



Mountainview Elementary School
2001 Guy, Deux-Montagnes

2020-2021 EMERGENCY PROTOCOL



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In response to the possibility of a second wave of COVID-19 that would require the closure of our school, 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.

This plan is intended to provide all stakeholders with a list of elements that we will consider 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.

Management

Responsible	Actions	Details
<p>School PROTOCOL PREPARATION</p> <p>PROTOCOL IMPLEMENTATION</p>	<ul style="list-style-type: none"> • Provide for the distribution of tasks between school staff members • Ensure that students and staff take all their school supplies and personal items when leaving the premises. • Apply the procedure for retrieving school supplies and personal items belonging to students and staff • Apply the health and safety measures intended for activities that take place in educational institutions 	<ul style="list-style-type: none"> • Irene Agosto, Principal • Sharon McCullogh, Daycare technician • Tracey Molloy, School secretary • Pauleen Moran, School secretary <ul style="list-style-type: none"> • The teacher makes an inventory of what the student must bring to school daily and presents this planning to the parents. • Each day, ask staff to bring their laptops and planning home. <ul style="list-style-type: none"> • The procedure will be emailed to parents and will be posted on the school's Facebook page • This procedure will be adapted according to the directives of Public Health and with regard to each particular situation. • Teachers will pack up what remains of their students belongings • Staff will be given priority to collect their equipment on a specific date and time. So that distance learning can be implemented quickly. • Parents will be invited to come and collect their child's school materials according to a date and time that will be communicated to them by email. <p>Responsible: Irene Agosto, principal</p> <ul style="list-style-type: none"> • Mountainview will implement the health protocol according to public health directives and with regard to each particular situation. • The protocol will be distributed to all establishment staff by email and will be explained at the general meeting. • The management gives a cleaning and disinfection protocol to the janitors. <p>Responsible: Irene Agosto, principal</p>

- Keep a list of staff members and students who can enter the premises to continue with activities that must take place in person
- Quickly provide emergency childcare services and follow the guidelines issued by the public health authorities for childcare facilities, if necessary

- Identify the staff and students who should have access to the facility.
Responsible: Tracey Molloy
- Have on hand at all times the list of contact details of Daycare employees and student supervisors.
- Maintain the Daycare with the staff in place, according to the terms of the pedagogical days
- Fill daycare staff positions according to the replacement process unless there is a decree
- When a closure is announced, schedule an emergency meeting with Daycare technician Sharon McCulloch to organize the service for the next day for staff members.

Communication

RESPONSIBLE	ACTIONS	DETAILS
<p>School PROTOCOL PREPARATION</p>	<ul style="list-style-type: none"> • Create lists of people to contact with their phone numbers (office, cellphone, home phone) and their email addresses • Ensure that there is a continuous point of contact where questions and information about problematic situations can be sent • Draw up a communication plan for crisis situations 	<ul style="list-style-type: none"> • The school is responsible for developing a telephone chain including the contact details of all the staff. Responsible: Tracey Molloy • The telephone chain is updated as soon as a change is made to the staff list. • The principal posts important information on the school's Facebook page • Parents can contact the secretary , principal or daycare technician if they have any questions at Secretary - 450-621-7780 ext 6315 Principal – ext 6310 Daycare technician –ext. 6316 • Deployment of the school telephone chain by staff.
<p>PROTOCOL IMPLEMENTATION</p>	<ul style="list-style-type: none"> • Quickly inform parents and students • Follow up on communication and collaboration between schools and families • Centralize communications from the educational institution in one channel 	<ul style="list-style-type: none"> • Teachers and workers enter into contact with families according to the established frequency and the targeted mandate • Teachers inform parents of the technological applications used by the teacher (Ex.: Google classroom, Zoom, etc.) • Teachers send their schedules to students in their class. • Maintain communications with staff and parents during the crisis. Responsible: Irene Agosto, Tracey Molloy <ul style="list-style-type: none"> • In the event of closure, a weekly communication will be made to parents and members of the school team to keep them informed of the evolution of the situation • The administration will post all communications for parents on the school's Facebook page

		<ul style="list-style-type: none">• The school administration will be responsible for transmitting communications to parents who are not connected.
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Educational and Technology Resources

RESPONSIBLE	ACTIONS	DETAILS
<p>School PROTOCOL PREPARATION</p>	<ul style="list-style-type: none"> Determine the Internet connectivity, technological equipment, digital platform and educational service needs to ensure staff can continue to teach Determine the Internet connectivity, technological equipment, digital platform and educational service needs to ensure that students to learn Ensure that students and staff have access to educational materials at all times, in printed or digital format Launch the distance learning platform 	<ul style="list-style-type: none"> Identify training needs for teachers <p>Responsible: Irene Agosto</p> <ul style="list-style-type: none"> Ensure the use of learning platforms chosen by teachers Be sure to consult the Teacher Council as needed The school administration will review with teachers the training needs as well as the learning platforms that will be used if distance education is used Teachers, from the start of the year, present the tools of distance education, teach them explicitly to their students and present them to parents; Teachers will offer a capsule for the use of the tools to parents who feel the need. Anticipate needs. The teacher must identify the needs of the students in his/her group in order to identify the technological equipment and Internet connectivity required. The data collected by the teacher should be given to the principal. School materials (other than exercise books) that will be used during distance education will be sent to parents If this is printed material, it will be mailed to students who will not be able to print it. Ensure that all teachers use a distance learning platform (if possible, the same for all) Ensure that teachers follow up with students so that they know and are able to use the chosen platform. Communicate the procedures to parents. <p>Responsible : Homeroom teachers + specialist</p>

The following are the ministry guidelines for the hours a student must have during distance learning. The hours of teaching, independent work and availability includes all teachers.

		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	Preschool (4-year-old and 5-year-old Kindergarten)	11.5 hours of group learning and preparation activities	2 hours	2.3 hours
	Elementary Cycle One (Grades 1 and 2)	10.5 hours of teaching	3 hours	2.5 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
	Secondary Cycle One (Secondary I, II and III)	15 hours of teaching	7.5 hours	5 hours per week
	Secondary Cycle Two (Secondary IV and V)	15 hours of teaching	7.5 hours	5 hours per week

Educational Services

RESPONSIBLE	ACTION	DETAILS
<p>School PROTOCOL PREPARATION</p>	<ul style="list-style-type: none"> • Determine which learning activities must be adapted for distance learning • Make plans with regard to training, activities and materials according to the minimum number of hours of distance learning prescribed by the Ministère for students based on their grade level • Assign a teacher to each student • Ensure that students and their parents know how to use the distance learning platform(s) and educational tools • Upload educational materials to the distance learning platforms 	<ul style="list-style-type: none"> • Teachers identify activities that will require adaptation if there is distance education. • Distance education is planned according to the minimum number of hours of distance education services provided by the Ministry. https://www.quebec.ca/education/rentree-education-automne-2020-covid-19/seuils-minimaux-de-services-educatifs/ • The teacher plans the learning content based on the resources available to the student; • Each teacher takes charge of his/her class group and is supported by specialist teachers, remedial teachers and Behaviour Technician of necessary. • Ensure that teachers keep a register of the students for whom they are responsible. • Establish follow-up procedures with students and parents • Teachers train students on the use of platforms and present the different platforms to parents • Teachers pass on information to parents on the use of platforms • Establish follow-up arrangements with teachers so that they accomplish this task. • Put the links of class sites on the school website. • Respect ministerial standards: https://www.quebec.ca/education/rentree-education-automne-2020-covid-19/seuils-minimaux-de-services-educatifs/ • Make sure teachers follow what is prescribed.

	<ul style="list-style-type: none"> • Prepare the distance learning schedule. • Encourage collaboration among teachers (sharing strategies and resources, brainstorming) • Assess potential loss of learning in some students and take steps to make up for this 	<p>Responsible: Teachers at each level send the schedule to the administration</p> <ul style="list-style-type: none"> • Send the schedule to parents. <p>Responsible: The Homeroom forwards his/her schedule to the parents of his/her group</p> <ul style="list-style-type: none"> • Teachers share strategies and resources in a distance education context; • Set up materials for certain targeted students in the case of a distance education context. <p>Responsible: Resource Teachers</p>
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Support for Students with Special Needs

RESPONSIBLE	ACTION	DETAILS
<p>School PROTOCOL PREPARATION</p>	<ul style="list-style-type: none"> • Draw up a list of vulnerable students to ensure that they are closely followed up at a distance and maintain access to complementary services • Ensure immediate access to food assistance for students in their communities by working together with community organizations acting as intermediaries, etc. • Apply the support measures outlined in the IEPs of each vulnerable student or student with learning difficulties or health problems • Apply guidelines for students with disabilities, social maladjustments or learning difficulties and for students with specific need 	<ul style="list-style-type: none"> • Identify the students. • Make a list of the students who have a difficulty code and / or an active IEP. • Ensure closer monitoring for these students by teachers, remedial teachers and Behaviour Technician. • Identify students with food assistance needs. Responsible: The staff will send a list to the administration. • Provide to the identified students the information on available resources. • Identify vulnerable students. Responsible: Homeroom teacher • Teachers will ensure the monitoring of resources in the IEP. • Transmit the information received by the school to the teachers concerned. • Ensure closer monitoring for these students by teachers, resource teachers and BT.

Support with Regard to Mental Health and Well-Being

RESPONSIBLE	ACTION	DETAILS
<p>School PROTOCOL IMPLEMENTATION</p>	<ul style="list-style-type: none"> • Provide mental health services and support for students and staff members • Pay close attention to the well-being and mental health of parents and direct them towards relevant resources, if necessary 	<ul style="list-style-type: none"> • Recommend staff to the Employee Assistance Program offered by the SWLSB, if necessary • Identify students who might need such support. • Identify parents who might need such support. <p>Responsible: Homeroom teachers will send a list to the administration.</p> <ul style="list-style-type: none"> • The teachers will communicate to the administration the names of the families for which they have a question on this subject.

THEME	PREPARATION OF PROTOCOL	IMPLEMENTATION OF PROTOCOL

APPENDIX