

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: PARADISE HILL SCHOOL						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Student Services	1. Plan to address Staff Mental Health	<ul style="list-style-type: none"> Weekly check-ins with staff Share Mental health resources Register with ehealth Sask. Begin to develop sense of community among staff before students return. P. 11 Stage 2 Re-Entry to School Staff meeting to determine where everyone is at. May want to use the Coronavirus Impact Scale on pg. 19 of Guidelines for Re-entry document. Consult with counsellor beforehand. Make staff aware of resources/supports available Make staff aware of PD opportunities available 	Principal, Wellness Coordinator	Time at staff meetings	August 2020	Ongoing
	2. Plan to address Student Mental Health	<ul style="list-style-type: none"> Mental Health Check-Ins with students referred by staff member Mental Health/Wellness Interventions Student self-check Review the Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins Tier I, II, and III Social Emotional Learning plan Listen, Protect, Connect, Model and Teach Mentorship programs based on LIPs Educate students about COVID, maintaining space and proper handwashing procedures Adjust WC schedules and PD days, if need be 	Principal, Wellness Coordinator, School Counsellor	Time at staff meetings	August 2020	Ongoing

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	<p>3. First Day Back to School</p> <p>4. Students on IIPs</p> <p>5. Students with health concerns and/or immune compromised</p> <p>6. Supporting Professionals in Multiple Schools</p>	<ul style="list-style-type: none"> • Make staff aware of PD opportunities available • Communication with parents about plans for safety and health • Referrals to counsellors if need be • Understanding of staff that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be • Plan to decrease staff, parent, and student anxiety and fears. • Outlined to students on first day of school • Explain cohorts and changes to the school day • Plan for students to catch up and visit with peers • Regular and frequent communication with families about plans and procedures, etc. • Tier 3 intervention will proceed as previous years, following social distancing guidelines and procedures outlined by the NWSD. • Implement IIP goals, and follow instruction guidelines implemented by the NWSD • Create a safety and accommodation plan collaboration with parents • CMHO safety orders must in place for students who require a more hands on approach and have personal care needs • Wear disposable gloves when cleaning blood, feces and body fluids. Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every hand change. • Enhanced cleaning and disinfection of workspaces, supplies and equipment • Designated work areas and record of where you are in schools Communication with schools and others to stagger visits 	<p>Administrators, Wellness Coordinators</p> <p>SSST, EAs, Classroom Teachers</p> <p>Classroom teachers, Administrators SSST, EAs</p> <p>SLPs, OTs, Psych's Counsellors, Administrators, Maintenance</p>	<p>Re-entry to schools</p> <p>CLEVR, Short-term transition plans</p> <p>Safety Plan template</p> <p>Cleaning supplies Hand sanitizer Assigned Workspace</p>	<p>August 2020</p> <p>August 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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	<p>7. Nutrition Programs</p> <p>8. Sick kids coming to school or getting sick while at school</p> <p>9. Students refusing to return to school</p> <p>10. Assessment and Therapy</p>	<ul style="list-style-type: none"> Hand washing before, during and after each session Flexibility of services Follow safe food handling preparation and delivery guidelines. No Canteen or Hot Lunch service in fall Breakfast Program altered if needed in fall Students are not allowed to participate in food preparation. All students will eat in their designated classroom Contact parents immediately Isolation room in the library If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child and should try to avoid contact with the student's respiratory secretions. Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected should be removed from the area and stored in a sealed container for minimum of three days. All staff must self-monitor for symptoms and use the online Saskatchewan COVID-10 Self-Assessment Tool August 25th calls to families by classroom teachers to determine attendance in September Provide Psychologist First Aid for students and parents Plan appropriate interventions and accommodations 	<p>WCs Administrators</p> <p>Administrators WCs Classroom teachers Caretakers Maintenance</p> <p>Classroom Teachers Administrators WCs</p> <p>SS Team Maintenance IT</p>	<p>SHA guidelines Pg.41</p> <p>PPE- provided when procedure requires staff usage. Gloves</p> <p>PPE, as required Headphones</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept. 2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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	<p>11. Anxiety of students and staff if masks, etc. Need to be worn</p> <p>12. TEAM meetings</p>	<ul style="list-style-type: none"> Students with additional needs may require updated assessments and revised individual goals For personal interactions conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces. Instructions on mask in September for students Education Social Stories Limit Number of people in attendance Option of in-person or online Delay meetings 	<p>Admin SSSTs WCs Classroom Teachers</p> <p>Admin SSST SS department IT</p>	<p>Mics Document Cameras</p> <p>See through masks Social Stories</p>		
	COVID-19 Education Support	Wellness Coordinators will support classroom teachers in providing information to students about hand hygiene, physical distancing, etc.	WCs Teachers	SHA Guidelines	Sept 2020	Ongoing
Extra-Curricular	<p>Re-assess as per provincial guidelines in the fall</p> <p>Contingency 1 - Social Distancing</p> <p>Follow Return to Sport 6 Stage Plan</p> <ol style="list-style-type: none"> Promote School Sport Individual and Pod Training Closed Pod scrimmage and competition Localized scrimmage competition (SHSAA district boundaries) Competition leading to district, section, conference, region, provincial championships No boundaries or restrictions <ul style="list-style-type: none"> Students will be assessed for fever and flu like symptoms prior to every practice and game Students will wash hands/ sanitize hands prior to practice or game, and after game. Any contact point during a practice/game will need to be washed or sanitized. 	The school will follow NWSD and SHSAA guidelines	Physical Education Teachers	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask. Guidelines, Sask. Sport Return to Play Guidelines for individual sports	August 2020	Ongoing

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	<ul style="list-style-type: none"> • Game equipment will be sanitized before and after use (balls, scoreboard etc.) • Students will bring their own water bottles to practice/games • Transportation to and from events will be completed using SHSAA , NWSHAA, SHSAA guidelines (buses, parent transport, etc. will be assessed in Sept.) • Teams will not switch sides/benches during scrimmage or league play • Parents will not be allowed in the building to watch students play. 					
Early Childhood	<p>Physical and social distancing practices</p> <p>Healthy hygiene behaviors</p> <p>Intensive Needs Students</p>	<ul style="list-style-type: none"> • Group sizes according to Health Guidelines • Avoid activities that require clustering • Avoid close greetings like handshakes and hugs • Staggering bathroom breaks, Kindergarten only using k bathroom. • Stagger recess dismissal and line ups for re-entry • Educate students on proper hygiene practices. • Include age appropriate information about COVID in health curriculum • Keep parents informed about protocols and practices at school • Sanitize before entering and leaving classroom • Remove items from classroom that cannot be effectively sanitized. • Wash hands before and after center time, or each center. • Utilize classroom sinks • Set up individual cubbies or spaces for individual supplies, avoid community supplies • Limit items brought into school to essentials only (i.e. no show and tell) • Slow transition, aim for full participation 	Elementary Teachers	<p>Ministry Documents</p> <p>Professional Development</p> <p>EYE TA testing</p> <p>Formative/summative assessments</p> <p>Student Services</p>	August 2020	Ongoing

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	<p>Mental Health of Students and Staff</p> <p>Family Days</p> <p>Screening and Admission Practices</p> <p>Academic Delays</p> <p>Cognitive and Social Emotional Delays</p>	<ul style="list-style-type: none"> • Training to be staff to be trauma informed in order to assess and respond to trauma • Create environments that are as close to normal as possible • Virtual parent meetings • No home visits • Try to complete screens as much as possible now for new students • Will need extra time in the fall for screening and application process • Screens will need to be done in building. • Develop and utilize pre-assessments as early as possible • RTI • School team meetings • Implement assessment strategies that do not require simultaneous full group participation • School team meetings with Student Services Team members • Develop individual plans to meet the needs of students • Develop strategies for students to learn to self-regulate • Allow students access to wellness coordinator • Have wellness coordinator do mini lessons for the class as a whole 				
Transportation	Bus Registrations	<p>Families will reregister for busing to account for any relocations or missing contact information. Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions.</p> <ul style="list-style-type: none"> • Bus registration included in the registration packages sent out in June 	Transportation Schools Student Services	Bus Request Forms Advertising	June 2020	First week in August
	Assigned Seating	<p>Students will be assigned to a seating plan created by Transportation. A copy will be placed in each bus. Bus will be loaded back to front, allowing as much space as we can</p>	Transportation	Time to review and calculate routes. Training for drivers	now	August 31, 2020

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		between families. NWSD will not transport additional or guest riders. Alter the application process and criteria for eligibility for in-town busing				
	Recreational travel requiring vehicles, such as field trips, is not permitted at this time	NWSD cannot provide transportation for special events, work experience, or PAA	Transportation Schools	Communication to families regarding changes	August 2020	ongoing
	Cleaning and sanitation	Buses will be cleaned and sanitized between runs, including transfers Training will be provided for Bus Drivers	Transportation Maintenance	Cleaning products, training for drivers, time added to routes	Summer 2020	Ongoing
Curriculum and Instruction	1. Implementation of school LIP	Paradise Hill School will fully implement their LIP	Principal and staff	School LIP	Sept 2020	June 2021
	2. Determine Learning Gaps	<ul style="list-style-type: none"> Anticipate and identify gaps in learning using formative assessment. As per AP360-B.3 teachers use ongoing assessment to inform instructional design and respond to students learning needs. Use F and P assessment gr. 2 – 9 to establish baseline to guide instruction Teachers are encouraged to confer with previous grade teacher to gain a rich understanding of what was covered and what was not covered to help make informed decisions to optimize their year plan. Teachers are encouraged to use math data from the previous year snapshot capturing remediation requirements Implement a list of essential skills in numeracy to aid teachers with planning for instruction. Teachers long range plans and assessments are revised to appropriately accommodate learnings gaps due to school closures RTI plans in place for all students Allocation of additional instruction time on core subjects from non-core subjects. Cross-curricular focus for grades 1 – 9 Gr 10 – 12 timetable flexibility (additional time for subjects with missing pre-skills) 	NWSD Literacy/RTI Team Learning Coaches, School, School Literacy/Numeracy Leads	Division Math Screens F and P List of essential skills for numeracy. Teacher coverage for assessments. Data from previous year. RTI plan.	Sept 2020	June 2021
	3. Credit accommodation			List of credits.	Sept 2020	Ongoing

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	4. Building capacity for learning environment flexibility	<ul style="list-style-type: none"> Continued accommodation made for students in need of credits Creative time tabling as needed <p>* School will use the developed NWSD guidelines for blended online learning * PHS will offer PAA survey courses for course completion</p> <ul style="list-style-type: none"> Enhanced education about cleaning, sanitizing and food handling 	Career counselling, Administration, teachers Division Administration Teachers	Credit requirements. Modifying courses. NWSD online learning document.	Sept 2020	NA
Transitions	1. Teaching Staff 2. School Teams	<ul style="list-style-type: none"> Communicate a plan to inform students who their teachers will be in September Meet to determine class configurations, needs, supports, strengths 	Admin. Assistants Admin., School Staff	N/A Class lists, RTI lists	June 2020 June 2020	June 2020 June 2020
Communications	1. Parent Communication 2. School Plans for Return 3. Education about school precautions	<ul style="list-style-type: none"> Update for Parents/Caregivers outlining division return to school plan PHS will use school plan to communicate plan to return to school Regular communication home about expectations for school, education on COVID, how to prevent spread of germs Messages shared through NWSD 	NWSD Staff Communication Officer Principal Office Admin	Provincial Guidelines NWSD and Provincial Guidelines, NWSD Templates Provincial/SHA guidelines, NWSD	June 2020 June 2020 Now	Ongoing August 2020 Ongoing
IT	Sharing of equipment in labs	Sanitize hands upon entry and exit of computer labs Sanitize equipment daily based on industry standard practice Assign students to specific equipment/student seating plan	Homeroom Teachers	Cleaning Supplies	August 2020	Ongoing
	Sharing of laptops	Sanitize hands upon entry and exit of computer labs Sanitize equipment daily based on industry standard practice Assign students to specific equipment/student seating plan	Homeroom Teachers Janitorial	Cleaning Supplies	August 2020	Ongoing
	Interactive touch surfaces	Sanitize hands prior to and after use Sanitize equipment	All Staff	Cleaning Supplies	August 2020	Ongoing
	Shared staff computers	Access to Lysol wipes to sanitize in between users	All Staff	Cleaning Supplies	August 2020	Ongoing
	High traffic touch surfaces (printers, photocopiers)	Sanitize prior to and after use Reduce use of printed materials in favour of digital submission Sanitize equipment daily		Cleaning Supplies	August 2020	Ongoing

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	BYOD access	Open Wi-Fi Priority would be given to Division IV students	NWSD	wifi	August 2020	Ongoing
	Support for BYOD	Students bringing devices would use at their own risk Computer usage form would have to be signed – division created Students would be responsible for the running of their own devices (trouble shooting)	Principal Homeroom Teachers	Usage form	August 2020	Ongoing
	Charging Stations	Students will provide own charging cables Stations will set up in homerooms	Homeroom Teachers Janitorial NWSD Electrician	Power bars	August 2020	Ongoing
	Onsite Travel and Support	Onsite visit once per month minimum Assigned technician to building Sign in on school Outlook calendar would be required School floor plan provided for documentation for room entry tracking	School Librarian	Floor plan room number check list	August 2020	Ongoing
	Access to technology for students remaining isolated	See remote learning section				
	Connectivity for rural students that must remain isolated	See remote learning section				
School Operations	Develop a procedure of routines to be communicated to staff, students and parents	<p>Mandatory Mask usage:</p> <ul style="list-style-type: none"> Masks will be required for staff and students in Grades 4 to 12 and in high traffic areas, including areas where 2m physical distancing cannot be maintained. In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks. Masks will be required for all students on buses 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. Students will receive instructions on proper mask guidelines and usage on the first day of school <p>Before School Procedures</p>	School Operations Transportation Principal Vice-Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	Ongoing

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		<ul style="list-style-type: none"> • Use elementary/secondary entrances for students • Main entrance used as only entrance after students arrive • Hand sanitizer at each entrance • 8:35 doors open for students – in form bus drivers not to let students off bus until after this time. • Parent's/Guests in building – guidelines will be outlined. Sign identification on the door for information <p>Recess Procedures</p> <ul style="list-style-type: none"> • Altered snack time in elementary • Playground zones for students in elementary • Social distancing practices • Staggered release time for recess <p>Noon Hour Procedures</p> <ul style="list-style-type: none"> • K-12 Students eat in their own room • Sign Out policy – modified with parental notes • Intramurals will be reviewed in the fall • Classroom teachers will eat in classrooms to adhere to limited staffroom numbers <p>After School Procedures</p> <ul style="list-style-type: none"> • End of day staggered release time coordinated with teachers in both elementary and high school wings • Kindergarten leave from own entrance – parents meet at the door outside the school • 5-minute homeroom at end of the day to help monitor the staggered leaving of students • Grade 7-12 breaks will be altered in coordination with classroom teachers <p>Entrances</p> <ul style="list-style-type: none"> • The elementary/secondary entrances will be used at beginning and end of day • Staff monitored • Sanitizing stations 				
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		<p>Washroom Access</p> <ul style="list-style-type: none"> Coordinated bathroom breaks with elementary students. Remind students prior to recess to eliminate the number of students at one time <p>Hallway Procedures</p> <ul style="list-style-type: none"> Arrows for traffic to be installed in fall Social distancing signs and procedures posted <p>Lockers</p> <ul style="list-style-type: none"> In the fall the students in grade 7-9 will have materials in their classroom. The students will not be moving from class to class. Teachers will move. This will cut down on student traffic in hallway Lockers will be assigned for Grade 10-12 <p>Designated Sick Room</p> <ul style="list-style-type: none"> Students not feeling well be sent to the sick room until they are picked up by parents If parents are not able to pick up their child, we will use emergency billet contacts <p>Hand Sanitizer Stations in hallways and at entrances</p>				
	Beginning of Year Instructions	Classroom teachers will review guidelines and changes to the school year as designated in the reopening plan	Classroom Teachers		September 8 th	Ongoing
	School Staff	<ul style="list-style-type: none"> Limit the number of people in the staffroom Staff will be informed to stay home if they are feeling sick Mandatory masks for all in the building Supervision in hallways/noon will be reviewed in the fall to ensure adequate staff on duty to monitor social distancing PD will be outlined in the fall in cooperation with NWSD PD Plan 	School Operations Principal Vice-Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	Ongoing
	Communication	<ul style="list-style-type: none"> Regular communication with students and parents 	School Operations Communications Principal	Health Parameters RPT Guidelines	August 2020	Ongoing

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		<ul style="list-style-type: none"> Teachers will continue to use Remind/emails/phone calls The Office will use school messenger/Facebook to communicate with parents SCC Communication will be delivered at the regular meetings and through the SCC Chat Parental note in the fall to outline the guidelines and changes Reopen plan posted in fall 	Vice-Principal	Primary and Secondary Education Institution Guidelines		
Facilities & OHS	Cleaning Procedures	Update custodians on new guidelines (EIG) for cleaning and disinfecting. Continue training programs, inspections etc.	Maintenance, Custodian, School	PD, Educational Institution Guidelines & SHA	now	ongoing
	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.	Maintenance, Custodian, School	Asset Planner for corrective actions. Principal to advise.	now	ongoing
	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. <ul style="list-style-type: none"> In the fall we will insist students use the water bottle filling station 	Maintenance, Custodian, School	SHA Guidelines, signage and custodial scheduling	June 2020	August 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)	NWSD Maintenance	SHA Guidelines – check list form with time stamp.	June 2020	August 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.	Maintenance School and Custodial Staff	SHA Guidelines - EIG	Now – custodial responsibilities.	Ongoing

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	Bell schedules	If bell schedules are needing to be adjusted, we can support schools as needed. All schools have programmable TOA devices. <ul style="list-style-type: none"> The school will attempt to operate with no real changes to the bells and rely on teachers moving students. Use of alarm reminders in classrooms. Too many bells will create a huge distraction for students and staff 	Maintenance - school	SHA Guidelines, EIG, School requirements	June 2020	Aug 2020
	Provide cleaning supplies for every room	Provide adequate amounts of disinfectant, towelling etc.	Maintenance, custodial - school	SHA Guidelines - EIG	June 2020	Aug 2020
	Speciality disinfecting – i.e. Kindergarten toys, playground equipment, gym equipment	Separate toys into individual bins to limit the requirement for disinfecting. If toys need to be traded, they will need to be disinfected by staff. Playground will not be disinfected, and students will be required to wash their hands after use. Gym equipment will need to be disinfected by staff /students after use.	School - Custodial	SHA Guidelines - bins	June 2020	Aug 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	June 2020	Aug 2020
	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.	Maintenance School	SHA Guidelines – EIG, WHMIS 15 certificate	June 2020	Aug 2020
	OH&S Meeting	Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD. <ul style="list-style-type: none"> Regular Meeting – August 2020 	School – Facilities	OH&S Requirements	June 2020	Aug 2020
	Protective barriers – Secretary, Librarian etc.	Protective barriers have been installed in the front office for Secretaries and in the Library	Maintenance - school	SHA Guidelines – equipment/materials	June 2020	Aug 2020

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

School: PARADISE HILL						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Student Services	1. Staff Mental Health	<ul style="list-style-type: none"> Amend staff PD plan to include Mental Health topics. Weekly check-ins with staff Share Mental health resources 	Principal, Wellness Coordinator	Time at staff meetings	August 2020	Ongoing

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2. Student Mental Health	<ul style="list-style-type: none"> Mental Health Check-Ins with students referred by staff member Mental Health/Wellness Interventions Continue with NWSM Mentorship Program 	Principal, Wellness Coordinator, School Counsellor	Time at staff meetings	August 2020	Ongoing
3. First Day Back to School	<ul style="list-style-type: none"> Create a plan to decrease staff, parent, and student anxiety and fears. Plan for students to catch up and visit with peers Regular and frequent communication with families about plans and procedures, etc. Mask PD and changed building expectations for students on return to school 	Administrators, Wellness Coordinators	Re-entry to schools	August 2020	Sept. 1 2020
4. Students on IIPs	<ul style="list-style-type: none"> Tier 3 intervention will proceed as previous years, following social distancing guidelines and procedures outlined by the NWSM. Implement IIP goals, and follow instruction guidelines implemented by the NWSM Review and revise IIP goals 	SSST, EAs, Classroom Teachers	CLEVR, Short-term transition plans	August 2020	Ongoing
5. Students with health concerns and/or immune compromised	<ul style="list-style-type: none"> Create a safety and accommodation plan collaboration with parents CMHO safety orders must in place for students who require a more hands on approach and have personal care needs Wear disposable gloves when cleaning blood, feces and body fluids. Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every hand change. 	Classroom teachers, Administrators SSST, EAs	Safety Plan template	August 2020	Ongoing
6. Supporting Professionals in Multiple Schools	<ul style="list-style-type: none"> Enhanced cleaning and disinfection of workspaces, supplies and equipment Designated work areas and record of where you are in schools. 	SLPs, OTs, Psych's Counsellors, Administrators, Maintenance	Cleaning supplies Hand sanitizer Assigned Workspace	Sept 2020	Ongoing
7. Nutrition Programs	<ul style="list-style-type: none"> Follow safe food handling preparation and delivery guidelines. School-supplied food should be delivered directly to the classroom. 	WCs Administrators	SHA guidelines Pg.41	Sept 2020	Ongoing

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	<p>8. Sick kids coming to school or getting sick while at school</p>	<ul style="list-style-type: none"> Students are not allowed to participate in food preparation. Students eat in individual classrooms Contact parents immediately Isolation room If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child and should try to avoid contact with the student's respiratory secretions. Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected should be removed from the area and stored in a sealed container for minimum of three days. All staff must self-monitor for symptoms and use the online Saskatchewan COVID-10 Self-Assessment Tool Isolation Room in the library teacher resource room. Direct supervision by librarian 	<p>Administrators WCs Classroom teachers Caretakers Maintenance</p>	<p>PPE- provided when procedure requires staff usage. Gloves</p>	<p>Sept 2020</p>	<p>Ongoing</p>
	<p>9. Students refusing to return to school</p>	<ul style="list-style-type: none"> Take attendance and make follow up calls for students who are absent Provide Psychologist First Aid for students and parents Plan appropriate interventions and accommodations Regular communication with parents and students not returning to school 	<p>Classroom Teachers Administrators WCs</p>		<p>Sept 2020</p>	<p>Ongoing</p>
	<p>10. Assessment and Therapy</p>	<ul style="list-style-type: none"> Students with additional needs may require updated assessments and revised individual goals For personal interactions conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces. 	<p>SS Team Maintenance IT</p>	<p>PPE, as required Headphones Mics Document Cameras</p>	<p>Sept 2020</p>	<p>Ongoing</p>
	<p>11. Anxiety of students and staff if masks, etc. Need to be worn</p>	<ul style="list-style-type: none"> Education Social Stories PD on Proper mask wearing on first day of school 	<p>Admin SSSTs WCs Classroom Teachers</p>	<p>See through masks Social Stories</p>	<p>Sept. 2020</p>	<p>Ongoing</p>

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	12. TEAM meetings	<ul style="list-style-type: none"> • Limit Number of people in attendance • Option of in-person or online • Delay meetings 			Ongoing
Early Childhood	<p>Physical and social distancing practices</p> <p>Healthy hygiene behaviors</p> <p>Scheduling of classes</p> <p>Family Days</p> <p>Home Visits</p> <p>Academic Delays</p>	<ul style="list-style-type: none"> • Group sizes according to Health Guidelines • Avoid activities that require clustering • Staggering bathroom breaks, Kindergarten only use k bathroom. • Stagger recess dismissal and line ups for re-entry • Educate students on proper hygiene practices. • Include age appropriate information about COVID in health curriculum • Keep parents informed about protocols and practices at school • Sanitize before entering and leaving classroom • Remove items from classroom that cannot be effectively sanitized • Have students wash hands before and after centers. • Utilize classroom sinks • Set up individual cubbies or spaces for individual supplies, avoid community supplies • Limit items brought into school to essentials only (I.e. no show and tell) • Develop a schedule to have the maximum number of students attend (split days, etc.) • Virtual parent meetings • No home visits • Done outside property in the yard. Maintaining social distancing. • Develop and utilize pre assessments as early as possible 	<p>Communication</p> <p>Health guidelines</p>	<p>Health guidelines</p> <p>Extra cleaning supplies</p> <p>Extra personnel</p> <p>Extra cleaning supplies</p> <p>Ministry Documents</p> <p>Professional Development</p> <p>EYE TA testing</p> <p>Formative/summative assessments</p>	

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	<p>Screening and Admissions</p> <p>Mental Health of Students and Staff</p> <p>Cognitive and Social emotional delays</p> <p>Intensive needs students</p>	<ul style="list-style-type: none"> • Try to complete screens as much as possible now for new students • Will need extra time in the fall for screening and application process • Training to be staff to be trauma informed in order to assess and respond to trauma • Create environments that are as close to normal as possible • Encourage staff to wear whatever protection they need to feel comfortable • School team meetings with Student Services Team members • Develop individual plans to meet the needs of students • Develop strategies for students to learn to self-regulate • Allow students access to wellness coordinator • Have wellness coordinator do mini lessons for the class as a whole • Slow transition, aim for full participation • Follow guidelines for safety and administering services • Appropriate space and facility to deliver some services 				
Transitions	<ol style="list-style-type: none"> 1. Teaching Staff 2. School Teams 	<ul style="list-style-type: none"> • Communicate a plan to inform students who their teachers will be in September • Meet to determine class configurations, needs, supports, strengths 	<p>Admin. Assistants</p> <p>Admin, School Staff</p>	<p>Online capacity,</p> <p>class lists, RTI lists</p>		
Communications	<ol style="list-style-type: none"> 1. Parent Communication 2. School Plans for Return 3. Education about school precautions 	<ul style="list-style-type: none"> • Routine update for Parents/Caregivers outlining division measures responding to COVID • PHS will use school plan to communicate plan to return to school 	<p>Communications Director Principal</p> <p>Communications Director Principal Office Admin</p>	<p>Updated Phase Guidelines</p> <p>NWSD and Provincial Guidelines, NWSD Templates</p> <p>Provincial/SHA guidelines, NWSD</p>	<p>June 2020</p> <p>June 2020</p> <p>Now</p>	<p>Ongoing</p> <p>August 2020</p> <p>Ongoing</p>

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	4. Announcing Positive Cases	<ul style="list-style-type: none"> Regular communication home about expectations for school, education on COVID, how to prevent spread of germs Messages shared through NWSD Letter to appropriate audience about positive confirmed case in the school or our community 	Communications Director HR, Sr. Admin., Principal	LAFPIP, SHA guidelines	As needed	Ongoing
Transportation	Restricted number of passengers	Guidelines for busses as outlined by the Transportation Department	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
IT	Same as with "normal" resumption	See "Normal" resumption section				
	Social distancing in labs	One class of students per lab at a time Assigned seating Sanitize hands prior to and after use Sanitize equipment daily	Homeroom Teachers Janitorial	Cleaning supplies	August 2020	Ongoing
	Social distancing at print/scan/copy locations	Encourage digital submissions Sanitize hands before and after use Sanitize equipment daily Visual floor markings for proper spacing waiting in line Maintain no student access to copiers	Homeroom Teachers janitorial	Cleaning supplies Floor decals	August 2020	Ongoing
	Onsite Travel and Support	See 'normal' resumption of school section				Ongoing
Facilities & OH&S	Number of students in school rooms	We will need to follow social distancing rules – reduce the number of students in each room where necessary, remove unnecessary items (couches, soft chairs, carts etc.). May need to utilize unused spaces along with community rentals.	School, Maintenance and custodians	SHA Guidelines - EIG recommends limiting contact with younger children.	June 2020	August 2020
	Janitor schedules	Adjust janitorial hours to ensure adequate cleaning and disinfecting is occurring as required. EIG recommends extra cleaning of water fountains, garbage, and high touch points.	SHA Guidelines – EIG & CUPE	SHA Guidelines – EIG & CUPE	August 2020	Ongoing
	Locker usage	Restrict use – use backpacks for day to day materials. If lockers are to be used, then strategic placement of students will need to occur to meet social distancing requirements.	School	SHA Guidelines	June 2020	August 2020
	Foot traffic control	Place lines/arrows and signage to ensure social distancing is followed	School - Maintenance – custodial staff	SHA Guidelines – Plans needed to order materials	June 2020	August 2020
	Maintenance Schedules	Ensure Principals authorize all scheduled maintenance. Daily schedules of breaks, empty spaces will need to be utilized to work within the parameters of the SHA guidelines.	Maintenance - school	SHA Guidelines - Facility scheduling	now	ongoing

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	Power requirements for extra BYOD	Provide code compliant power strips as needed to accommodate extra devices that students may be bringing into school	Maintenance – school - IT	SHA Guidelines, IT requirements. Power strips	June 2020	August 2020
School Operations	The procedures for limited students will follow the protocol established in “normal return of students”	See Normal School return protocol	Principal Vice-Principal	NWSD Guidelines Provincial Guidelines from Department of Education and Health	August 2020	Ongoing
		Some aspects of the plan will be adjusted if social distancing requirements are enforced				

Contingency 2: Hybrid – not all students in building

School: PARADISE HILL						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Early Childhood	Intensive needs students	<ul style="list-style-type: none"> Have alternative spaces- try to find a way to continue to utilize sensory room Virtual option Schedule online sessions and meetings with parents 	Student services	Computers	September 2020	Ongoing
	Equity	<ul style="list-style-type: none"> Survey families to determine what they might need to complete online learning Continue with division plan to loan out devices to families if needed Continue to develop paper packages Offer PD for parents to learn online platform Online delivery of paraprofessional services 	IT Student Services PD	Computers PD Develop survey questions	June 2020	Ongoing
Student Services	Assessment and Therapy	<ul style="list-style-type: none"> Flexibility of service delivery-in-person (school or office) or online Delay services Refer to outside agencies Staggered visits of NWSD Supporting professionals coordinated with SSST and Principal 	SS team IT	Headphones Mics Documents Cameras	As directed by guidelines	As directed by guidelines

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		<ul style="list-style-type: none"> As a team, determine needs of student and then decide on individual schedule and ways to meet student needs Update IIP Might not be possible to support all students with intensive needs in person due to health and safety guidelines 	Admin SSST SS Team			
	Students on IIPs	<p>Updated assessments may be required</p> <ul style="list-style-type: none"> Re-engage with families to review short-term transition plans and to update goals Team teaching CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. Clean and disinfect diapering stations after each use. 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). It may not be possible to support all students with intensive needs in-person due to health and safety guidelines 	Student Support Services Teachers Administrators	CLEVR Short-term Transition plans template (on Teams) Gloves	Sept 2020	Reviewed
Curriculum and Instruction	Delivering Instruction most effectively	<ul style="list-style-type: none"> * Guidance from provincial and NWSD guidelines * Use all school and community space <ul style="list-style-type: none"> Reassign teacher load May use some SWSD resources Instruction by NWSD teachers Online PD Gr 10 - 12 students may have access to subjects taught by other schools Limited busing based on transportation guidelines RTI models will continue to be implemented 	Senior Admin Government officials Literacy/RTI Team NWSD school RTI team, SBIF, principal, Teacher Superintendents School Admin Transportation RTI teachers Staff			
	Schedule for Instruction	Regular school-based timetable. Able to establish cohorts to eliminate student interaction PAA/PE/Arts Education classes will be reviewed and offered partially as per guidelines	Principal Subject Teachers			

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Transitions	<ol style="list-style-type: none"> 1. Transferring Teachers 2. School Teams 3. Teacher Capacity 	<ul style="list-style-type: none"> • Develop communications plan to inform students who their teacher will be for September • Meet to determine class configurations, needs, supports, strengths, etc. • Program online delivery PD • Collaboration and online TEAMS meeting switch colleagues • Develop an onsite and virtual re-entry plan following the Ministry of Health guidelines 	<p>Admin. Assistants</p> <p>Admin., School Staff</p> <p>Sr. Admin., Vice Principal School staff</p> <p>NWSD Sr. Admin, MOH</p>	<p>PD platform</p> <p>Summary of promising practices for delivery of program</p>		
Communications	<ol style="list-style-type: none"> 1. Parent Communication 2. Education about school precautions 3. Announcing Positive Cases 	<ul style="list-style-type: none"> • Routine updates for Parents/Caregivers regarding school and division measures responding to COVID • Regular communication home about expectations for school, education on COVID, how to prevent spread of germs • Messages shared through NWSD 	<p>Communications Director</p> <p>Principal</p>	<p>Updated Phase guidelines</p> <p>Provincial SHA guides</p> <p>LAFIOP, SHA Guidelines</p>	<p>June 2020</p> <p>Now</p> <p>As needed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Transportation	Restricted number of passengers	<p>Guidelines for busses as outlined by the Transportation Department</p> <ul style="list-style-type: none"> • Mandatory masks required 	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
	Regular Bus Routes	<p>Assigned Seating as outlined by transportation guidelines</p> <p>Regular cleaning of the bus as required by guidelines</p>	Transportation Bus Drivers		Sept 2020	June 2021
IT	Same problems or challenges associated with normal resumption	See normal resumption of school Section				
	Devise Usage	<p>Assigned computer room seating</p> <p>Regular cleaning of devices as instructed by IT Department guidelines</p> <p>Restrict Cohorts to one of the two computer labs dependent on numbers of each class. This will be determined on September 8th when it is determined how many students have returned to each class.</p>	<p>Principal</p> <p>Vice Principal</p> <p>Classroom Teachers</p>	NWSD Guidelines	Sept 2020	June 2021

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Facilities & OH&S	Same as 'Normal' & #1					
	Exception - student spacings (desks etc.).	Look to utilize unused classrooms	School	SHA Guidelines	June 2020	August 2020
School Operations	Limiting Physical Contact	<ul style="list-style-type: none"> • Focus on limited physical contact • Classroom instruction about physical distancing within the school • Avoid activities that require small groups • Emphasis on individual activity • Use telephone or video conferencing to meet with staff and parents • Modify classrooms to promote physical distancing • All staff and students from grade 4-12 will be required to wear masks, students from kindergarten to Grade 3 are encouraged • Staff will complete the daily screening on Applitrack before entering the building. Screening verified by supervisor • Limit shared materials and equipment 	Principal Vice Principal All Classroom Teachers	NWSD Guidelines Guidelines from the Ministry of Health and Education Flow guidelines - arrows Cleaning Visitor restrictions and guidelines	August 2020	Ongoing
	School Day	<p>Mandatory Mask usage:</p> <ul style="list-style-type: none"> • Masks will be required for staff and students in Grades 3/4 to 12 on buses and in high traffic areas, including areas where 2 m physical distancing cannot be maintained. In most circumstances, students in Pre-k to Grade 2 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. • Mask PD for students and staff on the first day of school • AP 162 Guidelines for students will be given to each student for parents to follow. Guideline will be posted on the Facebook page <p>Before School</p> <ul style="list-style-type: none"> • The entrances to the school will continued to be assigned to various cohorts 	Principal Vice Principal All teachers and staff		Sept 2020	Ongoing

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		<ul style="list-style-type: none"> • Staggered bus drop-off • Bus supervisors and staff supervisors at the entrances • Teachers will be in their classrooms by 8:40 to ensure students go to their assigned cohort • One hallway supervisor will assist in the elementary/high school hallway <p>Entrances</p> <ul style="list-style-type: none"> • Grade 7-12 entrance • Grade 1-6 entrance • Kindergarten separate entrance • Designated in and outdoors • Assign boot room shelving for cohorts K-12 • Remove benches in Gr. 7-12 Entrance. Designated benches in Gr 1-6 entrance with designated cohorts • Doors will open at 8:40 and will remain locked other than front entrance • Encourage Town students to come at 8:40 • Parents/Visitors/Staff use front entrance • Parents/Visitors report to office to complete sign in sheet. Parents will be encouraged to fill out the online form • Signage at all entrances explaining process • Hand sanitizer stations established at entrances • Students encouraged to bring hand sanitizer on supply lists <p>Recess</p> <ul style="list-style-type: none"> • Staggered recesses with 3 cohorts on the playground at a time • Designated play areas on the playground for each cohort • Staggered dismissal for recess to ensure limited students exiting at one time • Homeroom teachers meet students at door to bring into the building to allow for social distancing • Masks worn <p>Noon</p> <ul style="list-style-type: none"> • Students eat in their classrooms and in their assigned desk • Students wash desks after lunch 			
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		<ul style="list-style-type: none"> • Staff supervision of classrooms during lunch with cohort teachings eating with each class • Staggered cohort noon recess and eating. Half the cohorts remain in building while others go out and will switch halfway through noon • No canteen/hot lunch/pop machine for students <p>Hallways</p> <ul style="list-style-type: none"> • Flow procedures with arrows will be in place in the fall • Limited transitions to other rooms. If in other rooms touch points need to be cleaned • Educate students not to touch the walls/lockers when in the hallways <p>Washrooms</p> <ul style="list-style-type: none"> • Designated washroom breaks during class time to eliminate number of students • Coordinated by teachers in elementary and high school sections • Hand sanitizer stations located outside washrooms <p>After School</p> <ul style="list-style-type: none"> • Staggered dismissal of students <p>Physical Education Equipment</p> <ul style="list-style-type: none"> • Follow guidelines • Cleaned after use <p>Lockers</p> <ul style="list-style-type: none"> • Grades 7-12 will keep materials in their classroom • Lockers will be closed with zip ties <p>Computers</p> <ul style="list-style-type: none"> • Assigned lab seating – laminated sheets in each lab for all classes in the building • Tracking sheet for computer carts <p>Transitions</p> <ul style="list-style-type: none"> • Procedures for using library • No spares in the library • Eliminate multi cohort use of space • Clean workspaces after use <p>Bell Schedules</p>			
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		<ul style="list-style-type: none"> Bells will be eliminated during the first week of school and an appropriate schedule will be established after once procedures have been followed <p>Isolation Room</p> <ul style="list-style-type: none"> Located in library with direct supervision <p>Janitorial Hours</p> <ul style="list-style-type: none"> Adjusted in fall to accommodate cleaning procedures 				
	School Staff	<ul style="list-style-type: none"> Principal will assign cohort designations Principal will assess any need to reassign staff based on fall numbers Staff will do daily assessment before entering building Staff room limited people at one time 	Principal Vice Principal Health Guidelines		August 2020	Ongoing
	Communication	<ul style="list-style-type: none"> Continued communication with staff, students, parents, SCC and community stakeholders Various methods of communication deliver will be used A one-page school document will be posted with specific bullets explaining school plan for parents as well as the full reopen document 	School Operations Communication Principal Teachers		August 2020	Ongoing
Extra-Curricular Activities	Extra-curricular sports	Follow NWSD and SHSAA Guidelines	NWSD NWSHAA Admin	SHSAA Guidelines Health Guidelines	August 2020	Ongoing

Contingency 3: Distance/Remote Learning

School: PARADISE HILL						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Early Childhood	Integrity of the program/maintaining child friendly and developmentally appropriate practices	<ul style="list-style-type: none"> Combination of virtual lessons with learning kits that could go home Develop daily schedules for student learning to be shared with parents Identify key elements to focus on 	Superintendent of Student Services Ministry Instruction IT PD	Ministry supported and resources Welcome to Kindergarten packages	June 2020	Ongoing

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	<p>Capacity of teachers</p> <p>Equity</p> <p>Communication with parents</p>	<ul style="list-style-type: none"> • Prioritize student teacher contact time • Have a consistent online design and layout • Time for Early Childhood teachers to meet and discuss techniques and platforms that they have been using • Consider using one platform among all staff to make it easier for parents to work with their children • Train EAs to augment or deliver online support • Survey families to determine what they might need to complete online learning • Continue with division plan to loan devices to families if needed • Continue to develop paper packages • Create PD for parents to learn online platform • Online delivery of paraprofessional services • Develop regularly scheduled, weekly or more, communication plan for parents 	Student Services	<p>Division developed learning kits</p> <p>Ministry documents identifying key learning objectives to deliver online</p> <p>Computers Developed survey questions</p> <p>Communication plans</p>	<p>June 2020</p> <p>June 2020</p> <p>June 2020</p>	<p>September 2020</p> <p>Ongoing</p> <p>Ongoing</p>
Student Services	Assessment and therapy for students on IIPs	<ul style="list-style-type: none"> • Identify students requiring supports • As a team, identify best way to provide services- in-person (school or office), online or delay services • Update IIP to reflect supports and safety plan • 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 	SS Superintendent SLPs, OT, ED Psych's SSSTs	SASLPA guidelines SSOT guidelines	As per guidelines	Until otherwise directed

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	<p>Mental Health of students and counselling services</p> <p>Psychological assessments and debriefs</p>	<ul style="list-style-type: none"> • Follow CMHO safety orders • Consider directions given by professional governing bodies • No individual with compromised immunity will be involved - staff or student. If at any time there is concern, the process will be reviewed, and service must be stopped • Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions • It might not be possible to support all students with intensive needs in-person due to health and safety guidelines. • Identify students requiring supports • As a team, identify best way to provide services- in-person (school or office), online or delay services; or connect with community services • Prioritize students needing assessment • As a team, identify best way to administer assessment- online or in person • Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in person • Students who are in Grade 12 who do not have an IIP, but require a professional assessment prior to entering post-secondary institutions in order to access adaptations/accommodations, may be considered for specialized therapy, professional assessment and unique transitions 	<p>Counsellors Maintenance IT</p> <p>Ed Psych's Maintenance</p>	<p>Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing</p>	<p>As per guidelines from Ministry</p> <p>June 15, 2020</p>	<p>Until otherwise directed</p> <p>Until otherwise directed</p>
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Curriculum and Instruction	<p>Efficient utilization of staff</p> <p>Device Access</p> <p>Timely intervention</p> <p>Curriculum Delivery</p>	<ul style="list-style-type: none"> Reassigning staff to maximize core instruction to students Getting devices from IT Implementation of RTI All outcomes are taught and assessed Find creative ways to deliver curriculum 	<p>School Admin, HR</p> <p>IT Staff</p> <p>RTI team Staff Division leads</p> <p>School admin, staff</p>	<p>Access to technology (Teams and Moodle)</p> <p>Devices Internet access</p> <p>RTI plan Technology access</p> <p>Technology access</p>		
Transitions	<ol style="list-style-type: none"> Transferring Teachers School Teams 	<ul style="list-style-type: none"> Develop communications plan to inform students who their teacher will be for September 	<p>Admin. Assistants</p> <p>Admin., School Staff</p>			

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	3. Teacher Capacity	<ul style="list-style-type: none"> Meet to determine class configurations, needs, supports, strengths, etc. Program online delivery PD Collaboration and online TEAMS meeting with colleagues Develop a virtual re-entry plan 	Sr. Admin., Vice Principal School staff PHS staff	PD plan		
Communications	1. Parent Communications	<ul style="list-style-type: none"> Routine updates for Parents/Caregivers regarding school and division measures responding to COVID 	Communications Director Principal	Updated Phase guidelines	June 2020	Ongoing
IT	Device Availability	Use current home usage procedure (form and tracking) Invest budget dollars for additional laptops	Librarian Homeroom Teacher	Usage Form	August 2020	
	Delivery of Instruction: Standard Learning Platform	Teachers receive PD on Standard Learning Platform Parent focused webinar	NWSD		August 2020	
	Unified delivery strategy for Teams	Teacher PD	NWSD	Tech. resources TBD	August 2020	
	Teacher equipment for remote delivery from school	Ensure each teaching station has the required equipment for remote learning (i.e. camera)	NWSD in coordination with teaching staff	Laptops, dollar amount	August 2020	
	Supply Chain Issues	Start Process Early (i.e. purchase another red cart)	Librarian		August 2020	
	Subscription Access	Subscription to: Raz Kids, Mathletics, AR, Prodigy, Brain Pop, LEXIA Consult teachers about subscriptions needed	Librarian and Teaching staff NWSD Tech.		August 2020	
	Privacy Impact Assessments	Online resources need to be evaluated for LAFOIP compliance before being utilized by staff and students	NWSD School Staff		August 2020	
	Digital Books	School would need a network upgrade in order to run the programs EPIC – subscription MYons - Subscription	School Staff Lib. Tech NWSD	\$	August 2020	
	Specialty Software Access	Laptop model for students with required software	Curriculum, IT, Finance	\$	August 2020	
	PD for Staff	As needed	IT		August 2020	
	PD for families	As needed	IT		August 2020	
	Family engagement	Add parents as guests to Teams or private channels Use Clever within Teams: Use Clever as a parent portal from Teams. Parent/Guardian Experience: Parents will receive the email. Once they receive the	School Staff IT		August 2020	

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		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.				
	Students with no access to computers	Laptop provided by NWSD where applicable Use current at home usage procedure (form and tracking)	Curriculum, IT Finance			
	Students with no access to internet	Digital package via flash drive NWSD provide drive-in access option – install exterior access points	Curriculum, IT Finance			
	STEAM Equipment	Sign out and tracking of equipment at home usage and liability form completed	Curriculum, IT Finance			
	Initiatives for Student Devices	Adjust budget from desktop rollout to laptop roll out	Curriculum, IT Finance			
	Software licensing for increased Device Count	Identifying the need for extra licensing	Curriculum, IT Finance			
	Collection of equipment at year end	Using existing library system and at home usage form to track devices Replacement costs are at the user's expense (same textbook usage) Collect deposit	School Staff Lib. Tech Admin.		June 2021	
	Web content filtering, reporting and alerting	Look at data control options	IT, Web Filtering Wag		August 2020	
	IT Support	Support for families and devices at home will be coordinated through the school and Asset planner. Families will not call IT directly.	IT		August 2020	
Facilities & OH&S	Cleaning & Disinfecting	Follow same procedures that are currently being used. Ensure all rooms that have been utilized by staff are thoroughly cleaned and disinfected. Continue with proper cleaning of all common areas and disinfecting of all touch points.	Facilities and Custodial/ schools	SHA Guidelines	Now	Ongoing
School Operations	School Day	School principals will create a plan to address the following: - Guidelines and expectations for students and staff for at home learning (Learning Packages)	Principal Vice Principal	NWSD Guidelines Provincial Guidelines from Ministry of Health and Education	Assessed in Fall	Ongoing
		Blended learning document for implementation when needed Teachers given a copy to review for the summer	NWSD Principal Vice-Principal	NWSD Class delivery model	June 2020	Ongoing
	All Staff in the building	Principal will monitor the progress of the online classes established and ensure all students receive access to either online classes or packages for delivery	Principal Vice Principal		When deemed necessary	Ongoing

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Extra- Curricular	No students in the building – no extra-curricular activities will be offered.				
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