



Kamsack Comprehensive Institute Back to School Plan August 26, 2020

Working alongside [GSSD's Return to School Plan](#), we have developed a working document to help guide a safe return to school for students and staff.

Please note that this is an evergreen document that will likely reflect changes.



Kamsack Comprehensive Institute Return to School Plans Fall 2020



Current State
as of August 17, 2020



TIER 1 Based on Provincial Context	TIER 2 Based on Provincial, Division & Local Context	TIER 3 Based on Provincial, Division & Local Context
<ul style="list-style-type: none"> Schools operate with traditional timetables and administrator determined class sizes Facilities will ensure that heightened sanitary and hygienic practices are in place Limits will be placed on mass gatherings as directed by the CMHO and voluntary use of Personal Protective Equipment (PPE) Students and staff who are sick are to stay at home 	<ul style="list-style-type: none"> Schools operate with both face-to-face and synchronous online instruction delivery Facilities will ensure that heightened sanitary and hygienic practices are in place Limits will be placed on mass gatherings as directed by the CMHO Personal Protective Equipment (PPE): <ul style="list-style-type: none"> Mandatory for students in Grades 4 to 12 Encouraged for students in PreK to Grade 3 <ul style="list-style-type: none"> Exceptions will be determined on a case-by-case basis The Division will purchase two reusable non-medical grade masks for each student & staff member. Limits to school accessibility for parents and community groups Students and staff who are sick are to stay at home. 	<ul style="list-style-type: none"> Schools operate with mandatory remote learning



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Division Considerations

Grades 5 to 12			
Details	Tier 1	Tier 2	Tier 3
Participants	<ul style="list-style-type: none"> All students are required to participate GSSD will work with families who decline to send their children to school 		<ul style="list-style-type: none"> All students are required to participate
School Day Structure			
Timetables	<ul style="list-style-type: none"> Locally determined 	<ul style="list-style-type: none"> Reduce the number of staff members interacting with grade cohorts as much as possible – students stay in cohort classroom and teachers will move. Interventions will work within the classroom in their cohort. EA's will stay with classroom cohorts as much as possible School will notify families that there will be staggered entry on September 8, 2020 to September 11, 2020. Surname A-J (Sept 8 & 10) and K-Z (Sept 9 & 11), families notified via school messenger, social media. Homeroom teachers will phone families – admin will provide a script KCI open to staff 7:30 am to 5 pm (this may change for extracurricular), no weekend use. Library will be used for distance learning 10A – room 46, 10B – room 48, 11 – room 30, 12 – room 28, Chem room available 	<ul style="list-style-type: none"> Students will be learning from home.
Arrival / Dismissal	<ul style="list-style-type: none"> Locally determined Encourage multiple entry & exit points 	<ul style="list-style-type: none"> Students arrive at 8:45 and promptly report to their period 1 class (no milling in the hallways) Encourage staggered drop-off (3:15 for bus, 3:20 for town). Gr 5/6 out jr playground doors, 7/8 south junior doors, 9-12 main entrance 	<ul style="list-style-type: none"> Students will be learning from home.



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Grades 5 to 12			
Details	Tier 1	Tier 2	Tier 3
Movement of Students	<ul style="list-style-type: none"> Stay within classrooms as much as possible and avoid other areas of the school. 	<ul style="list-style-type: none"> Encourage multiple entry & exit points – gr 5-8 will use south junior doors and gr 9-12 will use the main entrance. Stay within classrooms as much as possible and avoid other areas of the school. Gr 5-9 will stay in homeroom configuration, teachers will move to the class. (Room 10 will be 8B, resource room moved to room 9) Recess – Gr 5-9 Teachers will determine a 10 minute break time between 10:30-11:30 & 1:40-2:20 and supervise their cohort, everybody goes outside. Gr 10-12 will follow regular recess bell schedule, stay in classroom cohort or go outside for break. Lunch - <ul style="list-style-type: none"> Gr 5-9 staggered lunch in classroom, A's 11:58-11:20 eat, 11:20-11:45 outside, B's 11:58-11:20 outside, 11:20-11:45 eat. Gr 10-12 encouraged to go home for lunch. Those who stay, eat lunch in their cohort classroom. Either stay in room or go outside. No microwave use 	<ul style="list-style-type: none"> Students will be learning from home.
Academic Program			
Classroom Configuration	<ul style="list-style-type: none"> Locally determined 	<ul style="list-style-type: none"> Teachers will consider the number of materials, furniture, items on walls, etc. given the carrying capacity of the classroom – label room # on furniture for storage. Teachers will declutter their classroom prior to September 8, 2020 to support physical distancing. 	<ul style="list-style-type: none"> Students will be learning from home.



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Grades 5 to 12

Details	Tier 1	Tier 2	Tier 3
		<ul style="list-style-type: none"> Classrooms will be arranged with a front facing configuration. The arrangement of the classroom will support physical distancing as best as possible Interaction in smaller groups will be supported and large group activity limited. Individual learning activities will be balanced with small group interactions. Teachers must have a seating plan for students to follow 	
Instruction	<ul style="list-style-type: none"> Full Saskatchewan curriculum will be delivered. 	<ul style="list-style-type: none"> Full Saskatchewan curriculum will be delivered. Student-teacher contact time must be prioritized regardless of the delivery format. Differentiation of instruction will be necessary due to the supplemental learning that occurred. The focus will be on the teaching of outcomes, rather than the amount of time per subject (a cross-curricular approach is recommended) Focus on efficient learning opportunities and approaches that are conducive to flexible groupings and interaction time with teachers. Teachers will continue to explore options for blended learning. Support and professional development from GSSD will be offered. A blended learning approach should be used. Multiple modes of delivery should be considered to accommodate all students (i.e., pencil/paper, technology, asynchronous, synchronous, etc.). Consider land-based learning whenever possible ensuring physical distancing from community members. 	<ul style="list-style-type: none"> Full Saskatchewan curriculum will be delivered. Students will be learning from home. Multiple modes of delivery should be considered to accommodate all students (i.e., pencil/paper, technology, asynchronous, synchronous, etc.).



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Grades 5 to 12			
Details	Tier 1	Tier 2	Tier 3
		<ul style="list-style-type: none"> • GSSD teachers will utilize one of the following platforms for online learning and communication with families depending on the grade level and context of the school: <ul style="list-style-type: none"> ○ Learning Management Platform <ul style="list-style-type: none"> ▪ Google Classroom (Gr. 5-9) ▪ Moodle (Gr. 7-9 ELA & Math) ○ Communication Platform <ul style="list-style-type: none"> ▪ Edsby ○ Collaboration Platforms <ul style="list-style-type: none"> ▪ Google Meet ▪ TEAMS ▪ Zoom • Subjects impacted by the physical environment will be delivered if the curriculum can be delivered using an approach that allows for flexible groupings and considers safety (ex. PAA) 	
Assessment	<ul style="list-style-type: none"> • Teachers will use their professional discretion to determine the appropriate assessment practices within the local context. • Teachers will follow the GSSD assessment windows outlined in the Department calendar, which will take into account that students were engaged in supplemental learning from March to June. • GSSD will provide professional development on a variety of assessment methods that consider multiple modes of instruction. • Good Spirit School Division Assessment Calendar • Provincial-level assessments will continue (Tell The From Me, Writing & Math). • No administering final examinations. • Provincial-level assessments will continue (Tell Them From Me & Grade 12 Departmentals). • High School final examinations will be suspended during the 2020-21 school year with the exception of Grade 12 Advanced Placement courses. 		
Reporting	<ul style="list-style-type: none"> • Reporting will occur as per Division processes. 		
School Supplies and Personal Belongings	<ul style="list-style-type: none"> • Mandatory supplies include a personal water bottle and non-medical grade masks. The Division will provide 2 reusable masks per student. • Families will be allowed to drop off materials between August 31 to Sept 4 • Lockers 5-12 will be assigned allowing for an empty one between students or supplies kept in classrooms that have cupboards. 		



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Grades 5 to 12

Details	Tier 1	Tier 2	Tier 3
Alternate Learning Spaces			
Gym	<ul style="list-style-type: none"> Besides the school gymnasium, physical education can take place outdoors or in alternate spaces within the school and community, if it is safe to do so (multi-purpose rooms, classrooms, hallways, open spaces, and community facilities). Learning outdoors should be encouraged as much as possible. Ensure that proper entry and exit procedures are in place that promotes physical distancing and sanitary actions. Sharing of equipment is not recommended. Equipment used should be used on a rotational basis that includes proper cleaning and sanitization between student and classroom usage. Clear and standard procedures should be established as to how equipment is used and stored. No use of pinnies or any equipment that has the potential to be shared among students. Staggered change times for changing room 		<ul style="list-style-type: none"> Students will be learning from home.
Library	<ul style="list-style-type: none"> Locally determined 	<ul style="list-style-type: none"> Due to the number of touch surfaces in a school library, students will not be permitted to self-select materials in the library space. Instead, schools can connect students with library materials: students may create request lists or use the Destiny system to place holds on resources which library technicians will deliver to classrooms Teacher preps can be taken in library following social distancing Circulation of materials can occur in classrooms using the online program or the Destiny app. 	<ul style="list-style-type: none"> Students will be learning from home.
Tech Devices / Computer Labs	<ul style="list-style-type: none"> Use of hand sanitizer or hand washing required before touching a device. 	<ul style="list-style-type: none"> Use of hand sanitizer or hand washing required before and after using a device. Students should have a dedicated device when possible (bring chromebook/laptop from home if you have) 	<ul style="list-style-type: none"> Students will be learning from home.



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Grades 5 to 12			
Details	Tier 1	Tier 2	Tier 3
		<ul style="list-style-type: none"> ○ If sharing devices is required, minimize the impact by assigning a consistent device to a group of students. ○ Tech devices will be disinfected daily. 	
Cafeteria / Common Areas	<ul style="list-style-type: none"> ● Locally determined 	<ul style="list-style-type: none"> ● Follow the guidelines outlined in the Saskatchewan Re-Open plan: <ul style="list-style-type: none"> ○ Primary and Secondary Educational Institution Guidelines ○ Workplace Food and Accommodations ○ Restaurants and Licensed Establishments Guidelines ● Limited utilization of cafeteria and common areas based on the carrying capacity – tables and microwaves will be removed. Students eat lunch in cohort classroom ● Stagger entrance to these areas – A’s go at 11:58, B’s 12:20 ● Utilization of delineation lines – physical distancing spots on the floor ● Vending machines are closed ● Sparty Snackshop is closed 	<ul style="list-style-type: none"> ● Students are learning from home.
Transitions	<ul style="list-style-type: none"> ● Division will: <ul style="list-style-type: none"> ○ Provide School Administrators with consistent messaging to support all regular and substitute staff as well as students and their families regarding successful school re-entry, pedagogical approaches, any technical requirements, and hygiene practices and procedures needing to be followed. ● Schools will: <ul style="list-style-type: none"> ○ Conduct planning meetings for students transitioning to the next grade or school. Refer to the Transitions page on the portal. ○ Consider providing students with a virtual tour of their classrooms, including shared spaces, locker areas, washrooms, etc. ○ Communicate consistent messaging and a mode of delivery for all grades and 		<ul style="list-style-type: none"> ● Division will provide: <ul style="list-style-type: none"> ○ School Administrators with consistent messaging to support all regular and substitute staff as well as students and their families regarding pedagogical approaches, any technical requirements, and hygiene practices and procedures needing to be followed.



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Grades 5 to 12

Details	Tier 1	Tier 2	Tier 3
	<p>classrooms regarding the steps being taken to ensure safe re-entry for students – teacher/EA phone calls August 25-August 28th.</p> <ul style="list-style-type: none"> ○ Communicate a safety plan to students and families – including students and families in the discussion (this would cover student health precautions and procedures). Ensure all students and families are familiar with expectations regarding hygiene practices to be followed while accessing GSSD transportation, upon entering the building, in common spaces within the school, as well as in classrooms – school video ○ Communicate with staff, students and their families, alterations to typical routines and transitions which will be implemented. 		<ul style="list-style-type: none"> ○ professional development to staff: <ul style="list-style-type: none"> ▪ Learning Management System – Google Classroom ▪ Communication Platform - Edsby ▪ Blended Learning (Digital Assessment, Student Engagement & Choice) ○ learning support to families: <ul style="list-style-type: none"> ▪ iPads, laptops, Chromebooks; Edsby; and, consideration is being given to increasing IT support using a flexible schedule.
Student Well-being	<ul style="list-style-type: none"> ● Focus on minimizing physical contact. ● Communicate expectations regarding physical distancing. ● GSSD Counsellors will continue to offer mental health support for students experiencing anxiety with their return to school. ● Mental Health supports will be provided for families and students to access from the GSSD website. 	<ul style="list-style-type: none"> ● Focus on minimizing physical contact. ● Communicate expectations regarding physical distancing (will be taught during staggered re-entry Sept 8-11) ● GSSD Counsellors will continue to offer mental health support for students experiencing anxiety with their return to school. ● Mental Health supports will be provided for families and students to access from the GSSD website. ● Students in Grades 5 to 12 will wear a mask. 	<ul style="list-style-type: none"> ● Students are learning from home. ● GSSD Counsellors will continue to offer mental health support for students experiencing anxiety with their return to school. ● Mental Health supports will be provided for families and students to access from the GSSD website.
Attendance	<ul style="list-style-type: none"> ● Student attendance is mandatory. ● Schools will: 		<ul style="list-style-type: none"> ● Student attendance is mandatory.



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Grades 5 to 12

Details	Tier 1	Tier 2	Tier 3
	<ul style="list-style-type: none">○ Monitor daily student attendance using existing protocols in AP-340 Attendance of Students:<ul style="list-style-type: none">▪ Teachers will take am/pm attendance for elementary and period attendance for high school.▪ Attendance should be taken within ten minutes of class starting.○ Apply AP 340 Appendix Attendance Flowcharts.● If a student's absence is the result of student compromised immunity or anxiety stemming from COVID-19, the school shall work with the student and family to determine necessary accommodations.		<ul style="list-style-type: none">● Attendance policies will be determined.
Resources	<ul style="list-style-type: none">● All school division resources will be cataloged through the library system and circulated through Destiny (i.e., library resources, textbooks, kits, novel sets, and technology).		
Isolation Room	<ul style="list-style-type: none">● The two offices adjacent to outer guidance are the designated isolation rooms.● We have two designated isolation room people.		