



Warman High School

Return to School Plan

Parent Handbook

August, 26 2020

Introduction

This Return to School Plan is divided into several sections, Safe Attendance, Safe Transportation, Safe Access, Safe Facilities, Staff Classrooms and Common Spaces, Safe Supports, and Safe Alternatives. It has been developed in accordance with the recommendations from the Chief Medical Officer (CMO) and in response to the data collected in the Prairie Spirit Parent Survey conducted from August 12 to August 17, 2020. This plan is considered a “green document” and is subject to change.

Academic Options

There are three academic options available at Prairie Spirit School Division. Not all options will work for every student. Please call and speak to Mr. Merryweather or Mr. Dyck if you have any questions before you make this decision.

In-School

Students who choose this option will be supported by a Warman High teacher in all of the classes they are registered in. All classes include blended learning to be responsive to student absences. There will be some variation from class to class, but students will be able to work from home when needed and have the option to attend in person when they are able. Students who wish to learn from home for a short time are still encouraged to register at Warman High and can be supported. Refer to [AP 617 – Homebound Students](#)

To partake in this option, please register at the school, email warmanhigh@spiritsd.ca or call (306) 933-2377.

On-line

Students who prefer to complete classes fully online will be supported by a Prairie Spirit Teacher. Students who choose this option are committed to completing one semester on-line. At the end of the semester students will have the ability to return to in-person attendance or continue with on-line education. The school schedule has been developed to provide access to students who may wish to return to WHS and that transition will be relatively simple.

If you wish to pursue fully on-line education, please inform the school and then contact Peggy Matilla-Baines (Coordinator) with Prairie Spirit eLearning at (306) 683-2835.

Home Schooling

In a registered home-school the parents design and implement the entire learning program. Home based learning for grade 10-12 do not meet the requirements for graduation. If you have questions regarding Home Schooling please contact Janet Jeffries (Home-based Education Facilitator) at (306) 283-2830 or email janet.jeffries@spiritsd.ca.

Safe Attendance

Safe Attendance focuses on the health of students and staff before and while they are at school. If students or staff are ill, they should remain at home.

If students or staff members become ill while at school, schools will ensure that they are properly isolated from the rest of the school until they are able to leave.

Self-Screening

Students and parents should be self-monitoring for symptoms of Covid-19. These include but are not limited to; fever, cough, runny nose, and loss of sense of smell (anosmia). Anyone experiencing the onset of new or atypical symptoms should fill out this [Self Assessment Tool](#). Students who are experiencing symptoms should stay home and seek medical advice from a doctor or by calling 811. Testing should be completed if advised by a health professional.

Student Illness

If a student develops symptoms while at school, they will be removed from class by a Designates School Official (DSO) and placed in an isolation room (Room B26). The DSO will be the Principal or the Vice Principal. Parents will be contacted immediately. If there is no response from parents after 30 minutes, the emergency contact will be called. Students will be supervised as necessary based on the severity of their symptoms and their age. The supervising adult will need to use adequate Personal Protective Equipment (PPE). The isolation room will be thoroughly disinfected when the student departs.

[Refer to AP-432 Illness in Care](#) and the COVID-19 Illness in Care [Protocols](#)

Staff Illness

If a staff member develops symptoms of Covid-19 during the workday they will be required to leave the school and seek medical advice. The duties of the staff member will be covered by the administrator, a substitute, or reassigned to another staff member. Staff members who are unable to transport themselves will be required to isolate until they can be picked up. The isolation room will be thoroughly disinfected when the staff member departs.

Mandatory Masks

Masks will be mandatory for all students and staff when they are in high traffic areas (i.e. hallways) and in areas where it is impossible to maintain adequate social distancing. Students who forget or lose their mask will be provided with a disposable mask. Masks will also be required on the bus. It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Bandanas and neck gaiters (buffs) are not recommended as appropriate face coverings.

Seating Plans

Seating plans will be developed and maintained for each class and on the bus. Seating plans will be accessible and will assist with contact tracing should there be a confirmed case of Covid-19.

Safe Transportation

Safe Transportation focuses on the safe movement of students to and from school. Where possible, the Ministry is encouraging parents to transport their own children to and from school.

Entrances

Students will be encouraged to use different entrances. Upon arrival, students with a class in A-wing should enter through the Main Door. Students with a Class in B-wing should enter through the Conference Center (Pathways) Door. These doors will be labeled. At dismissal, students are to make their way out of the school as efficiently as possible following the same guidelines. Bus students can wait for their bus in the commons or outside. Distancing recommendations are to be observed. Parents are asked to drop students off at the South Doors, at the Diamond Arena, at Lions Park or any other location that would allow students to enter by a different door. Please keep private vehicles out of the bus lane by the front doors.

Arrival and Dismissal Procedures

Arrival and dismissal times will have the highest hallway traffic of all. Students should take the most direct route to their classroom upon arrival at school. When they are dismissed, student should again take the most direct route to their exit. Distancing guidelines should be followed in all common areas. Students should aim to arrive as close to the bell as they are able and proceed directly to their class upon arrival.

Bussing

Prairie Spirit Busses will operate under stringent guidelines. These include mandatory masks, seating plans, frequent disinfecting, and loading and unloading procedures. Busses will do all drop offs and pick-ups in the bus loading zone.

- Students will remain seated until the bus has stopped upon arriving at the school.
- The driver will indicate to students when it is their turn to leave the bus (to ensure groups of students from other buses are dispersed before unloading).
- Driver will dismiss by unloading from front to back (so that students do not have to pass another student who is sitting down).
- Students with a class in A-wing are asked to enter through the main doors.
- Students with a Class in B-wing are asked to enter through the Conference Center Doors.
- The Doors will be labelled.
- At the end of the day Students will ensure their mask is on (masks must be worn by all students at all times on the bus, regardless of grade level.)
- Students will exit the school by the nearest exit.
- Busses will need to have students waiting or lined up (or a controlled grouping socially distant) with masks on outside of their bus. Drivers will have a student list and call out the names that they want on the bus first. They will have to load their bus in route order. (Last off on the route is first on the bus).
- Seating plans will be maintained on the bus

Safe Access

Guests and Visitors

For the first six weeks of the year guests will not be allowed in the school. Guest speakers or performers that are able to join the class virtually are encouraged. This will be re-evaluated in mid-October. If you need to reach the school, please call ahead and we can arrange a virtual meeting or a

phone call. If, in the future, an in-person guest speaker will be in the school it will be communicated early to all students and parents.

Personal Habits

Practicing hand hygiene, distancing (when possible), and limiting contact are all part of slowing the spread of Covid and limiting the size of any potential outbreak. Sanitizer will be provided at all entrances and in all classrooms. Students are encouraged to bring their own unscented sanitizer for their personal use.

Hallways and Common Areas

Students are encouraged to follow the rules of the road and walk on the right side of the hallways. When in common areas, students should maintain distancing when possible and be wearing a mask.

Lockers

Lockers will not be assigned this year to decrease congestion in the hallway. and maintain the flow of traffic. Students will be required to carry their materials between their two classes and to take them home at the end of the day.

Cohorts and Block Schedule

It has been recommended that the contact size at a high school be limited to 60 people. To accommodate this WHS will be adopting a block schedule. Students will have only two classes in a day and have consistent teachers and support staff. Grade 9 cohorts will remain fairly consistent throughout the year while grade 10-12 cohorts will shift periodically based on their class selections.

Safe Facilities

Safe Facilities focuses on the cleaning and sanitation of school buildings.

Schools have been asked to increase sanitation measures and continue to promote proper hygiene practices. This includes the availability of hand sanitizer wherever possible and establishing clear protocols for bringing supplementary school materials, such as backpacks and school supplies, in and out of schools.

Schools will work to ensure that attention is given to the increased cleaning and sanitation of high-touch surfaces.

Cleaning and Sanitation Products

Touchless hand sanitizer dispensers have been purchased for all entrances. Traditional pump dispensers have been placed in every room. They will be refilled as needed. Disinfectant and cloths/wipes will be placed in every room to disinfect high touch surfaces. Personal hand sanitizer has been placed on the school supply list. Disinfecting procedures will be prioritized by the caretaking staff. Our school will follow PSSD Facilities procedures document for cleaning and disinfecting of commonly touched surfaces, emptying garbage bins, cleaning technology, etc. which will include locations to be disinfected, person responsible for disinfection and the method of disinfection using approved DIN number disinfectants. Caretaker training will be provided through PSSD's Facilities Department.

Personal Sanitizer and Masks

Students are encouraged to bring their own unscented sanitizer for personal use. Students are also required to bring a non-medical mask.

Safe Classrooms and Common Spaces

Safe Classrooms focuses on the measures to ensure the safe sharing of space in the classroom between students and staff.

These measures include, increased personal sanitation measures and proper hygiene practices; and minimizing contact among students and staff, as much as possible.

Assessment and Reporting

Teachers will develop consistent assessment practices including grade calculation and clear learning objectives. Reporting period dates have been attached to this message. Assessment practices are based on the PSSD Quality Assessment Practices Document.

Attendance

Accurate attendance and participation records will need to be kept. These may be used for contact tracing or to help support students' mental health. Records of students' physical presence in the building as well as their participation in online activities will be kept.

Blended Learning

All classrooms will work toward developing and implementing blended learning. Students may, at any time, be required to self-isolate and learn from home. This is a safety measure for everyone. Students can access learning through Google Classroom and link to other material from there. Technology has been purchased to facilitate the development of a blended classroom and support will be provided through Learning Facilitators, colleagues, and the division office. Any technology request should come to administration.

Classroom Practices

During class time, students need to stay in their classroom and should not be in the common areas of the school to work. Weather permitting, classes can be moved outside. Teachers need to establish norms that will respectfully allow students to leave the classroom and return when they need to do so. Classroom practices like "potlucks" are not permitted at this time.

Lunch Periods and Breaks

Students are encouraged to go home for lunch. Students who stay for lunch will eat in the classroom they are in. Students will be responsible to clean up after themselves but will need to be shown the expectation for cleaning and disinfecting. Noon supervisors will move between rooms and encourage proper cleaning. Eating in common areas is not permitted at this time. Students may eat outside if they choose.

Students will be given break time during their lessons at natural times. Teachers will ensure that student breaks are staggered and that expectations for distancing are clear.

Coco Café

The Coco Café will only operate while commercial cooking is on the time table, two morning blocks of the year. Every student in the class will complete their Food Safe Course and will be adequately supervised. Arrangements will be made for on-line ordering and payment to limit congestion and the use of cash. The Coco Café is held to a higher standard of training than restaurants are.

Learning Platform

Warman High School will be using Google Classroom as our learning platform. Course materials, messages, and announcements will be posted on Google Classroom. Google Classroom will be used differently from class to class.

Classroom Configuration

Classrooms will be aligned to maximize distancing and minimize contact. Desks will all be facing forward and rows are recommended where possible. Seating plans must be maintained for contact tracing. These can be adjusted, but records must be up to date. Extraneous furniture has been removed from classrooms.

Shared Materials

Shared materials including technology will be cleaned after using the appropriate disinfectant. Other shared materials will have classroom guidelines to minimize the number of people handling them and to clean them after use.

Drivers Ed

Drivers education will be offered in the fall. The in-class instruction will be offered online. We will be receiving information about registration soon. The in-car portions will continue within student cohorts and following strict safety precautions.

Safe Supports

Safe Supports focuses on the protocols in place to support the learning needs of intensive needs/immune-compromised students, as well as protocols in place to support the mental health of staff and students.

Students with Intensive Needs

Students with intensive needs will have specific re-entry plans made within their eIIP. The plan will be communicated with parents before it is implemented. Student Health and Safety will be part of every plan including PPE use.

Mental Health Supports

The school staff will continue to focus on well being, connections, and relationships to support students and families. The NACTATR Guidelines for Re-entry into the School Setting During the Pandemic will guide our re-entry plan. The WHS Mental Health Literacy Team will lead and implement schoolwide mental health initiatives. Focuses will be on awareness, prevention, early identification, supports, strategies, etc. Our counsellor will be at the school full time supporting students, staff and

helping access division supports as needed. PSSD's My Prairie Spirit Classroom (MPSC) will continue to guide our pedagogy and culture of engagement, relationship-building, and support for all students

Appendices

Appendix A – Bussing Procedures

Safety Equipment & Procedures

- Face masks must for worn by all students riding a bus
- Hand sanitizer pumps are ordered and will be installed by the front loading door on all buses. Students will be required to use the pump before getting onto the bus.

Loading Procedures from School and School Support

- PM Loading - Buses will need to have students waiting or lined up (or a controlled grouping socially distant) with masks on outside of their bus. Drivers will have a student list and call out the names that they want on the bus first. They will have to load their bus in route order. (Last off on the route is first on the bus).
- Warman and Martensville drivers has been given the same task however, they are going to try doing this procedure by route stops instead of names.
- Family members must sit together which means a grade 5 may be sitting with a grade 2 in the middle of the bus. Dividing the bus in 3 (early grades front, middle grades in middle of bus, and senior grades in the back of the bus) will no longer happen
- AM Unloading – When pulling up to school, typically, students are not supposed to move out of their seat until the bus has stopped. We know this is not always the case. Now, students MUST not move out of their seat until the driver has indicated to them that it is their turn to leave the bus. The idea is to unload front to back so students do not have to pass another that is sitting down. (very similar to a bus evacuation except it is unloading front to back and students don't have to pass a sitting student).
- Transfer buses will not be able to follow this format. Drivers will work with the school staff to determine the safest format.

Block Dates

Semester 1

Morning Class #1	Morning Class #2	Morning Class #3
September 8 – October 22	October 23 – December 8	December 9- January 28
Afternoon Class #1	Afternoon Class #2	
September 8-November 13	November 16-January 28	

Semester 2

Morning Class #1	Morning Class #2	Morning Class #3
February 1- March 23	March 24-May 13	May 14-June 28
Afternoon Class #1	Afternoon Class #2	
February 1 – April 20	April 21-June 28	

Reporting Dates

Semester 1	Midterm Report	Final Report
Morning Class #1	October 5, 2020	October 27, 2020
Morning Class #2	November 20, 2020	December 11, 2020
Morning Class #3	January 14, 2021	February 1, 2021
Afternoon Class #1	October 9, 2020	November 17, 2020
Afternoon Class #2	December 14, 2020	February 1, 2021

Semester 2		
Morning Class #1	February 26, 2021	March 26, 2021
Morning Class #2	April 25, 2021	May 17, 2021
Morning Class #3	June 4, 2021	June 29, 2021
Afternoon Class #1	March 12, 2021	May 28, 2021
Afternoon Class #2	May 28, 2021	June 29, 2021

Appendix D – Daily Schedule

Class Schedule

Grade 9/10

Morning Class	Instruction – 187min Break – 10min	9:00-12:17
Lunch	45min	12:17-1:02
Afternoon Class	Instruction – 125min Break – 5	1:02-3:12

Grade 11/12

Morning Class	Instruction – 187min Break – 10min	8:55-12:12
Lunch	45min	12:12-12:57
Afternoon Class	Instruction – 125min Break – 5	12:57-3:07