | August 2020 | June 2021 |

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| | Principal will communicate with staff, students, parents, SCC | <ul style="list-style-type: none"> Month staff meetings and SCC meetings will be held. Monthly assemblies will be held through the intercom system Parent teacher interviews will be over the phone or as a virtual meeting. Parents will be contacted monthly through phone calls to inform how students are doing – good or bad. | Principal, teachers, support staff, students, parents, SCC | Meetings through phone, intercom usage | August 2020 | June 2021 |
| Curriculum and Instruction | LIP | <ul style="list-style-type: none"> Follow and implement LIP in classrooms Follow LIP in PLC | Superintendent, Principal, teachers and all support staff | Time during Staff meeting and PLC's | August 2020 | June 2021 |
| | Determine learning gaps and support students at risk | <ul style="list-style-type: none"> F&P in September Sask math screens and division math screens will be used Discuss with previous classroom teacher where students left off and what they may not have covered in the curriculum. Will also discuss each student we may see as at risk Teachers will use math data from previous years snapshot to determine where students are at RTI plans in place for the fall – scheduled times with team teaching opportunities. Individual students Teams accounts with RTI remain active. Subjects will be taught cross curricular with team teaching. Growth plans will include ways in which teachers will address learning gaps Admin will work with teachers to ensure they are addressing learning gaps and supporting students at risk, SSST and learning coaches may be involved as well Weekly supervision of teachers and EA's to ensure supports are being met for all students | Principal, teachers and all support staff Learning coaches, and Division members | Time during Staff meeting and PLC's Scheduled time during 6 day cycle Weekly meetings | August 2020 | June 2021 |
| | Ensure classrooms are conducive to students attending daily | <ul style="list-style-type: none"> Space out desks in classrooms (remove any extra cushions, desks or chairs that we do not need) Students will stay in the same classroom for most of day. Will have to move to computer lab, library and gym for some classes. Students will be assigned seating spots Gym class would focus on mindfulness, stretches, balance activities, games that involve social distancing. We will not be sharing equipment | Principal, all staff | At my best activities Social distance activities | August 2020 | June 2021 |
| Student Services | Mental health of students | <ul style="list-style-type: none"> Reach out to community organizations: RCMP, etc to find out if there may be something we need to know about our students and families | Principal All staff members | Dr. Carrington course | Aug 2020 | June 2021 |

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| | | <ul style="list-style-type: none"> Identify needs of students and refer to wellness co-ordinator or counsellor if needed Webinar: Trauma informed and resilient schools to be completed when staff return to school | | Trauma informed and resilient schools webinar | | |
| | Tier 1, 2 and 3 social emotional learning | <ul style="list-style-type: none"> Tier 1: health class will be used to discuss social emotional learning in September Tier 2/3 portable calm down corner kits Red flag kids for wellness co-ordinator to talk to either one on one. Tier 3 kids can be looked at to be referred to counselling. Mentorship programs based on LIPs Educate students about Covid19, maintaining space and proper handwashing Include wellness coordinator in PDs Communicate with parents about plans for safety and health: Facebook, website, emails, newsletters, video tours prior to student arrival Understand that stressed brains cannot learn- do not start teaching outcomes immediately first week of school will be highly based on building relationships with students and families Students can go distress when needed during class time Refer back to <i>Kids These Days</i> | Principal All staff members Parents | Dr. Carrington course Calm down kits Sensory room | August 2020 | June 2021 |
| | First day back for students will focus more on a welcoming return to school and build relationships – not focused on unpacking and going through classroom expectations | <ul style="list-style-type: none"> Virtual tour before they come Regular communication with families regarding plans and procedures for the first day back to school. (as well as what the remainder of the year will look like) | Principal All staff members Parents | Discuss and plan during August staff meeting, letters to parents informing them about our plans | August 2020 | September 2021 |
| | Plan in place for students on IIPs | <ul style="list-style-type: none"> Update goals Discuss with parents PRIOR to return to school what school will look like and plans for students on IIP Team teach Disposable gloves must be worn when cleaning up any bodily fluid (blood, urine, etc). Must be changed after every interaction. May not be possible to support all kids with intensive needs in person due to health and safety guidelines: calls will be made on a daily basis if students are at home sick | Admin, SSST classroom teachers EA | IIP Gloves, PPE | August 2020 | June 2021 |

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| | Students with health concerns will be included in our school | <ul style="list-style-type: none"> Parents need to be part of the planning and have the opportunity to express their concerns. Disposable gloves must be worn when cleaning up any bodily fluid (blood, urine, etc). Must be changed after every interaction. Make every effort to ensure students feel included and safe Consult with medical doctor about health concerns and or immune compromised students | Admin, SSST, classroom teachers, EA, parents | Gloves, PPE | August 2020 | June 2021 |
| | We will Support professionals who come into our school | <ul style="list-style-type: none"> Designated work areas will be given Record where they are in the schools and who they interact with. Stagger visits with other schools Follow proper handwashing procedures upon arrival and prior to leaving SLP/OT/Ed Psychs coming into our school will communicate with our SSST | SS professionals., SSST, admin, | | August 2020 | June 2021 |
| | Nutrition Program will be implemented | <ul style="list-style-type: none"> Three staff members will have Food Health and Safety training Students will eat in own classrooms with their own lunch and utensils No going to get food from servery Secretary can make and serve hot lunch- kids can NOT help. Milk must be done and delivered by a staff member directly to each student. We will consider using a microwave in the future. | 3 staff members | Food health and safety training | August 2020 | June 2021 |
| | A plan will be in place for sick kids coming to school or getting sick at school | <ul style="list-style-type: none"> Contact parents immediately Sick room off of library (extra sheets required) PPE required if student needs close contact from adult Areas that were touched by the student must be fully cleaned or isolated for three days Teachers must wash hands and self monitor after coming into contact with sick kids | All staff | Gloves, ppe, extra bedding | August 2020 | June 2021 |
| | Assessment and Therapy will be provided for students | <ul style="list-style-type: none"> Fidget toys will be allowed for students that need them but students will not be allowed to use fidget toys for fun. All toys at school must be cleaned and designated to each student. No outside toys will be brought from home Sensory rooms must be cleaned and disinfected after every use | All staff, students and families | | August 2020 | June 2021 |

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| | | <ul style="list-style-type: none"> Students with additional needs may need to be reassessed | | | | |
| | Team meetings will occur | <ul style="list-style-type: none"> Reduce number of individual attendees Do online | All staff and SS professionals, students and parents | Teams access | August 2020 | June 2021 |
| Early Childhood | Social distancing | <ul style="list-style-type: none"> No close contact greeting Educate students about social distancing Avoid activities that require clustering Will use own classroom bathroom | Admin, and teacher | | August 2020 | June 2021 |
| | Intensive needs students | <ul style="list-style-type: none"> Transition slowly into full day school attendance | Admin, SSST, teacher | | August 2020 | June 2021 |
| | Screening and admissions practices to take place | <ul style="list-style-type: none"> Complete screens as soon as possible Update assessments if needed Supervised setting No going to homes or providing transportation | Admin, SSST, teacher | Screens, assessments | August 2020 | June 2021 |
| | Ensure mental health of students and staff | <ul style="list-style-type: none"> Trauma informed pd for staff Learning environment as close to normal as possible | Admin, teacher, | Trauma informed pd | August 2020 | June 2021 |
| | Intervention for academic delays | <ul style="list-style-type: none"> Complete preassessments RTI Adjust attendance schedule | Admin, SSST, teacher | Assessments, EYE | August 2020 | June 2021 |
| | Support for cognitive and social emotion delays | <ul style="list-style-type: none"> School team meetings to discuss delays and come up with a plan to address delays Strategies in place for student to self regulate | Admin SSST, teacher, wellness coordinator | Self regulating strategies | August 2020 | June 2021 |
| Transitions | Communicate with parents and students about who the teachers are for the upcoming year | <ul style="list-style-type: none"> Develop communication with students about who their teachers will be in the fall Introduce yourself to new students if we go to one teacher teaching division wide | All staff | | August 2020 | June 2021 |
| | Receiving teachers will introduce themselves to students | <ul style="list-style-type: none"> Introduce yourself to new students, try and build relationship with students and families | All staff | | August 2020 | June 2021 |
| | School teams plan configurations of classrooms for next year | <ul style="list-style-type: none"> Meet to determine configuration, needs, required supports and strengths of classes: Talk in August about what the needs are for each student Talk to parents to communicate about the student needs | All staff | Time to plan | August 2020 | June 2021 |
| | School to School transitions | <ul style="list-style-type: none"> Grade 6 students will be given opportunity to take part in a virtual tour of Neilburg if an in person tour cannot happen. This tour will be saved to their teams account | Wellness Coordinator, Neilburg principal, Marsden Principal and Marsden SSST | Time to transition | May 2021 | June 2021 |

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| Facilities and OH&S | Ensure we have proper items in place for handwashing | <ul style="list-style-type: none"> • Soap • Sanitizer when available • Custodian will keep track of inventory • Train kids on using appropriate amounts and to ensure their paper towel goes IN THE GARBAGE | Janitorial staff, admin, all staff including wellness coordinator | Inventory list | August 2020 | June 2021 |
| | Water fountains | <ul style="list-style-type: none"> • Staff will fill water bottles for the students and be responsible for washing the water bottles every week | All staff | | August 2020 | June 2021 |
| | Cleaning procedures | <ul style="list-style-type: none"> • Checklist to be created- sign in sheet like those seen in mall bathrooms • Bathroom sign for each grade • No bathroom after recess- come directly to the classroom THEN get permission to go, so it reduces the number of students in the bathroom • Staff must be taught proper cleaning procedures - ie wiping down of desks | All staff | Cleaning product, signage sheet for cleaning, bathroom passes | August 2020 | June 2021 |
| | Provide cleaning supplies for everyone | <ul style="list-style-type: none"> • All rooms have soap dispensers and there are hand sanitizer dispensers throughout the school • Soap dispenser for staff room sink needs to be installed • Rags and disinfectant spray bottle in every room | Janitor and all staff | Dispensers and cleaning supplies | August 2020 | June 2021 |
| | Special disinfecting of equipment and toys/manipulatives | <ul style="list-style-type: none"> • Separate bins for each individual student manipulatives/toys • Toys and manipulatives to be disinfected if shared • Gym equipment to be disinfected by staff or students • All staff must have WHMIS and be shown and trained on the cleaning chemicals and procedures | All staff | Bins, bags, disinfectants | August 2020 | June 2021 |
| | OH&S person on staff | <ul style="list-style-type: none"> • One staff member must take OH&S course | One staff member | OH&S course | August 2020 | June 2021 |
| Transportation | Bus registration | <ul style="list-style-type: none"> • Students must register to ride the bus, no students will be allowed to ride the bus if they are not registered. (birthday parties/friends house for a visit) • Identify any intensive needs. Contact families prior to the student riding the bus | Transportation Bus drivers Secretaries to send out transportation form | Transportation forms | June 2020 | June 2021 |
| | Assigned seating | <ul style="list-style-type: none"> • Students will be assigned to a designated seat, this will be posted on the bus • Busses load from back to front and unloads front to back • No additional riders- no guests, etc | Transportation department Bus drivers | Seating assignment chart | August 2020 | June 2021 |

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| | Recreational travel | <ul style="list-style-type: none"> No field trips | Bus driver admin and all staff | | August 2020 | June 2021 |
| | Cleaning and sanitization | <ul style="list-style-type: none"> Buses will be cleaned and sanitized after all runs | Bus driver Facilities department | Cleaning products | August 2020 | June 2021 |
| | Driver PD | <ul style="list-style-type: none"> Training for new procedures | Bus driver and division to recommend PD | PD opportunities | August 2020 | June 2021 |
| | Masks | <ul style="list-style-type: none"> Mandatory Mask usage: • Masks will be required for staff and students in Grades 4 to 12 on buses | Bus Drivers | | Sept 2020 | June 2021 |
| Communications | Communicate with parents | <ul style="list-style-type: none"> Update parents about return to school plan in August through email, Facebook, letters and school messenger Keep parents informed throughout the year about what is going on at the school | Admin, secretary | Letter informing parents about school plans | August 2020 | June 2021 |
| | School Plans for return | <ul style="list-style-type: none"> Complete template that outlines return to school plan | Admin, and all staff | Re-open plan | June 2020 | June 2021 |
| | Educate/inform about school precautions | <ul style="list-style-type: none"> Communication to parents about school expectations Educate students about Covid 19 and spread of germs | Admin and all staff | Letters, email, presentations | August 2020 | June 2021 |
| Extra Curriculum | Engage/partake in extra cur sports | <ul style="list-style-type: none"> We will follow the sport 6 stage plan and follow CMHO guidelines for extra cur | Admin and extra cur coaches | CMHO guidelines | August 2020 | June 2021 |
| | Follow SHSAA and NWSD guidelines for extra cur | <ul style="list-style-type: none"> Review and follow extra cur guidelines | Admin and extra cur coaches | SHSAA and NWSD guidelines | August 2020 | June 2021 |
| | Clubs | <ul style="list-style-type: none"> No clubs will be held | | | August 2020 | June 2021 |
| Contingency 1: Enforced Social Distance Guidelines from Province/Health Authority | | | | | | |
| Functional Area (School Operations, Curriculum, Facilities, etc) | Action Items | <ul style="list-style-type: none"> Deliverables | Staff Lead, Staff Involved | Resources Needed: | Start Date: | Completion Date: |
| School Operations | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Curriculum and Instruction | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Student Services | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |

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| Early Childhood | The following actions will be followed as stated in the “Normal” Return to School plan <ul style="list-style-type: none"> • Intensive needs students • Screening and admissions practices to take place • Ensure mental health of students and staff • Intervention for academic delays • Support for cognitive and social emotion delays | <ul style="list-style-type: none"> • All deliverables in these actions will be followed as stated in the “Normal” Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| | Healthy hygiene behaviours and practice among students | <ul style="list-style-type: none"> • Educate students about healthy hygiene • Teach about virus • Communicate with parents • Keep only items that can be cleaned daily in classroom • Hand wash before and after activities • Individual cubbies and bags for students • Clear protocol of bringing outside things into the building | Classroom teacher and wellness coordinator | | August 2020 | June 2021 |
| | Maintain child friendly practices | <ul style="list-style-type: none"> • Meaningful child play • Move learning outdoors when possible • Create kits to take home that focus on student learning | Teacher | | August 2020 | June 2021 |
| | Home visits and family days | <ul style="list-style-type: none"> • Staff we only engage in virtual meetings • Transition slowly into full day school attendance | Teacher | | August 2020 | June 2021 |
| | | | Admin, SSST, Teacher | | August 2020 | June 2021 |
| Transitions | All actions will be followed as stated in the “Normal” Return to School plan | <ul style="list-style-type: none"> • All deliverables will be followed as stated in the “Normal” Return to School plan | | | August 2020 | June 2021 |
| Facilities and OH&S | All actions will be followed as stated in the “Normal” Return to School plan | <ul style="list-style-type: none"> • All deliverables will be followed as stated in the “Normal” Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Transportation | Restricted number of passengers | <ul style="list-style-type: none"> • Will follow guidelines from transportation in regards to suspension of service. | Transportation department and bus drivers | | August 2020 | June 2021 |
| Communication | All actions will be followed as stated in the “Normal” Return to School plan | <ul style="list-style-type: none"> • All deliverables will be followed as stated in the “Normal” Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Extra Curriculum | All actions will be followed as stated in the “Normal” Return to School plan | <ul style="list-style-type: none"> • All deliverables will be followed as stated in the “Normal” Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |

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| Contingency 2: Hybrid – not all students in building | | | | | | |
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| Functional Area (School Operations, Curriculum, Facilities, etc) | Action Items | Deliverables | Staff Lead, Staff Involved | Resources Needed: | Start Date: | Completion Date: |
| School Operations | All actions will be followed as stated in the “Normal” Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the “Normal” Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Curriculum and Instruction | All actions will be followed as stated in the “Normal” Return to School plan | All deliverables will be followed as stated in the “Normal” Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| | Assessment and Therapy | <ul style="list-style-type: none"> Delay services Refer to outside agencies Flexibility | Admin, SSST, SS Professionals | | August 2020 | June 2021 |
| | Outbreak in community | <ul style="list-style-type: none"> Delay going to school Keep in touch and informed | Admin, SSST Secretary | | August 2020 | June 2021 |
| Student Services | Assessment and therapy will be provided to students | <ul style="list-style-type: none"> In person or online There will be a designated area for assessment and therapy to take place at the school Communication for when people are coming into the school will be made with our SSST Students will be referred to outside agencies if needed | Principal SSST OT, SLP, Ed Psych, Counsellor Wellness Coordinator | | August 2020 | June 2021 |
| | Students on IIP will continue learning and working goals set out | <ul style="list-style-type: none"> As a team we will determine needs of students in August and create individual schedule of how to meet each individual students needs Use individual teams account as a form of communication Update IIP in August | Principal, SSST, classroom teachers | | August 2020 | June 2021 |
| | Follow Procedures planned by the school if an outbreak in community occurs | <ul style="list-style-type: none"> Contact all SS professionals and inform them of the outbreak and that services may have to be delayed. SS professionals may still continue distance assessment and therapy | SSST Principal, SS professionals | | August 2020 | June 2021 |
| Early Childhood | Support for students with intensive needs | <ul style="list-style-type: none"> Regular daily phone call will be made/virtual meetings | Teacher | | August 2020 | June 2021 |
| | Scheduling of K teachers | <ul style="list-style-type: none"> Follow health and ministry guideline Online teaching will take place PD opportunities if teacher needs it Paper packages if families need Film lessons instead of meeting live | Teacher | PD opportunities | August 2020 | June 2021 |
| | Equity for all | <ul style="list-style-type: none"> Loan devices if needed | Teacher | PD | August 2020 | June 2021 |

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| | | <ul style="list-style-type: none"> Find out from families how they want to continue distance learning PD for parents on how to continue with virtual distance learning | | | | |
| Transitions | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Facilities and OH&S | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Transportation | Restricted number of passengers | <ul style="list-style-type: none"> Will follow guidelines from transportation in regards to suspension of service. | Transportation department and bus drivers | | August 2020 | June 2021 |
| Communication | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
| Extra Curriculum | All actions will be followed as stated in the "Normal" Return to School plan | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | Principal, teachers, all support staff | | August 2020 | June 2021 |
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| Contingency 3: Distance/Remote Learning | | | | | | |
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| Functional Area (School Operations, Curriculum, Facilities, etc) | Action Items | <ul style="list-style-type: none"> Deliverables | Staff Lead, Staff Involved | Resources Needed: | Start Date: | Completion Date: |
| School Operations | Create a safe educational environment | <ul style="list-style-type: none"> Teachers will be at school remotely teaching students who are at home Monitor access in the school | Principal, teachers, support staff | | August 2020 | June 2021 |
| | The following actions will be followed as stated in the "Normal" Return to School Plan: <ul style="list-style-type: none"> Privacy impact assessments Use of Digital books Use of subscriptions PD for staff PD for families Family engagements Student with no access to computers or technology will need to be supported | <ul style="list-style-type: none"> All actions will be followed according to the "Normal" Return to School Plan | IT and All Staff | | August 2020 | June 2021 |

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| | <ul style="list-style-type: none"> Collection of equipment at year end | | | | | |
| | Principal will communicate with staff, students, parents and SCC | <ul style="list-style-type: none"> All deliverables will be followed as stated in the "Normal" Return to School plan | All staff | | August 2020 | June 2021 |
| Curriculum and Instruction | Determine learning gaps and support students at risk will be followed according to "Normal" Return to School Plan | <ul style="list-style-type: none"> All actions will be followed according to "Normal" Return to School Plan Teams and SeeSaw will be used | All staff | RIT model F&P Math screens | August 2020 | June 2021 |
| | Efficient utilization of professional staff | <ul style="list-style-type: none"> Smaller more personal groups- no split grade teaching, similar level groups More one on one teaching EA will read with students virtually and assist in RTI support | All staff | | August 2020 | June 2021 |
| | Provide Timely intervention | <ul style="list-style-type: none"> Division wide RTI model- fully implemented Intervention case loads discussed in August Scheduled one on one time- video or phone call F&P testing starts ASAP(September) | Admin teachers SSST | RTI model F&P | August 2020 | June 2021 |
| | Instruction of full curriculum | <ul style="list-style-type: none"> teach the full curriculum and assess All staff teach from the school Admin will attend/view recorded teams meetings once a week to help support and provide feedback to teachers Weekly support and conversations will be provided by admin to teachers PD will be provided for teachers to learn more about distance education Learning coach will help support if needed | Principal, all staff members, learning coaches | PD | August 2020 | June 2021 |
| | Devices/packages will be provided to all students that need it | <ul style="list-style-type: none"> Offer to lend computers/phones (one of our families does not have phone access during the day) Give USB sticks Adobe/Google slides so that documents are fully editable and don't require printing Paper packages will remain an option | Admin librarian | | August 2020 | June 2021 |
| | Support will be given for families that do not have Internet access | <ul style="list-style-type: none"> Subsidies for low income families without internet USB and telephone check in- daily at a K-6 level | Librarian, admin | | August 2020 | June 2021 |
| Student Services | Assessment and therapy for students with IIPs | <ul style="list-style-type: none"> Identify the students requiring supports As a team discuss how to best provide supports- online, in person (school or office in a designated room at a designated time) | Admin SSST SS professionals classroom teacher | | August 2020 | June 2021 |

FALL 2020 SCHOOL RE-OPEN PLAN



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| | | <ul style="list-style-type: none"> • Make a plan to ensure staff and student safety • Different entrance, separate rooms • SSST communicate and schedule with SLPs, OTs, Ed Psych, WC, counsellors and families on their case loads • Keep teachers informed of what their students are doing • Location: area in front of server- must use north end doors • Time and duration: TBD and scheduled to avoid overlap • Make poster of rules and hang on doors include phone numbers • Pertinent information should be shared amongst necessary staff/parents/etc. • Sanitize after each session • No individual with a compromised immune system shall be involved. • Daily calls if student can not partake in person | | | | |
| | Mental health of students and counselling services will be provided | <ul style="list-style-type: none"> • Identify students requiring supports- talk to students and family members in August • As a team identify to provide service in school (use formal plan created previous section - assessment and therapy • Sanitize after each session | All staff | | August 2020 | June 2021 |
| | Psychological assessment and debrief | <ul style="list-style-type: none"> • Prior to school resuming, we must make a list of students to be assessed • Use teams if possible- if not, set up a meeting with limited attendance. If meetings are done in person follow same formal plan that is described in assessment and therapy section • Sanitize after each session | Admin, SSST | | August 2020 | Sept 1 2020 |
| Early Childhood | Child friendly distance learning | <ul style="list-style-type: none"> • Virtual lessons and learning kits for at home • Meet daily • Consistent routine, structure of distance learning plan • Visual examples and instructions can be obtained by families | Teacher | | August 2020 | June 2021 |
| | Teacher/staff collaboration/support | <ul style="list-style-type: none"> • Time for collaboration • EA will assist in working with students • Use Teams and SeeSaw to deliver on-line learning | All staff | Pd on teams and seesaw | August 2020 | June 2021 |
| | Communication with parents | <ul style="list-style-type: none"> • Regular scheduled meetings, communicate through the best form for parents. (teams, text, email) | Teacher | | August 2020 | June 2021 |
| Transitions | All actions will be followed according to "Normal" Return to School Plan | <ul style="list-style-type: none"> • All deliverables will be followed according to "Normal" Return to School Plan | Principal, teachers, all support staff | | August 2020 | Sept 2020 |

FALL 2020 SCHOOL RE-OPEN PLAN



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| Facilities and OH&S | Cleaning and disinfecting of the school | <ul style="list-style-type: none"> A list of any room that has been utilized by the staff will be posted on the white board, janitor will clean rooms at the end of the day High traffic touch points will be cleaned throughout the day Soaps and disinfectants will have a constant supply and not run out | Janitor, all staff | Cleaning products | August 2020 | June 2021 |
| Transportation | Support families learning from home | <ul style="list-style-type: none"> Will deliver paper packages if needed | Bus driver, teacher, secretary admin and families | Paper packages | August 2020 | June 2021 |
| Communication | Communicate with parents | <ul style="list-style-type: none"> Update parents about return to school plan in August through email, facebook, letters and school messenger Keep parents informed throughout the year about what is going on at the school | Admin, secretary | Letter informing parents about school plans | August 2020 | June 2021 |
| Extra Curricular | No extra cur will take place while distance learning | | Principal, teachers, all support staff | | August 2020 | June 2021 |