



McCaig Elementary

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2020-2021

EMERGENCY PROTOCOL



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

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2020-2021 EMERGENCY PROTOCOL

On June 16, 2020, the Minister of Education, Jean-François Roberge, together with the Strategic Medical Advisor to the Direction Générale de la Santé Publique of the Ministère de la Santé et des Services Sociaux, Dr. Richard Massé, announced the back-to-school plan for the 2020-2021 school year. As a result, all schools were asked to prepare an Emergency Protocol to be submitted by September 15, 2020.

In response to the possibility of a second wave of COVID-19 that would require the closure of McCaig Elementary, this Emergency Protocol is our contingency plan which outlines all the key actions to be implemented and elements to be considered to ensure continuity of learning for all students. In the event of a second wave or a temporary closure of McCaig Elementary, a minimum level of service will be provided to enable all students to have access to proper distance learning services. This will promote equity among distance education services, ensure that teachers and non-teaching professionals are available to meet the various special needs of students and lay the foundations for work to be provided to students. As per ministry guidelines, the number of hours of distance education will vary according to grade level.

This Emergency Protocol plan is intended to provide stakeholders with a list of elements that will be considered in order to be able to react quickly to change that may result from a new state of emergency. It allows for the planning of additional actions beyond the measures already implemented in accordance with guidelines from the public health authorities.

Please note that in some cases, a listed element may apply to only one level of education, or you may find that additional elements are necessary based on the reality of the particular situation. However, this Emergency Protocol covers the main dimensions and responds to its specific needs. In summary, this emergency protocol covers the key actions to be implemented and elements to be considered to ensure continuity of learning for all McCaig students. As always, the safety and security of our students and staff is our utmost priority. We will continue to develop learning and working environments that promote health, safety and well-being. What is best for the children continues to be at the forefront of our decision-making.



Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>School Administration</p> 	<p>Develop a distance education plan in line with MEES, Santé Publique and Sir Wilfrid Laurier school board guidelines that will ensure a continuity of learning for all students in the event of a complete or partial school closure.</p> <p>Develop a plan that outlines the procedures that will be followed for retrieving school supplies and personal items belonging to students and staff in the event of school closures.</p> <p>Plan to maintain governance activities within the school service centre.</p>	<p>In the event of a partial or complete school closure, implement the distance education plan and oversee the assigned division of tasks among the school staff members. Online class attendance will be mandatory for all students and assigned work must be completed and submitted on time as it will be evaluated for the term report card.</p> <p>Students and staff take as much of their school supplies and personal items as possible when leaving the premises.</p> <p>A distribution system has been developed for the return of any remaining personal items and/or school supplies to students/parents. Parents will be given an appointment to collect their child's items. Items will be delivered to the parent's vehicle in the school parking lot.</p> <p>Similarly, a plan has been developed by the school team for the return/collection of any remaining personal items and/or school supplies <i>by staff</i> in the event of a school closure.</p> <p>Governance activities within the school will be maintained. Governing Board, TFOMES and Parent Participation Organization meetings will continue to be held monthly via Zoom.</p>

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Communication</p> 	<p>Determine the main point of contact in School.</p> <p>Weekly communication between teacher/school staff and students.</p> <p>Online learning/teaching and connecting with teachers.</p> <p>Contacting the school administration.</p> <p>Methods of disseminating information to parents</p>	<p>Each child's homeroom teachers will be the main point of contact between parents/students and the school.</p> <p>Each teacher will inform parents of the preferred method of contact they will use.</p> <p>Each homeroom teacher will provide their students' parents with the details of the <i>distance learning schedule</i> for their child.</p> <p>At the beginning of the 2020-2021 school year, each McCaig teacher will inform students and parents of the teaching platform that will be used in the event of a transition to distance education because of a school closure. Training and information sessions will also be made available to parents to assist them in supporting their child(ren) if they are required to stay home for a longer period.</p> <p>In the event of closure, the school will immediately inform parents and students. The school administration may always be reached by email at: Principal Mr. Richard Mason rmason@swlauriersb.qc.ca</p> <p>Vice Principal Mrs. Sarah Lefebvre-Gauthier slefebvregauthier@swlauriersb.qc.ca</p> <p>Or by phone at: 450-621-6111</p> <p>We are committed to continue to effectively communicate plans and changes to students and parents in a timely manner. The main method used to communicate with all parents is via email. Parents are encouraged to regularly refer to our school website and Facebook page for information as well.</p>

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Educational and Technology Resources</p> 	<p>Identify students and staff who may have problems accessing technology.</p> <p>Access to and support with distance learning platforms.</p> <p>Develop the digital competencies of teachers, students and parents, particularly with regard to distance learning tools.</p> <p>Consultants will continue to communicate with teachers through their already established digital networks and provide resources and pedagogical practices related to particular subjects.</p> <p>The Pedagogical Services Department is currently developing an online learning framework. Consultants will provide online learning strategies embedded in their regular offers of service.</p> <p>The Pedagogical Services Department will also be offering orientations to parents who are interested in these platforms to help them support their children who are required to stay home.</p>	<p>McCaig will identify students who have problems accessing technology. The school will provide a technological device to all students who do not have access to a device at home.</p> <p>All teachers have a laptop to work with from home.</p> <p>The SWLSB will continue to support three main platforms to offer teachers the required pedagogical development to ensure they maintain the highest standards of pedagogical services for their student population. All teachers have Access to ZOOM, Google classroom, Microsoft teams as well as the Mozaik portal.</p> <p>The SWLSB has offered platform training sessions to all teachers.</p> <p>The school will ensure that students and staff have access to educational materials at all times, in printed or digital format.</p> <p>Teachers will ensure that all their students can access the digital tools required for distance learning, prior to any school closure.</p> <p>The school and school board will provide technical support for students, staff and parents during the transition to and operation of distance learning.</p>

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Distance Learning Plan</p> 	<p>Determine any necessary adjustments to be made to the curriculum and/or various programs to ensure that students can develop the competencies deemed essential.</p> <p>Review the requirements of the basic school regulations and re-evaluate the time devoted to the various subjects.</p> <p>Establish the minimum weekly hours of distance teaching or learning and preparation <i>activities</i>.</p>	<p>Teachers will ensure that the appropriate adjustments to the curriculum and/or the various programs are made in light of the move to distance learning. Teachers will teach new concepts. Students will be evaluated by their teachers and grades will be given.</p> <p>Teachers will prepare educational materials to be uploaded to distance learning platforms as necessary and adapt their teaching to the realities of the chosen platform.</p> <p>In order to ensure quality distance learning for all students, a minimum number of hours per week of educational services has been set in the event of a second wave or the occasional closure of schools.</p> <p>We believe in the professional knowledge and judgment of our educators, as they know their students' needs, interests and strengths. Our teachers are afforded a certain amount of flexibility to create different initiatives for their students (homework, tasks to complete, etc.).</p> <p>McCaig teachers will:</p> <ul style="list-style-type: none"> • Provide 11.5 hours of group learning and preparation activities per week for preschool. • 10.5 hours of teaching per week for Elementary Cycle One (Grades 1 and 2). • 13 hours of teaching per week for both Elementary Cycle Two (Grades 3 and 4) and Elementary Cycle Three (Grades 5 and 6).

Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Distance Learning Plan</p> 	<p>Establish the minimum number of weekly hours of independent work provided by the teacher for each student(cont.).</p> <p>Establish the daily hours of teacher availability to respond to students' needs.</p> <p>Establish a distance learning schedule for the children to follow.</p>	<p>Two hours of independent work per week, for each Preschool student, will be provided by the teacher.</p> <p>Three hours of independent work per week for each Cycle One student will be provided by the teacher.</p> <p>Five hours of independent work per week for each Cycle Two student will be provided by the teacher.</p> <p>7.5 hours of independent work per week for each Cycle Two student will be provided by the teacher.</p> <p>Pre School teachers will be available to respond to students needs for 2 hours and 18 minutes/day. Teachers in Cycle One, Two and Three will be available to respond to students needs two hours per day.</p> <p>In the event of a school closure, all students will continue to follow their <u>regular</u> schedule from home.</p> <p>Student groupings will remain unchanged (E11, E52, K01 etc.).</p> <p>Classes will occur "on-line" with the teacher using their preferred platform.</p> <p>The subject area teacher (Math, ELA, Phys. Ed., FSL etc.) assigned to your child will meet your child and their classmates on-line at the time indicated on their schedule. (See sample schedule in Appendix)</p> <p>The details for your child regarding <i>teaching</i>, <i>independent work</i> and <i>teacher availability</i> will be communicated to you by your child's teachers.</p> <p>Your child's teachers will ensure that, at least, the minimum number of hours of educational services as defined by the MEES will be provided. (See chart on the next page)</p>

Minimum Number of Hours of Educational Services

		Weekly hours of teaching or learning and preparation activities	Weekly hours of independent work provided by the teacher for each student	Weekly or daily hours of teacher availability to respond to students' needs
Distance Learning Summary Chart	Preschool (4-year-old and 5-year-old Kindergarten)	11.5 hours of group learning and preparation activities	2 hours	11.5 hours/week, 2.3 hours/day
	Elementary Cycle One (Grades 1 and 2)	10.5 hours of teaching	3 hours	2 hours per day
	Elementary Cycle Two (Grades 3 and 4)	13 hours of teaching	5 hours	2 hours per day
	Elementary Cycle Three (Grades 5 and 6)	13 hours of teaching	7.5 hours	2 hours per day



Actions

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL
<p>Support for Students with Special Needs</p> 	<p>Establish a list of vulnerable students in order to monitor them from a distance and ensure they maintain access to complementary services.</p> <p>Determine the support services that cannot be provided remotely and provide alternative measures to the student intervention plan.</p> <p>Assign a contact person for students with particular needs.</p>	<p>The school will maintain a priority list of students requiring complementary services. Teachers will pay close attention to the well-being and mental health of parents and direct them towards relevant resources.</p> <p>The school will:</p> <ul style="list-style-type: none"> • Adapt and implement the IEP goals and strategies • Determine remedial interventions for identified students • Maintain contact with parents <p>Each student with particular needs will receive supplementary support and one on one contact via Zoom, telephone etc. with a McCaig staff member.</p> <p>Our two resource teachers will develop a weekly schedule where they will offer additional resource support and communicate with all of our students at risk.</p>
<p>Support with Regard to Mental Health and Well-Being</p>	<p>Provide mental health and wellness services and support for students and staff.</p> <p>Establish a protocol with the health sector.</p>	<p>Wellness initiatives have been ongoing in the SWLSB schools and will be maintained and/or adapted. Consultants will assist schools in supporting students with mental health issues. Spiritual animators will provide various online support initiatives that will give students social opportunities to promote a sense of belonging.</p> <p>The Assistant Director of Pedagogical Services is the link between the mental health sector and our school.</p> <p>In order to support student wellness, homeroom teachers will be dedicated time every week to provide students an opportunity to share their feelings and concerns with their classmates and teacher. This, in turn, will allow teachers to identify students who may need additional professional support.</p> <p>Our two special education technician and attendants will communicate with and be available for students who require social and emotional support.</p>

APPENDIX

McCaig Elementary School 2020-2021

ARRIVAL: 8:40 – 8:50

Homeroom 8:50 – 8:55					
PERIOD	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1. 8:55 – 9:25					
2. 9:25 – 9:55					
3. 9:55 – 10:25					
4. 10:25 – 10:55					
1st Recess 10:55 – 11:15 11:10					
5. 11:15 – 11:45					
6. 11:45 – 12:15					
LUNCH: 12:15 – 1:15 bell at 1:10					
7. 1:15 – 1:45					
8. 1:45 – 2:15					
2nd Recess 2:15 – 2:35 2:30					
9. 2:35 – 3:05					
10. 3:05 – 3:35					
DEPARTURE: 3:35 – 3:50					

