

# 2021-2022

## SWLSB BACK-TO-SCHOOL PLAN

Updated | October 5<sup>th</sup>, 2021

*This document reflects updated Public Health and MEQ guidelines as of **October 5<sup>th</sup>, 2021**.  
Please note that any changes could be made to reflect new directives received after this date.*

# SWLSB BACK-TO-SCHOOL PLAN

## Back-to-School Plan

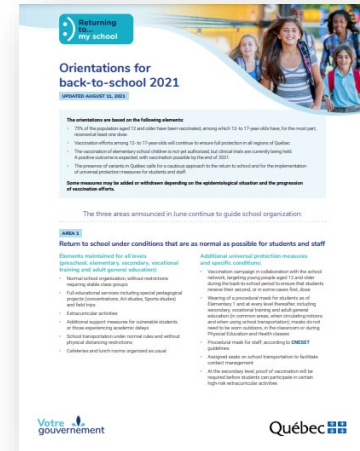
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## MEQ BACK-TO-SCHOOL PLAN ORIENTATIONS

On June 2, 2021, the Minister of Education, Jean-François Roberge, together with the Minister for Education and the Minister Responsible for the Status of Women, Isabelle Charest presented a plan for the start of the 2021-2022 school year.

In the context of the [government's reopening plan](#), the plan considered the following three (3) orientations. These orientations recognize the fact that,

1. When school starts again, **75% of the population aged 12 and up will have been vaccinated, with the majority of 12- to 17-year-olds having received two doses** and the epidemiological situation will have stabilized.
2. While elementary students are still not authorized to receive the vaccine at this time, clinical trials are currently under way. The findings of these trials are expected to be positive, **allowing elementary students to receive both doses of the vaccine by the end of 2021-2022 school year.**
3. **These orientations will be revised as needed in light of the latest epidemiological data** and based on Public Health guidelines.



On August 11, the Minister of Education held a press conference with an updated back-to-school plan. Although the 75% vaccination target has been reached, the presence of virus variants in Québec requires that the start of the new school year be approached with caution and that general protection measures for students and staff members be implemented.

On August 24, the Minister of Education held another press conference with updated directives following the evolution of the epidemiological situation and the progression of the Delta variant in particular. The focus and priority of this government will be to avoid, as much as possible, distance education. The new measures will focus on reaching this goal. **Thus, the new sanitary measures were adjusted to reflect the situation of specific regions. The three (3) regions served by SWLSB (Laurentides, Lanaudière and Laval) all fall into the 'worsening epidemiological situation' and has adjusted its sanitary measures accordingly.**

We are planning for a **FULL-TIME, IN-PERSON RETURN TO SCHOOL FOR- STUDENTS AND STAFF**. As always, the safety and security of our students and staff is our utmost priority and continues to be at the forefront of our decision-making. The purpose of this guide is to explain the **orientations, measures** and **procedures** established for the 2021-2022 school year.

As we navigate this global sanitary crisis, adaptability, collaboration, teamwork and partnerships will continue to be essential to our success. A new school year amid a pandemic brings challenges, opportunities and last-minute changes, requiring patience and adaptability. We are confident that by maintaining strong communication, by being rigorous and accountable, and by having a solution-oriented approach, together, we will be stronger and rise to every opportunity<sup>1</sup>.

<sup>1</sup> Note: This document will be updated throughout the school year, when required, and will be made available on the SWLSB website at <https://www.swlauriersb.qc.ca/en/parents/covid-19/>

# SUMMARY



## School Organization

- No class-bubbles
- No physical distancing
- Return of extra-curricular activities (proof of vaccination may be required for high-risk activities)



## Health and Safety Measures

- Cleaning and disinfecting measures
- Hand washing for all students, staff and visitors
- Evaluation of symptoms for students and staff
- Respect public health directives
- Procedural masks are required inside all school buildings and have to be worn in hallways, classrooms and common areas to be worn in common areas and on school transportation.



## Contingency Plan

- A contingency plan is in place and additional measures may be activated depending on the epidemiological situation.
- Flexibility and adaptability will be required from all parties involved.



## Evolution of the Pandemic

The plan and directives are subject to change at any time based on:

- Public Health Directives
- MEQ Directives
- Governmental Decree(s)

## IMPLEMENTATION AT SWLSB – 3 ORIENTATIONS

1

SCHOOL  
ORGANIZATION

2

HEALTH AND SAFETY  
MEASURES

3

CONTINGENCY PLAN

1

SCHOOL  
ORGANIZATION

### SCHOOL ORGANIZATION

For all levels (preschool, elementary, secondary, vocational training and adult general education), school organization under conditions that are as normal as possible for students and staff, taking into account the epidemiological situation that prevails:

- School organization, without restrictions (**no class-bubbles**).
- **Procedural masks will be required inside all school buildings and must be worn in hallways, classrooms and common areas.**
- **Full educational services** (including special pedagogical projects and school outings).
- Additional support measures for vulnerable students or those with academic delays.
- Resumption of **extracurricular activities** (proof of vaccination may be required for some high-risk activities determined by Public Health)
- School transportation under normal rules and without physical distancing restrictions, however students will have assigned seats and must wear a procedural mask.
- Cafeterias and lunchrooms without physical distancing restrictions. Students can remove their mask once seated to eat. Schools could assign seats in lunchrooms for better contact tracing, in the event of a positive case. This is a school decision.

### VISITORS / VOLUNTEERS

Authorized visitors will be permitted to enter any SWLSB building. When entering each SWLSB building, visitors must sign in respecting the sign-in procedure (QR code, log book, etc.) and follow the health and safety measures in place such as hand disinfecting upon arrival and wear a procedural mask at all times regardless of their vaccination status.

The school/centre/head office is responsible for allowing or refusing any visitor into their building. It is forbidden for any person exhibiting symptoms associated with the virus and any person who was recently diagnosed with COVID-19 or who is awaiting a test result to visit a school/centre or the head office. Each building must have a sign-in procedure with visitors contact information (email and or phone number) to contact if needed. Access to any SWLSB building will be refused to anyone who contravenes the safety procedures and jeopardizes the safety and security of students and staff.

Sanitary measures may vary and fluctuate throughout the year according to the evolution of the pandemic. Additional sanitary measures could be required according to the epidemiologic situation. Please refer to the Contingency plan section of this document for further instructions and additional measures that could be required.

## HEALTH AND SAFETY MEASURES

2

HEALTH AND SAFETY MEASURES

### MAINTAIN HEALTH AND SAFETY MEASURES

- Continue with cleaning and disinfection measures, particularly on frequently touched surfaces
- Continue with hand hygiene routines for students and staff, as per CNESST recommendations
- Continue daily evaluation of symptoms for students and staff and respect public health directives
- Remain vigilant about air quality
- Procedural mask must be worn in hallways, classrooms and common areas as well as on school transportation
- Masks are not required for preschool students (pre-k and Kindergarten)
- Continue sign-in procedures for all students, staff and visitors
- Assigned seats for students while in class

The following table indicates when wearing procedural masks is required or optional for all students (grade 1 and all subsequent levels including adult education and vocational training students), staff and visitors, unless otherwise indicated.

### EVALUATION OF COVID-19 SYMPTOMS

FAMILIES	ADULT STUDENTS	EMPLOYEES
It is the responsibility of parents and guardians to evaluate their child's health condition and take their temperature prior to sending them to school.	It is the responsibility of adult students to evaluate their health condition and take their temperature prior to coming to the centre for class.	It is the responsibility of employees to evaluate their health condition and take their temperature prior coming to work.
When in doubt, families should take extra precaution and keep their child home and verify with public health for additional guidance and recommendation.	<p>Adult students with flu-like symptoms or who have tested positive for COVID-19 must advise their individual teachers of their absence.</p> <p>Students must monitor themselves for symptoms and complete the QR questionnaire prior to entering the building.</p> <p>When in doubt, the student should remain at home, advise their individual teachers and verify with public health for additional guidance and recommendation.</p>	<p>Employees with COVID-19 symptoms or who have tested positive for COVID-19 must immediately contact their immediate supervisor and follow the <a href="#">internal communication protocol</a> in place.</p> <p>Employees must complete a form for each day they are present via a QR code when entering their place of work.</p>
Every person (student, staff, visitors and volunteers) who display COVID-19 symptoms (fever, cough, loss of sense of smell, headache, extreme fatigue) must stay home and complete the Government's <a href="#">online self-assessment tool</a>		

## HAND WASHING



Hand sanitizers and/or sinks for hand washing are available at the entrance of all SWLSB buildings. **Hand hygiene routines are compulsory**

and will be reinforced for all students, employees and authorized visitors prior to entering any SWLSB building and throughout the day:

- Upon entering the building/a classroom
- After using the washroom
- Before and after recess
- Before and after eating snacks or lunch
- After coughing, sneezing or blowing their nose
- When leaving the building to go home

## CLEANING AND SANITIZING



Each school/centre and the head office are responsible for keeping track and replenishing their specific inventory of cleaning and sanitizing products. The SWLSB has gained knowledge and

experience since the spring of 2020. As a result, SWLSB has been able to adjust the type of products being purchased to maximize efficiency and safety protocols. All schools/centres/departments will receive a sign with pictures of cleaning and sanitizing products clearly identified with instructions.

**School/centre/department staff must make sure to keep individual and collective spaces clutter-free to allow maintenance staff to clean and disinfect daily.**



COVID-19 cleaning schedules and procedures will be maintained to ensure that high-touch points are regularly disinfected. The **COVID-19**

**cleaning schedule** must be made available in the **maintenance staff room** and a copy for administration to ensure continuity and uniformity in each building.

High-touch surfaces include (but are not limited to):

- door handles
- faucets
- soap dispensers
- push plates toilet handles
- toilet paper dispensers
- drinking fountains

- counter tops
- school phones
- stairwell railings
- elevator push buttons and railing

## AIR QUALITY



- CO2 Monitoring devices will be provided by the MEQ and we will proceed with the installation starting with naturally ventilated classrooms. The School Board will act according to the MEQ deployment calendar which will span from September to December 2021.

## VENTILATION

Most schools/centres have **mechanical ventilated systems** or **are naturally ventilated**. The Material Resources department is responsible to ensure that these systems are operating efficiently and are ensuring proper follow-up and maintenance, when required as per the *Code national du bâtiment* (CNB). In the winter/spring of 2021, a total of 222 air purifiers have been installed in all naturally ventilated buildings.

## WATER FOUNTAINS

Water fountains may be used to refill water bottles. As such, students and staff are encouraged to bring their own refillable water bottle. For back to school 2020-2021, each school/centre was provided with at least one wall-mounted unit for automatic water bottle refill. Moving forward, water fountains equipped with automatic water bottle refills will be prioritized whenever possible and will be installed in various areas within SWLSB buildings.

In the spring of 2021, the results for lead in water were transmitted to all elementary schools Governing Boards. These results will be transmitted to secondary schools/AEVT centre Governing Boards in the fall of 2021.

All drinkable water sources that tested positive for lead have received corrective measures and are safe to drink.



## WASHROOMS



Shared surfaces in washrooms will be frequently cleaned and disinfected. All washrooms will be thoroughly cleaned daily.

## USE OF SPECIALIZED ROOMS

Access to specialized rooms (gym, labs, library, etc) is permitted. Hygiene measures must be respected. Students and staff must wash their hands when entering and exiting these facilities.

## ISOLATION ROOMS



Each building must have a designated isolation room reserved strictly for students and staff who become ill or display COVID-19 symptoms while at school. The school/centre will:

- Escort the student to the isolation room (the student may be seated on a chair or lying on a mat, if necessary)
- Designated adult will dress in the PPE provided: visor, mask, gloves and protective gown.
- Office calls the student's parent or emergency contact for immediate pick up.
- Wearing gloves, a designated staff member collects the student's belongings in a plastic bag and brings them to the isolation room.
- Upon the student's pick up, the parent or emergency contact is informed that they must contact public health.
- The attending adult must remove the PPE safely and discard soiled materials. They must then wash their hands with soap and water or disinfect them with hand sanitizer.
- The isolation room must be disinfected upon the departure of the student and designated adult.

Parents or guardians of a symptomatic student are to be notified immediately of their child's status and asked to pick them up immediately. Anyone entering the designated room must use appropriate Personal Protective Equipment

(PPE) available in the COVID-19 Emergency Kit in each SWLSB building.

Parents must inform the school if their child displays COVID-19 symptoms and must inform the school administration (or centre director) if their child has tested positive to COVID-19.

Students in adult/vocational training centres must inform their teachers should they display COVID-19 symptoms.

Parents/ Students in adult education/vocational training centres must diligently follow the directives from public health when contacting them or when being contacted by them.

The following type of letters will be sent, when required:

- **Low-risk letter confirming case in a class/school/centre** : This letter is sent by each school/ centre when there is a confirmed case of a student or employee who has tested positive to COVID-19.
- **Moderate risk letter announcing school/centre/class closure**: This letter is sent by each school/ centre if a school/centre closure or classroom closure is required.

The SWLSB has a local (school/centre/head office) and systemic protocol (communication with health partners and the MEQ) in place should a case of COVID-19 be declared in one of its buildings. Anyone who tests positive cannot return to the school/centre/head office until permitted by their local public health authorities.

## CISSS ON SWLSB TERRITORY

It is important to note that the SWLSB continues to work in close partnership with three CISSS on its territory:

- **CISSS Laval**
- **CISSS Laurentides**
- **CISSS Lanaudière**

The CISSS in each region works in collaboration with their respective educational institutions within their region. Communication procedures, including regular meetings, are in place to ensure the flow of communication between the SWLSB and its health partners.



Should there be any COVID-19 cases within the SWLSB community, we will diligently follow the instructions provided by each local public health authority.

## COVID-19 REPORTING

Each school and centre administrative team is responsible for contact tracing, isolation and will communicate directly with their respective CISSS.

Your school and centre administrators will be parents' /adult students' point of reference. For detailed information, visit the [COVID section](#) of our website.

# 3

## CONTINGENCY PLAN

### CONTINGENCY PLAN

Measures for possible implementation depending on how the epidemiological situation evolves and will be updated accordingly.

**Should a student display COVID-19 symptoms while physically present in a SWLSB building, they will immediately be redirected to the building’s isolation room where a “COVID-19 Emergency Kit” is available. They will be sent home as soon as possible in order to limit the contact with other students and staff members.**

Students who are considered to be adequately protected will not be systematically removed from their school or centre if exposed to a person who has tested positive for COVID-19; nevertheless, they will be required to self-isolate if they display symptoms or test positive. At the elementary level, where there are no vaccinations, work is still being carried out with the public health authorities to make any possible adjustments to the protocol to be applied in cases of outbreaks.

IN ELEMENTARY SCHOOLS, IN CASE OF AN OUTBREAK (ESPECIALLY BEFORE VACCINATION):	☒
Restrict the number of groups a student may be part of without having to respect physical distancing measures.	<input type="checkbox"/>
Add further physical distancing measures among students from different classes (e.g. lunchtime, recess, daycare service).	<input type="checkbox"/>
Isolate the student having tested positive to COVID-19 at home. He/she will need a negative test to COVID-19 before returning to school	<input type="checkbox"/>
If a student has been in close contact with a student having tested positive to COVID-19, they can remain at school but must be removed from all extra-curricular activities. They will need to self-isolate when not at school.	<input type="checkbox"/>
Evaluate and monitor any appearance of COVID-19 symptoms.	<input type="checkbox"/>
Should these measures prove to be inadequate, follow the measures set out in the emergency protocol for distance education in the case of class closures.	<input type="checkbox"/>

IN SECONDARY SCHOOLS, VOCATIONAL TRAINING CENTRES AND ADULT GENERAL EDUCATION CENTRES, OCCASIONALLY, IF REQUIRED:	☒
Add physical distancing measures.	<input type="checkbox"/>
If a student that has tested positive to COVID-19 <b>AND</b> is fully vaccinated (2 doses), they will still have to be isolated at home for a period of 10 days.	<input type="checkbox"/>
If a student has tested positive to COVID-19 <b>AND</b> is <b>NOT</b> fully vaccinated (has not been vaccinated with 2 doses), they will be isolated at home for a period of 10 days. He/she will need a negative test to COVID-19 before returning to school.	<input type="checkbox"/>
If a student has been in contact with a student having tested positive to COVID-19 <b>AND</b> is fully vaccinated, no additional measures apply meaning the student can remain in school and participate in extra-curricular activities, unless otherwise instructed by Public Health.	<input type="checkbox"/>
If a student has been in close contact with a student having tested positive to COVID-19 <b>AND</b> is <b>NOT</b> fully vaccinated (has not been vaccinated with 2 doses), they will need to be tested on day 3 and 7. If the COVID-19 test is negative, the student can remain in school.	<input type="checkbox"/>

In the event of a temporary closure of establishment or classroom, distance education services must be provided to preschool and elementary students within 48 hours, based on [weekly minimum number of hours of distance education](#), and distance education services must be provided to all students from grade 1 to secondary 5, in accordance with the students' regular schedule. Remote learning will be established for students in adult education.

This will promote equity among distance education services in youth sector and remote online learning in adult education and vocational training centres, and ensure that teachers and non-teaching professionals are available to meet the various special needs of students, and lay the foundations for the work to be provided to students.

The protocols used by the SWLSB for case and contact management are in concordance with the directives from the MEQ. You can consult the [updated directives here](#).

## SERVICES TO STUDENTS

Various programs and levels of services are available for our student population in order to meet their needs and help them succeed.

SWLSB has established strategies and measures to ensure inclusion and to mitigate the impact of the pandemic on all learners, including students with special needs, vulnerable and at-risk students.

For the youth sector only, in **August**, before the first day of school, parents will receive a welcome letter from their child's school highlighting the local measures in place to support student success. Also, in **August** and/or **September**, schools will send a communication to parents of students with an Individualized Education Plan (IEP).

In adult education, students will receive a welcome letter via Mozaik from the centres highlighting the local measures in place to support student success.

Schools who will be welcoming back students who have attended the virtual campus during the 2020-2021 school year have already received the necessary information about the progress of each student.

In-school professionals will also be present to continue their direct service to the students who have been identified by their school team of needing their services. The school principal/centre director will be able to provide information regarding our internal services of the following professionals:

YOUTH SECTOR	ADULT EDUCATION / VOCATIONAL TRAINING
Psychologists	Guidance Counsellor (Adult General Education only)
High School Guidance Counsellors	Guidance Counsellor SARCA (Adult General Education only)
Occupational Therapists	Project Development Officers
Speech & Language Pathologists	Social Worker
Spiritual Care Guidance and Community Involvement Animators	Academic and Vocational Information Counsellor (VT only)

Our schools /centres partner with local health, family, and community services and your school principal /centre director will be able to provide you with advice and contact information should the need arise.

In the Pedagogical Services section of the [SWLSB website](#), consultants provide, with regular updates, information for our teachers to support their instructional practices:

- **Curriculum:** Resources related to the curriculum such as assessment and monitoring measures to support the closing any learning gaps resulting from the previous year.
- **School Climate:** Resources and information on developing and supporting a positive school climate, the social and emotional well-being of our schools, and various mental health initiatives we are planning.
- **Special Needs:** Resources regarding support and services for students with special needs, including IEP support.

The Pedagogical Services department strives to meet the professional development needs of the teachers in our school board with opportunities in the form of workshops, provincial and board-wide projects, and local initiatives. Consultants will be available and present in the schools to support teachers with information, resources, and direct classroom support.

We will continue to provide information to stakeholders and direct support to school/centre teams for the 2021-2022 school year. This information will be continually updated on the SWLSB website.

## MEDICAL EXEMPTIONS

According to the latest Ministry directives, all students and staff are expected back at school for the 2021-2022 school year unless they have a medical note stating that they be exempt from physically reporting to school. **Medical notes issued for the 2020-2021 school year are no longer valid.** A new medical note must be submitted before exempting a student or staff member. Parents/Guardians must complete this [student medical form](#) and mail the signed medical note to [exemptions@swlauriersb.qc.ca](mailto:exemptions@swlauriersb.qc.ca).

## DISTANCE LEARNING FOR EXEMPTED STUDENTS

The **Quebec Online Alliance (QOA)** is the online campus for students with medical exemptions from the English school boards across Quebec and offers a unified online service to those students who have been granted an exemption for the 2021-22 school year.

## REPORTING AND EVALUATION - YOUTH SECTOR

### 1) ALL STUDENTS (EXCEPT PRESCHOOL) – GRADE 1 TO SECONDARY 5

REPORT		CONTENT	DATE (no later than)
1	Written Communication	Learning achievement and <u>behaviour</u>	November 19, 2021
2	Report Card (40%)	Academic progress	January 28, 2022
3	Written Communication	Learning achievement and <u>behaviour</u>	April 22, 2022
4	Report Card (60%)	Academic progress	July 10, 2022

## 2) PRESCHOOL (4-YEAR-OLD AND KINDERGARTEN)

AREAS OF DEVELOPMENT AND COMPETENCIES		STUDENT'S STATUS of DEVELOPMENT
Marks	*Meaning	
A	The student is making very good progress regarding the competency.	
B	The student is making satisfactory progress regarding the competency.	
C	The student is making progress, but with some difficulties regarding the competency.	
D	The student is making progress, but with difficulties and requires continued support regarding the competency.	

\*KEY USED IN THE LAST REPORT CARD OF THE SCHOOL YEAR

## 3) EXAMS AND MINISTERIAL (MEQ) EXAMINATIONS – YOUTH SECTOR

EVALUATION	WEIGHTING
Grade 6 Compulsory Exams (Math and English Language Arts)	10% of student's final mark
Secondary 4 and 5 Uniform exams	80% school mark / 20% MEQ exam

### ADULT GENERAL EDUCATION

- All examinations in Adult Education must take place at the Centres

### VOCATIONAL TRAINING

- All Labs and examinations in Vocational Training must take place in the Centres

### STUDENTS/PARENTS

Various resources and information are easily accessible and available:

- [SWLSB website](#)
- [MEQ Open School Website](#)
- [SWLSB Learning Backpack](#)
- Regular means of communication between school/center and parents
- SWLSB Social Media ([Facebook](#), [LinkedIn](#))
- [Helplines and resources for parents and students](#)

There is an exhaustive list on the website <https://backpack.swlsb.ca/family-support>

### PARENTS



TELUQ (Télé-Université) created [five video capsules](#) aimed at guiding parents in setting up optimal working conditions for their child(ren) who are required to learn from home through distance learning. Each capsule is about six minutes long and covers various themes:

1. Managing time
2. Fostering concentration
3. Maintaining harmony
4. Learning methodically
5. Sustaining motivation

## **SPECIAL PEDAGOGICAL PROJECTS SUCH AS SPORTS-ÉTUDES**

Special pedagogical projects (e.g. concentrations, Sport-études and Arts-études programs) are permitted without a proof of vaccination. A proof of vaccination may be required for intramural competitions such as inter-school games

The mask may be removed during Physical Education and Health class. The guidelines issued by the CNESST apply to staff members. – we need to confirm this piece before stating it officially.

### **SPORTS AND ACTIVITIES (youth and adult education sectors)**

A complete list will be issued shortly by the government. All extra-curricular activities are permitted for the 2021-2022 school year at all levels. For secondary students aged 13 years old and over, a proof of vaccination will be required before students can participate in certain high-risk extracurricular activities such as hockey, soccer and football.

You can find an extensive list of sports requiring a proof of vaccination on the [Ministry's website](#).

### **CAFETERIA / CATERING SERVICES (youth and adult education sectors)**

Cafeteria and catering services can be offered. Students and staff must wash/sanitize their hands prior and after using these services. Cafeterias and lunch rooms are organized as usual without any physical distancing. (Please note that in vocational training, the use of the cafeteria is suspended until further notice)

## **OTHER INITIATIVES**

As students and teachers return to school, nervousness, anxiety, fear and negative behavior may manifest.

Our Youth sector School Climate Consultants and Spiritual Animators will continue to provide support related to a positive school culture through social-emotional learning and restorative practices as well as wellness and student leadership activities. The initiatives that were created during the school closures have given us insight as to how we can further provide support to the schools.

Adult education and Vocational Training social workers and Guidance Counselors provide assistance to all adult students. Community action services ,which focus on the specific needs of adult learners, are made available through the centers.

### COMMUNICATING WITH PARENTS /Students in adult education/vocational training centres

The SWLSB communicates and disseminates information to parents through various means: (youth sector)



**Email** - Most frequently used means of communication to communicate with parents/students in adult/ vocational centres



**SMS** - Used for emergency messages that require parents' immediate attention. Parents must [opt-in](#) to receive SMS messages. (Youth sector)



**SWLSB Website** - A COVID-19 section was developed to post all the relevant information sent to parents/students in adult/vocational training centres concerning this global pandemic. This section also contains a FAQ as well as links to various resources and a section for parent/students in adult/vocational education centres to ask questions that are answered in a timely manner.



**Facebook** - We use Facebook as a means of communicating and informing all stakeholders quickly.



**Mozaik Parent Portal:** It is crucial that parents make sure their contact information is up to date in the [Mozaik parent portal](#). **During the 2021-2022 school year, Mozaik Parent Portal will become the preferred communication tool between schools and parents.** The portal is the one-stop shop offering information in a central hub and updated in real-time. See section Mozaik Parent Portal for additional information about Mozaik.



To be notified on your phone, you may also download the [mparent app](#) which is the mobile version of the Mozaik Parent Portal. You will benefit from having all the latest information at your fingertips.



**SWLSB Employee Portal:** Important information and forms are uploaded on the [SWLSB Employee Portal](#) on a regular basis.

We are committed to continue to effectively communicate plans and changes to staff and families in a timely manner.

### COMMUNICATING WITH STUDENTS

Communicating with students is the responsibility of each school and centre.

## COMMUNICATION CHANNELS

Using the appropriate channels of communication and knowing who to refer to when requiring information or sharing concerns is key.

### Step by step process:

- 1) Consult/discuss the issue with the person who made the decision
- 2) Refer the situation to the school principal/centre direction
- 3) Ask for assistance from SASO (contact phone)
- 4) General Directorate intervention




The Mozaik Parent Portal contains useful information concerning your child's life at school. Obtain his or her schedule and results, stay informed on school activities, view your account statements and much more. More functionalities will soon be added as well. Easy to use, this tool will help you keep track of your child's learning. An added feature: the portal is easily accessible on mobile devices (smart phones and tablets). For connecting to the portal, please follow [this connection procedure](#).



Keep on top of everything going on at school with the [mParent app](#) for Android and IOS.

**mParent** is GRICS' mobile version of the Mozaik Parent Portal!

- **Access** the Parent Portal in an instant
- **Receive** notifications as per your set preferences
  - Grades
  - Statement of accounts
  - Absences \*
    - \* *within the next year most schools will have absence justifications and reporting through the mobile app*
- **View** your child's message board

mParent download  
mParent *how to* video  
[YouTube](#)

[Download the new mobile app now! - GRICS](#)  
[mParent - The Parent Portal app! -](#)



**mParent**  
Parent

THE MOBILE VERSION OF THE PARENT PORTAL!

**Keep on top of everything going on at school!**  
Download the new application today! **FREE!**

The new application is the perfect extension to the Parent Portal:

- Access the Parent Portal more easily
- Receive the notifications as per your preferences
- View your child's message board
- Report and **justify** absences (when enabled at that school level)

"mParent is the perfect way to stay in touch with your child's school!"

Note that the information displayed and the activation of the application's features are the responsibility of your educational institution. Contact the latter for any help or question.

Created by GRICS

Available on the Google Play store and the App Store.

## TRANSPORTATION

Returning to a conventional way when possible of the maximum three per bench school bus transportation under normal rules and **without physical distancing restrictions**.

- Wearing a mask at all times on school transportation is mandatory.
- Students will be assigned a seat to ease contact tracing and management.
- Students must wash their hands prior to getting on the bus in the morning and afternoon. Hand sanitizers are available on all vehicles upon entering.
- The vehicle will be cleaned daily with emphasis on high touch points. Assigned seats will be done for all buses.

Transportation providers will implement the school transportation recommendations made by the CNESST. School bus drivers will have access to the necessary personal protective equipment (for example, mask and visor). The barriers with plexi-glass and clear plastic curtains will remain in place between drivers and passengers. The berline driver will be contacting each parent of students they will be transporting during the week of August 22, 2021, to inform them of their pick-up and drop-off times.

### STL TRANSPORTATION







































On July 12, 2021, all parents received a **letter** explaining procedures to purchase their child's OPUS card and links to access their bus route. Students in adult/vocational training should request OPUS forms at the centre reception.

Parents can find the Transportation Back-to-School Information on the SWLSB website, which will be made available in August 2021, on the [Mozaik parent portal](#) or by clicking [here](#).

Note: Parents who can transport their children themselves are, once again, welcomed to do so. Should they choose this mode of transportation, parents must respect the designated pick-up and drop-off zones.

As reminder, the SAAQ released useful information for children aged 5 to 8 years old regarding the development of safe behaviours when travelling to and from school. You can find quick educational videos and activities by [visiting their website](#).

## WHAT TO EXPECT WHEN RETURNING FOR IN-PERSON LEARNING

	ELEMENTARY	SECONDARY	AEVT	STAFF
<b>BEFORE SCHOOL</b>				
 At home	 <b>Evaluation if presence of COVID-19 symptoms.</b> If symptoms are present, the student must stay at home and advise their schools via Mozaik portal.			
 On School Transportation	 assigned seating	 assigned seating	<i>When applicable</i>  assigned seating	n/a
Parent drop-off	 Before school start, there is <b>high traffic around the school.</b> Please use the designated drop-off zones.			n/a
<b>AT SCHOOL</b> All levels except preschool				
Daycare		n/a	n/a	
 In class				 with social distancing or plexiglass
Outdoor recess / Lunch while seated and eating				
Moving inside the school (hallways and common areas)				
PhysEd class				
 Sports Études / Special Academic programs	n/a	No vaccination passport required except for extra-mural competitions.	n/a	
Extra-curricular activities		 Vaccination passport is required for high risk activities: hockey, soccer, football	n/a	
<b>AFTER SCHOOL</b>				
 On School Transportation				
Daycare		n/a	n/a	

For Pre-K and preschool levels, masks are not compulsory but can be worn at all time if needed.



The SWLSB stakeholders can rely on various partners to receive and communicate information.

### COUNCIL OF COMMISSIONERS (CC)



The Council of Commissioners meets on a monthly basis and as needed. The school board territory includes 9 electoral divisions. The Council is composed of 13 members which includes 1 Chairperson, 9 commissioners, 3 parent commissioners: one for the elementary level, one for the secondary level and one representative of SEAC. Meetings and minutes of the Council of Commissioners can be found on the SWLSB website. <https://www.swlauriersb.qc.ca/en/governance/commissioners/>. The meetings are open to the public via the [SWLSB's streaming channel](#) available here.

### PARENTS COMMITTEE (PC)



This committee is formed of parent representatives elected by each school in the school board holds regularly scheduled meetings at the school board's administrative centre in Rosemère. These meetings are open to the public and provide an opportunity to address questions from the public. The Committee's major role consists in representing the parents' interests within the school board and it can be called upon to advise the school board on various issues related to its mandate. In addition, the Parents' Committee appoints two of its members to the Council of Commissioners. For more information, refer to the SWLSB website. <https://www.swlauriersb.qc.ca/en/parents/parents-committee/> and [the Parent's Committee Facebook page](#).

**Important note:** Parents are welcome to attend the 1<sup>st</sup> Parent Committee meeting of the 2021-2022 school year where the back-to-school plan will be presented. The meeting will take place on **August 26 at 7:15 p.m.** and will be accessible online. This will enable parents to ask questions they may have about the 2021-2022 school year.

### SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)



Each school board shall establish an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities. SEAC advises the school board on allocation of resources and on policies for the organization of educational services to students with handicaps, social maladjustments or learning disabilities. For more information, refer to the SWLSB website. <https://www.swlauriersb.qc.ca/en/parents/seac/>



REGROUPEMENT  
LAVALLOIS POUR LA  
RÉUSSITE ÉDUCATIVE

The **Regroupement lavallois pour la réussite éducative (RLPRE)** is a non-profit organization centered around educational success for students in the MRE of Laval. The RLPRE's goal is to mobilize partners from various sectors and promote academic perseverance among Laval Youth. As such, the RLPRE launches annual campaigns such as its "Hooked on School Days"

and "I am Preparing for Kindergarten" initiative. The RLPRE currently has more than 175 members representing 108 different organizations.



The **Partenaires pour la réussite éducative dans les Laurentides (PREL)** is an organization whose mission is to educate, mobilize and engage young people, their families and all stakeholders around academic perseverance and success. PREL strives to be a bastion of school perseverance and works to mobilize different stakeholders via concerted initiatives to increase educational success, participation and graduation rates in the Laurentians.



Comité régional pour la valorisation de l'éducation .org

The **Comité régional pour la valorisation de l'éducation (CREVALE)** works to promote academic perseverance and educational success in Lanaudière. The committee aims to recognize, encourage and support individuals and communities in their training and development initiatives. Through community mobilization, awareness, and support, CREVALE seeks to increase educational success for all members of the Lanaudière region.



In a spirit of respect, support and empowerment, the 4 Korners Family Resource Center is a non-profit community organization dedicated to assisting youth, adults, seniors and their families in the Laurentian region to access information, resources and services in English

Laurentian region to access information, resources and services in English



ECOL  
English Community  
Organization of Lanaudière

To serve and promote the well-being of members of the English-speaking community of the Lanaudière region. Its mandate is to offer a wide variety of services, initiatives and programs for all age groups, such as community animation, community health prevention and promotion activities.



Association Amicale des Jeunes et  
Parents AGAPE Inc.  
The Youth and Parents AGAPE  
Association Inc.

Agape is a non-profit, charitable organization. Its mission is to enhance the vitality of the underprivileged English-speaking and multicultural people of Laval by offering a wide variety of services that promote and improve mental and physical well-being.

COMMITMENT-TO-SUCCESS PLAN

As per the **SWLSB Commitment-to-Success Plan**, we will continue ensuring that the safety and security of our students and staff is at the forefront of our decision-making. While being entrusted with the care of over 14,000 students, the SWLSB will continue to **ENGAGE** its students and staff to **BUILD** strong relationships to **ACHIEVE** their full potential.

**ENGAGE...**

- our students in their learning, regardless of the model (in person or through distance learning)
- our employees to strive for excellence at all times
- our educators to maintain their professional growth and to continue to develop their skills
- our community (parents and partners) through consultation and feedback

**BUILD...**

- relationships with all SWLSB stakeholders through timely communications and sharing information
- student success by supporting every learner equitably
- flexible and adaptable school/centre/department plans as this pandemic evolves

- a strong workforce that is student centered and continues to focus on the well-being of all learners

**ACHIEVE...**

- safety and security measures that help prevent the spread of COVID-19
- the implementation of flexible and adaptable back-to-school plans while remaining fiscally responsible
- the promotion and implementation of mental health and well-being resources for students and staff

In line with one of our five orientations at the heart of our SWLSB Commitment-to-Success plan (CTSP), we will continue to develop learning and working environments that promote health, safety and well-being.

**COMMISSION SCOLAIRE SIR-WILFRID-LAURIER**  
SIR WILFRID LAURIER SCHOOL BOARD

**ENGAGE • BUILD • ACHIEVE**  
**ENGAGER • BÂTIR • ACCOMPLIR**

**5 ORIENTATIONS**

- Retain and support quality employees.**  
*Assurer la fidélisation des employés et leur offrir le soutien nécessaire.*
- Offer students a variety of choices through 21<sup>st</sup> century programs and curriculums.**  
*Offrir aux élèves des parcours variés grâce à des programmes d'études et des curriculums adaptés au 21<sup>e</sup> siècle.*
- Develop a learning and working environment that promotes health, safety and well-being.**  
*Offrir un environnement d'apprentissage et de travail favorisant la santé, la sécurité et le bien-être.*
- Increase the level of literacy competencies among the adult population on the school board's territory.**  
*Rehausser les compétences en littératie de la population adulte sur le territoire de la commission scolaire.*
- Engage students in physical activities 60 minutes a day.**  
*Faire bouger les élèves 60 minutes par jour.*

**5 OBJECTIVES | 5 OBJECTIFS**

- 1** Provide **equal opportunities** for all students to succeed.  
*Offrir une chance égale de réussite à tous les élèves.*
- 2** Ensure that elementary school students enter **high school before age 13.**  
*Assurer le passage du primaire au secondaire avant l'âge de 13 ans.*
- 3** Graduate a greater number of students from high school or vocational training **before age 20.**  
*Augmenter le nombre d'élèves qui obtiennent un diplôme d'études secondaires ou professionnelles avant l'âge de 20 ans.*
- 4** Improve **success rates in the writing component** of the English Language Arts ministry exam.  
*Améliorer le taux de réussite à l'épreuve ministérielle d'écriture en anglais, langue d'enseignement.*
- 5** Ensure that the **infrastructure** is conducive to **21<sup>st</sup> century learning** and working.  
*S'assurer que l'infrastructure est propice au travail et à l'apprentissage au 21<sup>e</sup> siècle.*

AN ENGLISH EDUCATION, A BILINGUAL FUTURE  
UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE  
www.swlauriersb.qc.ca

f in

**CONSIGNES RELATIVES AU PORT DU MASQUE**  
Régions où la situation épidémiologique est en dégradation

Document mis à jour le 27 août 2021

Lieu*	Élèves du primaire <sup>1</sup> et de 6e année	Élèves du secondaire	Élèves FP et FGA	Personnel scolaire	Visiteurs <sup>2</sup>
Service de garde	😊	😊	😊	😊	😊
Salle de classe <sup>3</sup>	😊	😊	😊	😊	😊
Cafétéria et cafés étudiants	😊	😊	😊	😊	😊
Activités sportives extérieures	😊	😊	😊	😊	😊
Sites sportifs intérieurs <sup>4</sup>	😊	😊	😊	😊	😊
Sites extérieurs <sup>5</sup>	😊	😊	😊	😊	😊
Transport scolaire et transport en commun	😊	😊	😊	😊	😊
Salle de spectacle et auditorium	😊	😊	😊	😊	😊

**Important :** Si tel est en cas est déclaré, le port du masque est obligatoire en tout temps (également durant l'activité physique), pendant 10 jours pour l'ensemble des élèves de la classe. Le cas échéant, la santé publique avisera le personnel et les parents des élèves concernés.

**Le masque d'intervention s'ajoute aux autres mesures sanitaires**

Votre gouvernement Québec

## Orientations for back-to-school 2021

**Returning to my school**

**Orientations for back-to-school 2021**  
UPDATED AUGUST 31, 2021

The orientations are based on the following elements:

- 75% of the population aged 12 and older have been vaccinated, among which 12- to 17-year-olds have, for the most part, received at least one dose.
- Vaccination efforts among 12- to 17-year-olds will continue to ensure full protection in all regions of Québec.
- The acceleration of elementary school children is not yet authorized, but several trials are currently being held. A positive outcome is expected, with vaccination possible by the end of 2021.
- The presence of variants in Québec calls for a cautious approach to the return to school and to the implementation of universal protection measures for students and staff.

Some measures may be added or withdrawn depending on the epidemiological situation and the progression of vaccination efforts.

The three areas announced in June continue to guide school organization:

**AREA 1**

**Return to school under conditions that are as normal as possible for students and staff**

Elements maintained for all levels (preschool, elementary, secondary, vocational training and adult general education):

- Normal school organization, without restrictions requiring scale class groups
- Full educational services including special pedagogical projects (concertations, Art studies, Sports studies) and field trips
- Extracurricular activities
- Additional support measures for vulnerable students or those experiencing academic delays
- School transportation under normal rules and without physical distancing restrictions
- Cafeterias and lunch rooms organized as usual

Additional universal protection measures and specific conditions:

- Vaccination campaign in collaboration with the school network, targeting young people aged 12 and older during the back-to-school period to ensure that students receive their second, or in some cases first, dose
- Wearing of procedural mask for students as of Elementary 1 and at every level thereafter, including secondary (in common areas, when circulating indoors and when using school transportation); masks do not need to be worn outdoors, in the classroom or during Physical Education and Health classes
- Procedural mask for staff, according to CNESST guidelines
- Assigned seats on school transportation to facilitate physical distancing

## CNESST toolkit for the school system

Workplace Sanitary Standards Guide for the School System (Preschool, Elementary, Secondary, General Adult Education and Vocational Training) – COVID-19

**OHS is everyone's business!**

The purpose of this guide is to support the work environments of the school network (preschool, elementary, secondary, general adult education, vocational training, including administrative and professional staff) for management of occupational health and safety (OHS). The information contained in this guide is taken from the interim recommendations produced by the Réseau de santé publique en santé au travail (RSPSA) and the Institut national de santé publique du Québec (INSPQ) and specifies the CNESST's expectations related to these recommendations.

The proposed measures must be adapted to guarantee that operations can resume or continue under the safest and healthiest possible conditions in the context of COVID-19.

In a crisis period, it is important that workers, employers and other players in the school system collaborate to have healthy and safe work environments for all. Dialogue and cooperation are essential to achieve this.

**Management of occupational health and safety**

Management means implementing the necessary measures to honour the employer's legal obligations, namely identify, correct and control the risks and encourage the workers' participation in this preventive approach.

Good cooperation between the employer and the staff is essential to encourage management

## Poster - Preventative Health Measures in the School System

**CORONAVIRUS (COVID-19)**

**Preventive Health Measures in the School System**

**PHYSICAL DISTANCING APPLIES TO EVERYONE**

2 m whenever possible

- From arrival at school until departure
- During recreation and lunch hour
- Keep the students or pupils in the same group
- Avoid direct contact for greetings and prefer the use of alternative practices

**HYGIENE MEASURES AS WELL:**

- Frequently wash your hands
- Sneeze and cough into your elbow

**BACK-TO-SCHOOL 2021**

**TABLE FOR THE MANAGEMENT OF CASES AND CONTACTS IN ELEMENTARY AND SECONDARY SCHOOLS**

Guidelines regarding the wearing of masks, and the management of cases and contacts in elementary and secondary schools as well as daycares.

	Stable epidemiological situation	Worsening epidemiological situation
<b>Management protocol</b>	Wearing a mask is mandatory in common areas (hallways, theatre, Auditorium), while circulating in rooms and while using school transportation, except for preschool students. Normally, masks are not required in class.	Normally, masks are required in class.
<b>CASES</b>	- The person who exhibits symptoms must self-isolate for 10 days - The person must get tested	- The person who exhibits symptoms must self-isolate for 10 days - The person must get tested
<b>CONTACTS AT SCHOOL (includes daycare)</b>	- Modified self-isolation required, meaning that academic activities are permitted, provided a mask is worn for 10 days. However, no other activities are permitted in public spaces, such as parks, and off premises. - Symptoms are monitored	- No self-isolation required; academic and extracurricular activities are permitted. - Symptoms are monitored
<b>CASES</b>	- The person who exhibits symptoms must self-isolate for 10 days - The person must get tested	- The person who exhibits symptoms must self-isolate for 10 days - The person must get tested
<b>CONTACTS AT SCHOOL</b>	- <b>If appropriately protected:</b> self-isolation is not required. - <b>If not appropriately protected:</b> modified self-isolation required, meaning that academic activities are permitted, provided a mask is worn for 10 days. However, no other activities are permitted (extracurricular activities, such as parks, and off limits). - Symptoms are monitored	- <b>If appropriately protected:</b> self-isolation is not required. - <b>If not appropriately protected:</b> academic and extracurricular activities are permitted provided they do not require the vaccination passport. - Symptoms are monitored

1. Appropriately protected = two doses of a vaccine or three = one dose of a vaccine

Votre gouvernement Québec

## RESOURCES FOR STUDENTS

### [Tel Jeunes \(English\) youth](#)

### [Tel Jeunes \(French\) jeunes](#)

1-800-263-2266

514-600-1022 (text)

A 24/7 confidential resource for youth seeking information/support on personal topics such as: family, health, sexuality, relationships and more.

### [Jeunesse J'écoute \(French\)](#)

### [Kids Help Phone \(English\)](#)

1-800-668-6868 (phone)

Text CONNECT to 686868

A 24/7 confidential resource for youth seeking information/support on personal topics such as: family, health, sexuality, relationships and more.

### [Alloprof](#)

To help engage students and parents in academic success

## RESOURCES FOR PARENTS

### [Tel Jeunes \(Parents\)](#)

1-800-361-5085 (parents)

There is also a helpline for parents.

### [Alloprof](#)

To help engage students and parents in academic success

[Dossier Prêt pour la maternelle](#) (French only) – useful information to help your smaller one prepare for kindergarten

[Dossier rentrée: primaire et secondaire](#) (French only) – useful information to help your kids get ready for back-to-school

## RESOURCES FOR TEACHERS

[Learning to be prioritized for the 2021-2022 school year in the context of the pandemic](#)

[MEQ reference for School Network](#)