

Protocole d'urgence & Plan de reconfinement Emergency Protocol & Reconfinement Plan

Howick Elementary School
New Frontiers School Board

DRAFT

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Protocole d'urgence

En raison des probabilités d'une deuxième vague de COVID-19 qui entraînerait la nécessité de fermer à nouveau certains établissements d'enseignement, certaines régions ou encore l'ensemble des établissements d'enseignement, il est nécessaire de prévoir un plan de contingence permettant de faire face, le cas échéant, à ces situations.

Emergency Protocol

Due to the likelihood of a second wave of COVID-19 which would result in the need to again close certain educational establishments, certain regions, or even all educational establishments, it is necessary to provide a contingency plan allowing to deal with these situations, if necessary.

Actions à entreprendre / Actions to Undertake

THÈME / THEME	PRÉPARATION DU PROTOCOLE	PROTOCOL PREPARATION	MISE EN OEUVRE DU PROTOCOLE	PROTOCOL IMPLEMENTATION
	Déterminer une procédure de récupération du matériel scolaire et des effets personnels pour les élèves et les membres du personnel. Au besoin, prévoir l'acquisition de celui-ci par les élèves	Determine a procedure for retrieving school supplies and personal items belonging to students and staff. If necessary, plan to have students collect them	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Personal items will be placed in the gym and retrieved by parents who will drive to the front of the school. Staff will deliver items to the vehicles. Students will know what needs to go home (teacher made exercise books, math workbook, laptop for special needs students).
	Prévoir la répartition des tâches entre les membres du personnel de l'établissement	Plan the division of tasks among school staff members	Chaque école et centre a son propre plan	<ul style="list-style-type: none"> Each staff member will play a role in supporting home learning. Each teach and support staff will have a schedule to be online respecting the times prescribed by the ministry for both teaching and office hours. The plan will be made to ensure as much as possible that teaching time is not at the same time between cycles to help families with more than one child. Support staff will continue to support the students they are working with at school to keep the relationship and strategies on track. Students receiving resource will get offered to continue this extra help by appointment.
	Mettre en application le protocole sanitaire prévu pour le	Apply the health and safety measures intended for activities that take place in educational	<ul style="list-style-type: none"> Des mesures de santé et de sécurité seront appliquées et chaque école et centre suivra 	<ul style="list-style-type: none"> Health and safety measures will be applied and each school and centre will track those who are

	déroulement des activités qui se tiendront dans les établissements	institutions	ceux qui participent à ces activités <ul style="list-style-type: none"> • Chaque école et centre suivra l'utilisation extérieure de leurs installations 	participating in these activities <ul style="list-style-type: none"> • There is no outside use of our facilities planned in the near future
	Recenser les déplacements prévus à l'étranger par les membres du personnel et les élèves dans le cadre de voyages scolaires	Keep track of staff and students who are slated to travel abroad for educational purposes		<ul style="list-style-type: none"> • All field trips are currently on hold • Anyone who is slated to travel abroad will be tracked
	Prévoir les opérations de traçage des contacts d'un individu potentiellement infecté, par exemple en tenant un registre des élèves et des membres du personnel ayant fréquenté l'établissement pour fournir les données nécessaires à la Direction régionale de santé publique concernée en cas d'écllosion	Plan contact tracing operations for individuals who have potentially been infected, for example, by keeping a list of students and staff members who have been in the building, so that the necessary data can be provided to the regional public health authorities in case of an outbreak		<ul style="list-style-type: none"> • All visitors will sign in. • Visitors will be required to answer COVID screening questions.
	Développer des outils pour recueillir des données auprès des élèves et des membres du corps enseignant (fréquentation, absences pour maladie, etc.)	Develop/Use tools to collect data about students and teaching staff (attendance, absences due to illness, etc.)		<ul style="list-style-type: none"> • Schools will use GPI for student data and self-reporting using Mozaik Parent Portal • For staff data, we will be using GRH/Paie • MS Forms to ask/track the "Three CNESTT Questions"
	Prévoir le maintien des activités des instances de gouvernance des CS (CÉ, CA)	Plan to maintain governance activities within the school board (governing board, board of directors)		<ul style="list-style-type: none"> • Meetings have been held using Microsoft TEAMS. Members will have a choice to continue to operate in this fashion or come to the school. Meetings will be set up respecting social distancing. • A meeting notice will be sent out and posted to our website. The public will be invited to request a virtual meeting invite.

Actions à entreprendre / Actions to Undertake

THÈME / THEME	PRÉPARATION DU PROTOCOLE	PROTOCOL PREPRATION	MISE EN OEUVRE DU PROTOCOLE	PROTOCOL IMPLEMENTATION
Communication	Prévoir des listes de personnes répondantes avec leur numéro de téléphone (bureau, cellulaire, résidence) et leur courriel (Ministère, réseaux)	Create lists of people to contact with their phone numbers (office, cellphone, home phone) and their email addresses (Ministère, network)		<ul style="list-style-type: none"> All staff members will have access to a complete school and staff contact list (telephone numbers and email contact information).
	Prévoir une chaîne téléphonique de communication	Draw up a telephone chain for communication purposes		
	Prévoir des modalités de communication régulières (Ministère, réseaux, personnel, parents/élèves)	Draw up a plan for regular communication with the Ministère, network, staff, parents/students		<ul style="list-style-type: none"> We will continue to use our Howick Facebook page, website (howick.nfsb.qc.ca) and Mozaik email platform. Our entire school team will each play a role in communicating with families. Each family will be assigned an Howick staff member responsible for communicating and following up. Ministry communications will be shared with our staff by email. Important ministry documents will be placed on our website and on our employee Sharepoint for easy access
	Faire un suivi de la communication et de la collaboration école-famille	Follow up on communication and collaboration between schools and families		<ul style="list-style-type: none"> We monitor our Howick Facebook page and reply to questions in a timely manner

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	Fournir de l'équipement de protection individuelle aux élèves et aux membres du personnel qui doivent se rendre dans l'établissement	Provide personal protective equipment for students and staff members who must enter the premises		<ul style="list-style-type: none"> Caretaker will regularly ensure that these stations and equipment are well functioning and in stock.
	<p>S'assurer d'avoir tous les moyens disponibles pour faire l'acquisition des équipements technologiques et des ressources éducatives numériques</p> <p>Poursuivre l'acquisition et le déploiement des TI et accélérer le virage numérique pour assurer la disponibilité des équipements technologiques aux élèves et leur connectivité</p>	<p>Ensure that methods are available to acquire technological equipment and digital learning resources</p> <p>Continue to acquire and deploy information technology and accelerate the digital transition process to ensure that technological equipment and Internet connections are available to students</p>		<ul style="list-style-type: none"> A Microsoft form will be sent to easily identify families who need technology and to help in the distribution of it. We will ensure we have a valid email on file for all students. Teams Classrooms were created to support home-school communication and distance learning. It can be accessed with each child's NFSB email and password that was emailed prior to school start up. IXL was purchased for the entire school to support additional math practice throughout the school year. Our math workbooks will be accessible online with a special code that will be sent in case of need. Teachers will work with students during the first few weeks of school on the how to access and use the platforms independently. RECIT consultant will offer trainings for parents.
	Nettoyer les lieux fréquentés	Clean all frequented areas		<ul style="list-style-type: none"> Custodial cleaning protocol is established supported by a tumbling school schedule.
	S'assurer que les élèves et le personnel disposent d'un accès	Ensure that students and staff have access to educational		<ul style="list-style-type: none"> Howick website provides a direct link to resources and

	au matériel scolaire en tout temps, que ce soit en format imprimé ou numérique	materials at all times, in printed or digital format		the platforms mentioned above.
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Actions à entreprendre / Actions to Undertake

THÈME /THEME							
Services éducatifs							
Jeunes & Adultes							
Educational Services	Niveau/Level	Heures d'enseignement ou d'activités de formation et d'éveil par semaine	Weekly hours of teaching or learning and preparation activities	Heures de travail autonome fourni par l'enseignant par semaine par élève	Weekly hours of independent work provided by the teacher for each student	Heures de disponibilité de l'enseignant par jour ou par semaine pour répondre aux besoins des élèves	Weekly or daily hours of teacher availability to respond to students' needs
Youth & Adult	Préscolaire Preschool	<ul style="list-style-type: none"> 11,5 hrs d'activités de formation et d'éveil en groupe 11,5 hrs d'activités de formation et d'éveil personnalisées 	<ul style="list-style-type: none"> 11.5 hrs of group learning and activities 11.5 hrs of personalized learning and activities 	2 hrs		NA	
	1 ^{er} cycle Primaire Cycle 1 Elementary	10,5 hrs		3 hrs		2,5 hrs	
	2 ^e cycle Primaire Cycle 2 Elementary	13 hrs		5 hrs		2 hrs	
	3 ^e cycle Primaire Cycle 3 Elementary	13 hrs		7.5 hrs		2 hrs	

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Services éducatifs				
Jeunes & Adultes				
Educational Services	Déterminer les activités d'apprentissage nécessitant des adaptations pour être tenues à distance	Determine which learning activities must be adapted for distance learning		<ul style="list-style-type: none"> Teachers will upload educational materials onto TEAMS platforms by class. They will also use the teacher made books as well as math book.
Youth & Adult	Déterminer les modalités de travail à distance pour les membres du personnel et prévoir un mode alternatif d'apprentissage à distance (télévision, papier, etc.)	Determine the conditions governing remote work for staff and plan alternate methods for distance learning (television, paper, etc.)		<ul style="list-style-type: none"> Provide students and parents with technical and technological support. School teams to support with additional training/embed this information into their regular communications.
	Prévoir des modalités alternatives d'évaluation des apprentissages des élèves si celles prévues initialement ne peuvent plus s'appliquer	Plan alternate methods for the evaluation of learning if the methods that were to be used are no longer applicable		<ul style="list-style-type: none"> Parents will be able to email or post on Teams Classrooms assignments given.

	Favoriser les occasions de collaboration entre enseignants (partage de stratégies, ressources, réflexion collective)	Promote opportunities for collaboration among teachers (sharing strategies, resources, collective reflection, etc.).		<ul style="list-style-type: none"> • Howick Sharepoint will be used to support sharing, planning and collaboration.
	Assigner un enseignant titulaire à chaque élève	Assign a teacher to each student		<ul style="list-style-type: none"> • Each group of teachers will be responsible for the class. • Support staff will reach out to students they are assigned to. • Resource and remediation teachers will help teachers whose class they support for communication.
	Évaluer les éventuelles pertes d'apprentissage de certains élèves et intervenir pour les combler	Assessing potential learning losses of individual students and intervening to make up for them.		<ul style="list-style-type: none"> • School teams will assess potential loss of learning in students through our common formative assessments, GB+, PM Benchmarks, and GRADE assessments. School teams (teachers, remedial teachers, support staff, and professionals) will take steps to provide remediation.
	Déployer des activités de développement professionnel en lien avec l'enseignement et l'évaluation à distance	Launch professional development activities related to distance teaching and evaluation		<ul style="list-style-type: none"> • The Howick staff will engage in TEAMS PD with RECIT consultant as well as self-directed learning use of IXL. • Training will be offered on the online platform for our math workbooks.
	S'assurer que les élèves et leurs parents savent utiliser la ou les plateformes d'enseignement à distance et les outils pédagogiques	Ensure that students and their parents know how to use the distance learning platform(s) and educational tools		<ul style="list-style-type: none"> • School teams will model and demonstrate, at the beginning of the year, how to use the distance learning platforms. • School teams will ensure that student user account information is provided to students and families (where applicable).
	Établir un calendrier de production et d'envoi de matériel pédagogique	Draw up a schedule for producing and distributing educational materials		<ul style="list-style-type: none"> • School level: distance education schedules will be created as well as procedures for distributing pedagogical

				materials.
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Soutien aux EHDAA et aux étudiants ayant des besoins particuliers Support for EHDAA students and students with learning difficulties	Constituer une liste des élèves vulnérables afin de leur assurer un suivi serré à distance et maintenir l'accès à des services complémentaires	Draw up a list of vulnerable students to ensure that they are closely followed up at a distance and maintain access to complementary services		<ul style="list-style-type: none"> School teams create a list from the beginning of the year of students who are vulnerable: <ul style="list-style-type: none"> Psychosocially Academically School teams track the services that students are currently receiving.
	Informar les élèves et leurs parents des modifications qui seront apportées aux services de soutien			<ul style="list-style-type: none"> Where necessary, school teams must update student IEPs and provide families with the updated information. IEP planning to include potential adaptations and strategies to be used in distance education.
	Déterminer les balises de services pour les EHDAA et les élèves ayant des besoins particuliers	Determine service guidelines for students with disabilities, social maladjustments or learning difficulties and for students with specific needs	Mettre en application les mesures de soutien prévues au plan d'intervention de chaque élève vulnérable, en difficulté d'apprentissage ou ayant des problèmes de santé	<ul style="list-style-type: none"> Principals: develop plan to deploy the local professionals and support staff in online learning. Determine which services are specific to being in class and redeploy support staff to offer constant/consistent support in a distance learning environment.
	Déterminer les services de soutien ne pouvant se poursuivre à distance et prévoir des mesures alternatives au plan d'intervention des élèves	Determine the support services that cannot continue to be provided at a distance and plan alternatives with regard to students' IEPs	Appliquer les balises pour les EHDAA ou les élèves ayant des besoins particuliers	<ul style="list-style-type: none"> Apply guidelines for students with disabilities, social maladjustments or learning difficulties and for students with specific needs.
	Assurer le déploiement immédiat de l'aide alimentaire aux élèves dans leur milieu de vie en collaboration notamment avec le Club des petits déjeuners, les	Ensure immediate access to food assistance for students in their communities by working together with the Breakfast Club of Canada, food banks,		<ul style="list-style-type: none"> Each school will work with their local organizations

	moissons, organismes communautaires faisant l'intermédiaire, etc.	community organizations acting as intermediaries, etc.		
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Soutien en santé mentale et bien-être Support for Mental Health and Well-being	Prévoir et offrir l'offre de services et de soutien en santé mentale et bien-être pour les élèves	Plan and offer services and support with regard to the mental health and well-being of students		<ul style="list-style-type: none"> Staff will report to administrator if students do not participate in classes or do not respond to communication, she will reach to see if extra outside services are needed.
	Prévoir et offrir l'offre de services et de soutien en santé mentale et bien-être pour le personnel	Plan and offer services and support with regard to the mental health and well-being of staff		<ul style="list-style-type: none"> EFAP information is shared with employees Regular check-ins with staff by school administrator. All staff members have been asked check-in with each other.