August 25, 2020

**MWHS Start Up Plan**

**“This School Plan Will Evolve as Required by Emerging Health Risk”**

**Reopening of School**:

* Reopening of School in September will be at Level 3
* First day for students will be September 8th, 2020
* Note to Parents and Students due to the Covid-19 pandemic there will not be perfect attendance awards presented this year.
* For students who cannot attend school for health reasons or for parents who choose not to send their children to school in person there Is the option to register with the Ed Center online school or register for homeschooling.
* Staff are asked to have Covid-19 testing prior to student’s re-entry to school.
* With the re-entry of students to school there will be added emphasis and instruction on Covid-19 education. Teachers will be instructing students on proper social distancing practices, as well as handwashing and sanitizing of hands.
* Teachers from Grades 7 through 12 will be placing an emphasis on how to utilize Teams and other programs such as IXL and myblueprint to make sure they can transition to distance learning if necessary,

**Note:**

**This is an unusual year, MWHS Staff will need the support from parents and the community to make it through this difficult time. We simply ask that if your child is sick please do not send them to school.**

This document will be posted to our Facebook page, the radio, the CO-OP store, the gas bar, the post office, and the village office. It will be sent to each SCC member, Superintendent and Director.

**General Procedures and Expectations:**

**Door Entry:**

* Each grade will be assigned doors for which they will be expected to use every time they enter the school.
* At entry the student’s temperature may be taken using a no contact thermometer.
  + If the student appears ill or has a temperature the student will be sent home.
  + This may occur at other times during the day if the teacher thinks the student may be ill.
  + The school has designated an Isolation room for students showing signs of Illness
* At each set of doors one door will be used for entering the school and the other door will be used for exiting the school. Enter and exit signs will be attached to the doors, both outside and inside.
* **Door assignments:** Students will Use their assigned doors only
  + North Doors:
    - Shannon’s Grade 8’s and Jason’s Grade 9’s
  + Gym Doors:
    - Dominique’s grade 7 and Stephanie’s Grade 9’s
  + South Doors:
    - Grade 10
  + Library Door:
    - Grade 11 students and Late students
  + West wing Doors:
    - Grade 12 students
* Teachers will supervise at the doors during allotted entry times. Doors will be locked until the assigned times and relocked when the time is over.
* Once students have entered the school they will be expected to go directly to their classrooms.
* Lingering in the Halls will not be allowed

**Staggered Times of Entry for students:**

**Assigned Doors will be unlocked at assigned times only.**

* **Morning: Using assigned Doors**

8:30 - 8:37 – Dominique’s grade 7 and Shannon’s Grade 8

8:37 - 8:45 – Jason’s grades 9 and Stephanie’s grade 9

8:30 - 8:45 – High School

* **Leaving for Lunch: Using assigned Doors**

11:55 - Dominique’s grade 7s and Shannon’s grade 8s

12:00 – Jason’s grade 9s and Stephanie’s grade 9s

12:06 – High School students

* **Returning after lunch: Again, using assigned doors**

12:50 – Dominique’s Grade 7 and Shannon’s Grade 8’s

12:55 – Jason’s grade 9s and Stephanie’s grade 9

1:00 – High School

* **Leaving after school: Again, using assigned doors with no lingering**

3:40 – Dominique’s grade 7 and Shannon’s grade 8

3:45 – Jason’s grade 9s and Stephanie’s grade 9s

3:48 – High School

**Traffic flow in Hallways:**

* NLSD office ordered stickers for the floors to show the flow of traffic down the hallways
* Footprint stickers for the floor for demonstrating social distancing
* All staff will be required to demonstrate social distancing and be in the halls supervising whenever not in class
  + During bathroom and drink breaks
  + During entering and leaving school: Morning, lunch and afterschool
* When entering school students are to go directly to their classes
* Students will walk single file
* Middle years remain in their wing unless going to computers/shop/their allotted washrooms.
* High School Students will not be allowed in the middle years wing except to go to gym.
* Lingering in the halls, the library, Home Ec. Room or bathrooms will not be allowed.
* Regular hand sanitizing will be encouraged, and students will be reminded regularly.
* A diagram demonstrating the flow of traffic down the halls, and entry/exits from the school is on the next page.

**Bathrooms:**

* Middle years will use the bathrooms by the science room
* High School will use the washrooms across from staffroom

**Room allocation:**

* Grade 9B – Jason will go in Gabrielle’s old classroom.
* Grade 8 – Shannon will go into Celina’s Classroom
* Grade 7 – Dominique stays where she is
* Grade 9A – Stephanie stays in her room.
* Gabrielle will work out of Computer room for communication studies and Middle years PAA, for Phys Ed 20/30 she will be in the gym If she needs a classroom Curtis’ classroom is available first semester. If she needs a classroom, she can use it.
* Andrew will use the Art room for any of his classes and the shop.
* Billie Jo will remain in her room for all her classes
* Tina will use the Science room for all her classes with the use of the Home Ec room when needed.
* Daryl will use the LNC room for all his classes
* Jen will use the classroom across from Billie Jo’s
* Curtis will use the classroom across from Pauline this will also be used by either Gabrielle or Jen
* Jessie office /staffroom for this year as we needed the extra classrooms. And the students can’t utilize the student lounge this year.
* The rec office (Lori’s office) is being moved to what was Jessie’s office in the Home Ec room and her office will become our sick/isolation room. Jessie/Ida will be the designated staff members who will get sick students from the class and sit with them until we are able to get them sent home.

Diagram:

* Door entry
* Flow of traffic through the School
* Classroom allocation

9 J

9S

7D

8S

LIB

SHOP

STAFF

ROOM

PB

SRR

BN

GYM

B

G

CC/GM

JS

KIT

COUNCLOR

COMPUTERS

DW/B

G

ART ROOM

Day Care

MM

G

B

TS

G8S & G9J

G7D & G9S

G11 & late students

Office Doors STAFF &

VISITORS

G10

G12

Following are the level guidelines we will be following; we will be returning to school at Level 3. **“This School Plan Will Evolve as Required by Emerging Health Risk”**

**Level 1 Guidelines: Classes will be run as normally as possible**

* Any Staff member or student who is sick will need to stay home
* Staggered entries and exit to the school at all times
  + Morning Entry
  + Exit for Lunch
  + Entry after Lunch
  + Exit at the end of day
* Staggered breaks for middle years.
  + Middle years teachers will create a schedule that suits them as a team
  + High School teachers will work on a schedule that works best for their classes
* On entering the school students, staff and visitors will be expected to use the hand sanitizers provided.
* When students leave or enter a classrooms they will be expected to use the hand sanitizer outside the classroom.
  + Teachers will be supervising the entering and exiting of classrooms.
* When leaving the computer room, shop, LNC and resource the tables etc. should be wiped down. In the case of shop the tools use will be wiped down and in the case of the gym the equipment used should be wiped down. Students are to be encouraged to participate in the wiping down of things.
* All students will be encouraged to practice social distancing
* No group work will be allowed in order to practice social distancing.
* Students will be kept in their classroom as much as possible.
* Computer time and Chromebooks will be booked ahead of time.
  + Teachers will need to ensure that keyboards are wiped at the end of use. The students can do the wiping, but teachers must supervise to ensure it is being done.
* Students will be encouraged to bring their own devises such as iPad and even laptops and cell phones if they have them.
* Students will wipe down their desks with the Spray-9 provided regularly:
  + Middle years students will wipe their desks before leaving for lunch and at the end of the day.
  + High School students will wipe the desk they use before leaving each class.
* There will be no school wide fire drills or lock downs, but teachers will discuss with their students’ proper procedures for both the fire drills and the lock downs.
* Teachers will do individual fire drill practice with their own classes
  + For high school teachers this means doing it with each of their classes.
* Each class will have a laminated map showing the proper exit to use in case of a fire. This map will be pinned to the wall near the door of their classroom.
* Middle Years Classes will have an EA to help in the classroom and with students.
  + When EA’s are working with individual students outside of the classroom, they will be required to ensure that materials and equipment used are wiped down.
* Middle Years Teachers will create a seating plan for their class and students will sit in the same desk every day. This is to aid teachers in tracking student contact if needed.
* High School teachers will also have a seating plan set for each of their classes again to aid in tracking student contact if needed.
* Front facing instruction
* Maggie and other staff will be used as Subs as needed.
* Face masks may be worn at student’s and staff’s discretion and encouraged if social distancing is not possible.

**Level 2: Guidelines:**

* All of the guidelines of level 1 will still be in effect
* Staff and students are strongly encouraged to wear face masks at all times. If social distancing is not possible the use of masks will be mandatory.
* Utilizing Satellite teachers (Resource, LNC, CT teacher, VP and Principal) we have reduce class sizes for better safety
  + Have them teach more high school courses to allow for capping class sizes
  + Break the larger classes into two sections and use the satellite teachers as supervisors/teachers depending on the subject and their ability to teach it.

**Level 3:**

**Guidelines of level 1 and 2 are still in effect but now:**

* Students and staff are all mandated to wear face masks on entering the school supplied by school
* Visitors mandated to wear face mask when entering supplied by school

**Step 1: First response still trying to maintain as normal a school atmosphere as possible.**

* For larger classes or classes where social distancing is not possible students and staff will be mandated to wear face masks

**Step 2: Second response if needed**

**Reduction of Class sizes: capped class sizes**

**Middle Years:**

* Reduction of class size for grade 7 & 8 by putting these two classes only on alternating days if needed
  + Dominique grade 7 class will be divided into an A and B groups
  + Shannon Grade 8 class will be divided into an A and B groups

**High School:**

* Large high school classes will be split into two groups A and B .
  + One day group A is in class and group B is at home working online
  + the next day they switch group B is in class and group A is working online from home.

**Step 3: If further steps are required**

**Reduction of students in the school to 50%**

* **Middle Years classes** 
  + Student in each class will be divided into two groups A and B
    - Group A
      * will attend school on odd days (Day 1, Day 3 and Day 5)
      * will work online on the even days (Day 2, Day 4 and Day 6) through teams or another online format such as my blueprint, IXL, or some other online resource.
    - Group B
      * will attend school on even days (Day 2, Day 4 and Day 6)
      * will work online on the odd days (Day 1, Day 3 and Day 5) through teams or another online format such as my blueprint, IXL, or some other online resource.
  + Teachers will supply online materials and instruction trough teams and utilize other online formats such as my blueprint and IXL.
* High School:
  + Students in each high school class will be divided into two groups A and B
    - Students in each group will attend classes on alternating days. When group A is in class group B is working online at home and vise versa.
    - Lessons and assignments will be posted online either through teams, or some other web-based format such as wiki spaces.

**Note:**

**May skip step 2 and jump directly to step 3 if it is necessary and at the direction of the school division and the health authority that that is the preferred option and the most effective.**

**Level 4: Only if Mandated by Ministry and/or Division**

* Return to remote learning
  + Participation would be mandatory for all students
  + Teachers would be working from the school unless told otherwise.
  + Teachers would be expected to create a class meeting at regular class times in order to have contact with students and students would be required to attend the class meeting just as if they were going to class.
    - There may need to be staggard meetings due to accessibility of students. For example, there may be more than one family member needing to share the technology at the same time.
    - Concessions will be made for those students without the access to the technology such as lesson packages and phone meetings.
* All students would do online learning (distance learning)
  + Teachers would post their lessons and student’s assignments on teams or some other web-based format such as wiki spaces or weebly and students would submit assignments either through teams or email.
  + Teachers would post video’s etc. through teams or the format they are comfortable with.
  + Teachers and students would be expected to participate in class meetings through teams.
    - May be on the phone through teams as a conference call either individually or if there are more than one as a group.
  + If needed teachers would be able to make up paper copies of assignments which could be dropped off at the school.

**Once again:**

* For students who cannot attend school for health reasons or whose parents choose for them to stay home for some other reason parents can register with the Ed Center online school or register for home schooling. Please let us know.
* This is an unusual year, MWHS Staff will need the support from parents and the community through this difficult time. We simply ask that if your child is sick please do not send them to school.
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