

Grenville Elementary School
2020-2021 Emergency Protocol/
Re-confinement Plan



Grenville Elementary School
184 Main Street, P.O. Box 1430
Grenville, QC J0V 1J0



Tel: (819) 242-2852 • Fax: (819) 242-3301

Dear Parents,

In response to the possibility of a second wave of COVID-19 that would require certain education institutions, certain regions or all educational institutions to be closed for a period of time, an emergency plan will be in place. The plan will provide all education stakeholders with a list of elements to follow in order to be able to react quickly to changes that may result from a new state of emergency.

While our hopes are that we do not face another school closure, it is imperative that we are as ready as possible if a closure does occur. Our main priority is and will remain our student's education and their well-being.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

N.Bennett

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Management

In the event of a closure the emergency plan will be implemented.

Emergency Crisis Unit:

The emergency crisis team will meet/Zoom and inform the staff/parents of the procedures to be implemented.

Pick-Up of personal items:

The pick-up of personal items will prioritize the staff first so that they can have the tools to quickly prepare for online-learning. It is recommended that staff take home their personal items and laptops daily. Once a lockdown occurs, the following procedures will take place.

1. The Emergency Crisis Unit will contact staff members. During the first day of closure the staff will retrieve all items needed to begin online learning.
2. The following day the teachers will prepare/pack the students' personal items and have them ready for parents to pick up the following day.
3. An email will be sent to the parents to notify them of the time and place to pick-up their children's personal belongings. The distribution of students belongings will be handled by the Crisis Unit.

Contact Tracing:

All the necessary data will be provided to the regional public health authorities in the case of an outbreak. The school secretary will provide contact tracing operations for individuals who have potentially been infected. For example: class lists, staff members, employees that have been in the building.

Governance and Committees:

The Governing Board, Teacher Council, and the Special Level Needs Committees will continue to meet through Zoom meetings at regular scheduled times.

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Communication

The Crisis Unit Team will be responsible for all important school-wide communication as well as the information regarding pedagogy and online learning. Parents can contact the school by email or by phone (819-242-2852) if a problematic situation arises.

Emergency Contact List:

Staff members will be supplied with an emergency duo-tang. Within that duo-tang will be class lists, student phone numbers, parent contact information as well as staff contact information.

Notifications:

The Crisis Unit team will update the school's Facebook site and email will be the primary tool of communication with the parents. It is important to monitor the Facebook Site and emails daily.

Educational and Technology Resources

Access to Laptops and Internet Connectivity:

A survey was sent to all parents and staff via email to gather information as to who would need access to laptops for online learning. The survey also identified staff/students who may have difficulties with access to the internet.

Information Resources:

Teachers will ensure that students have access to educational materials at all times, in printed or digital format.

Platforms:

Distance learning will be launched using the following platforms:

1. Google Classroom
2. Microsoft Teams
3. Zoom Conferencing



Distance Learning Plan

Scheduling of Online Learning:

The staff will develop a schedule that ensures the continuation of educational services. Scheduling conflicts such as two children sharing a laptop at the same time will be addressed. Technical support for students, staff and parents during the transition to distance learning will be offered. Please note that during a closure, the school will prioritize the teaching of core subjects (English, French and Math). Teachers will provide their parents their scheduled teaching times.

	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
Pre-Kindergarten	11.5 hours of group learning and preparation activities	2 hours	2.3 hours per day
Kindergarten	11.5 hours of personalized learning and preparation activities	2 hours	2.3 hours per day
Cycle 1 Grades 1 & 2	10.5 hours of teaching	3 hours	2.5 hours per day
Cycle 2 Grades 3 & 4	13 hours of teaching	5 hours	2 hours per day
Cycle 3 Grades 5 & 6	13 hours of teaching	7.5 hours	2 hours per day

** Please see **annex 1** for individual teaching schedules.

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- Online platforms that will be used will include Zoom Conference, Microsoft Teams and Google Classroom.
- Independent work including ELA, Math and French assignments will be given to students to complete and hand in for evaluation purposes.
- Teachers will be providing online support to individual students during scheduled support time.

Evaluation:

Alternate methods for the evaluation of learning will be used. Teachers will collaborate (sharing resources and strategies) to best evaluate the students. As per the established evaluation of learning for the GES academic year, teachers will use a variety of evaluation tools.

Professional Development:

Staff have taken part in regular Professional Development sessions to ensure that they know how to use the distance learning platforms and digital resources available for students. The staff are now able to ensure that the students and their parents know how to use the distance learning platforms and educational tools should a closure occur. During future professional development sessions the teachers will develop activities related to distance teaching and evaluation.

Support for Students with needs

At Risk Students:

The Resource Team, the Special Education Technician and support team will closely follow any at-risk students to ensure that they are supported at a distance and that they are able to maintain access to complementary services. They will provide resources as well as “one on one sessions” with the at-risk students. Support measures will be outlined in the IEPs of each vulnerable student, students with learning difficulties and health problems. Students will be met using the Zoom distance learning platform.

The Principal will be responsible for the ongoing communication between the school and the CISSS. The principal will also be responsible to monitor the mental health and well being of the teachers, support staff and students of the school by contacting them on a regular basis to see if any additional support is needed.

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Personnel Roles and Schedules

Crisis Unit Team:

Nancy Bennett- Principal, communicate with the SWLSB, staff and parents with any new information. Overseeing of all programs.

Annabelle McCall- Head Teacher, coordinate material needs of teachers and learners.

Heather Holmes DeMarinis- Secretary, communicate with parents and staff via emails.

Tracy MacTavish- Spec. Ed Technician, maintain the website and Facebook page.

Jim Tower- Caretaker, overseeing maintenance and material resources.

Resource Team:

Kathy Panek- Resource Teacher (ELA), manage students IEP's, support students with diverse educational needs.

Annabelle McCall- Resource Teacher (FSL), manage students IEP's, support students with diverse educational needs.

Meghann Bennett Wicki- Resource Teacher (Math), manage students IEP's, support students with diverse educational needs. Continuation of professional development.

Support Team:

Tracy MacTavish- Special Education Technician, support assigned students with behavioral needs that impact their academic and social progress.

Sandra Young- Attendant, support assigned students in learning activities, individual social check-ins with assigned students.

Carolyn Scrutton- Attendant, support assigned students in learning activities, individual social check-ins with assigned students.

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Teaching Team:

Larissa Morgan- Pre-Kindergarten/Kindergarten

Grace Gibson- Kindergarten

Stephen Antioco-Ridgway- Level 1

Christine Dowal- Level 2

Meghann Bennett Wicki- Level 3/4

Audra Goorbarry- Level 5/6

Nathalie Lalancette- FSL

Annabelle McCall- FSL

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Annex 1

Distance Learning Schedule: Pre-Kindergarten /Kindergarten

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	TEACHER AVAILABILITY (30 minutes)				
8:30-8:50	Whole Group "Circle Time" (20 minutes)				
8:50-9:10	OFFLINE: Break (20 minutes)				
9:10-9:40	Activity #1 (30 minutes)			9:10-9:50: Fun Event (40 minutes)	
9:40-10:00	OFFLINE: Snack Break (20 minutes)			9:50-10:10: TEACHER AVAILABILITY (20 minutes)	
10:00-10:30	Activity #2 (30 minutes)			10:10-10:40: STEM activity with 2 students (30 minutes)	
10:30-11:00	OFFLINE: Independent work (4x/week for 30 minutes each day)			10:40-10:55: TEACHER AVAILABILITY (15 minutes)	
11:00-11:30	Activity #3 (30 minutes)			10:55-11:30: STEM activity with 2 students (35 minutes)	
11:30-12:20	OFFLINE: Lunch (50 minutes)				
12:20-12:45	Whole Group Closing Activity (25 minutes) → Pre-K & K combined, led by Mrs. Gibson			12:20-12:45: STEM activity with 2 students (25 minutes)	
12:45-12:55	OFFLINE: BREAK (10 minutes)				
12:55-2:43	TEACHER AVAILABILITY (108 minutes)			12:55-2:08: TEACHER AVAILABILITY (73 minutes)	

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Distance Learning Schedule: Kindergarten

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	TEACHER AVAILABILITY (30 minutes)				
8:30-8:50	Whole Group "Circle Time" Morning Meeting				
8:50-9:10	OFFLINE: Break (20 minutes)				
9:10-9:40	Activity #1 → Fine Motor/art activities/Projects				9:10-9:50: Friday Fun Activity
9:40-10:00	OFFLINE: Snack Break (20 minutes)				9:50-10:10: TEACHER AVAILABILITY (20 minutes)
10:00-10:30	Activity #2 → Cognitive/language/social emotional learning activities				10:10-10:40: STEM activity with 2 students
10:30-11:00	OFFLINE: Independent work (4x/week for 30 minutes each day) -Mathletics -Raz Kids Reading -Jolly phonics -Use of Premade activities that will be sent home and must remain home (In case of distance learning, these tools will already be at home to use during lessons) For Example-Flashcards, ABC, Numbers, Action Cards) for practicing				10:40-10:55: TEACHER AVAILABILITY (15 minutes)
11:00-11:30	Activity #3 Gross Motor Activities (Yoga, songs and dance, Simon Says, Math Aerobics, etc)				10:55-11:30: STEM activity with 2 students
11:30-12:20	OFFLINE: Lunch (50 minutes)				
12:20-12:45	Whole Group Closing Activity → Pre-K & K combined → Story & Discussion → Show and Tell → Family Projects				12:20-12:45: STEM activity with 2 students
12:45-12:55	OFFLINE: BREAK (10 minutes)				
12:55-2:43	TEACHER AVAILABILITY (108 minutes)				12:55-2:08: TEACHER AVAILABILITY

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Distance Learning Schedule: Level 1

Grade 1

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:30-9:15	ELA	ELA	ELA	ELA	ELA
9:15-9:45	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT
9:45-10:15	RECESS				
10:15-11:00	MATH	MATH	MATH	MATH	MATH
11:00-11:30	FRENCH	ELA	FRENCH	MATH	FRENCH
11:30-12:30	LUNCH				
12:30-13:15	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT	BEHAVIOUR

Distance Learning Schedule: Level 2

Grade 2

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:40-9:15	FRENCH	FRENCH	FRENCH	FRENCH	FRENCH
9:15-10:00	FRENCH SUPPORT	FRENCH SUPPORT	MATH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT
10:00-10:15	RECESS				
10:15-11:00	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT
11:00-11:45	ELA	ELA	ELA	ELA	ELA
11:45-12:30	LUNCH				
12:30-13:15	MATH	MATH	MATH	MATH	MATH
13:15-14:00	MATH SUPPORT	MATH SUPPORT	BEHAVIOUR	MATH SUPPORT	MATH SUPPORT

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Distance Learning Schedule: Level 3/4

Grade 3/4

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:30-9:15	ELA	ELA	ELA	ELA	ELA
9:15-10:00	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT
10:00-10:15	RECESS				
10:15-11:00	FRENCH	FRENCH	FRENCH	FRENCH	FRENCH
11:00-11:30	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT
11:30-12:15	LUNCH				
12:15-13:00	MATH	MATH	MATH	MATH	MATH
13:00-13:45	MATH SUPPORT	MATH SUPPORT	MATH SUPPORT	MATH SUPPORT	MATH SUPPORT
13:45-14:00	RECESS				
14:00-14:30	PHYSED	SCIENCE	SCIENCE	PHYSED	

Distance Learning Schedule: Level 5/6

Grade 5/6

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:30-9:15	MATH	MATH	MATH	MATH	MATH
9:15-10:00	MATH SUPPORT	MATH SUPPORT	MATH SUPPORT	MATH SUPPORT	MATH SUPPORT
10:00-10:15	RECESS				
10:15-11:00	ELA	ELA	ELA	ELA	ELA
11:00-11:45	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT	ELA SUPPORT
11:45-12:30	LUNCH				
12:30-13:15	FRENCH	FRENCH	FRENCH	FRENCH	FRENCH
13:15-13:45	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT	FRENCH SUPPORT
13:45-14:00	RECESS				
14:00-14:30	PHYSED	SCIENCE	SCIENCE	PHYSED	