School Reopening Plan: Walter Murray Collegiate

I: Message from Administration

We greatly appreciate the support we received from families, students, and the community during the last three months of the 2019-2020 school year. We are proud of the way everyone worked together to overcome the challenges presented by COVID-19. We are hopeful that this spirit of collaboration and cooperation will continue into the 2020-2021 school year as we return to our building and re-establish relationships with our students and families. All of us will need to be flexible and patient with each other to ensure our students receive the best possible educational experience.

Classes in Saskatchewan’s schools will resume on Tuesday, September 8th with a staggered start (see more information in section III). The following information represents our school-specific plan for a safe return to school at Walter Murray Collegiate. Our school is planning for reopening in accordance with the guidelines established in the Government of Saskatchewan’s document entitled *Primary and Secondary Educational Institution Guidelines* and procedures outlined in the *Saskatoon Public Schools Parent & Caregiver Reopening Handbook*. Please note that the plan is subject to change at any time based on direction from Saskatchewan’s Chief Medical Officer. Changes will be communicated as they occur.

This plan is based on the following principles:
1. Student and staff health and well-being are paramount. Considerations will be made for staff and students who require medical accommodations.
2. *Education will no longer be voluntary.* All students will be required to participate, whether it’s through face-to-face learning, online learning, or a hybrid of the two.
3. Teachers will be teaching the provincial curriculum. *Families are not responsible for providing curriculum opportunities* but may support the learning opportunities teachers provide. Partnership between home and school is important for student success.
4. It will require a collective effort to keep schools open and everyone safe.

The safety of our students and staff depends on all of us taking the steps necessary to protect each other. In order to maintain a safe and healthy learning environment, everyone - students, families, and staff - must comply with the requirements to complete a daily screening for symptoms and not come to school if they are experiencing any symptoms associated with COVID-19. We know this may be worrisome for many families as it impacts their employment and livelihoods. If we all follow the guidelines that have been put in place, we should be able to minimize disruptions to instruction and the subsequent impacts on families. We will continue to provide families with up-to-date information as things change throughout the year as well as opportunities for input when we are able.

We thank you for your ongoing understanding and cooperation.

Tom Sargeant       Dave Sloboda       Kate Clements
Principal          Assistant Principal  Vice Principal

Updated Wednesday, August 26th, 2020
II: Communication

WMC will maintain consistent communication with families using our school portal, School Messenger emails to Marauder families, Synervoice telephone service, staff emails, individual Google Classroom accounts, and social media (Instagram accounts). We will ensure our website is up to date with school-level plans regarding access to school, protocols and expectations, hygiene, scheduling, etc. and ensure all staff, including itinerant staff and substitute staff, have access to these plans.

- School Website: https://www.spsd.sk.ca/school/waltermurray/Pages/default.aspx#/=
- School Email: waltermurrayschool@spsd.sk.ca
- School Instagram Accounts: @waltermurraycollegiate AND @wmci_marauders
- School Phone: 306-683-7850

Please email the school with updated contact information for your student(s). If applicable, we suggest providing caregiver(s), student, and emergency contacts’ cell, work, and email information.

III: School Day/Year Structure

1. Staggered Start – Orientation Days

Orientation Days will be staggered for students based on the first initial of their LAST NAME.

<table>
<thead>
<tr>
<th>Tuesday, September 8th</th>
<th>Wednesday, September 9th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students with Last Name</strong></td>
<td><strong>Students with Last Name</strong></td>
</tr>
<tr>
<td><strong>AM Block</strong></td>
<td><strong>AM Block</strong></td>
</tr>
<tr>
<td>8:55am – 11:34am</td>
<td>8:55am – 11:34am</td>
</tr>
<tr>
<td><strong>AM Break</strong></td>
<td><strong>AM Break</strong></td>
</tr>
<tr>
<td>(10:15am – 10:25am)</td>
<td>(10:15am – 10:25am)</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>Lunch</strong></td>
</tr>
<tr>
<td>11:34am – 12:25pm</td>
<td>11:34am – 12:25pm</td>
</tr>
<tr>
<td><strong>PM Block</strong></td>
<td><strong>PM Block</strong></td>
</tr>
<tr>
<td>12:25pm – 3:04pm</td>
<td>12:25pm – 3:04pm</td>
</tr>
<tr>
<td><strong>PM Break</strong></td>
<td><strong>PM Break</strong></td>
</tr>
<tr>
<td>(1:45pm – 1:55pm)</td>
<td>(1:45pm – 1:55pm)</td>
</tr>
</tbody>
</table>

Everyone in School on Thursday, September 10th and Friday, September 11th
All students will attend and follow the School Day Schedule as indicated below.

2. School Day Schedule

- There will be no bells. Transitions will be announced through the intercom.

<table>
<thead>
<tr>
<th>Grade 9 &amp; 10 / AEWS (Smith &amp; Wolter)</th>
<th>Grade 11 &amp; 12 / AEWS (McMurtry &amp; Somers-Peters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Block</td>
<td>AM Block</td>
</tr>
<tr>
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</tr>
<tr>
<td>(1:45pm – 1:55pm)</td>
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</tr>
</tbody>
</table>

Updated Wednesday, August 26th, 2020
3. **Quint Schedule for the Year**  
*(S1 P1 = semester 1, period 1)*

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Q1 Sept. 8 – Oct. 28</th>
<th>Q2 Oct. 30 – Dec. 17</th>
<th>Q3 Jan. 4 – Mar. 2</th>
<th>Q4 Mar. 4 – Apr. 30</th>
<th>Q5 May 4 – Jun. 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>159</td>
<td>S1 P1</td>
<td>S1 P3</td>
<td>S1 P2</td>
<td>S2 P1</td>
<td>S2 P2</td>
</tr>
<tr>
<td>51</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
</tr>
<tr>
<td>159</td>
<td>S1 P4</td>
<td>S1 P5</td>
<td>S2 P4</td>
<td>S2 P5</td>
<td>S2 P3</td>
</tr>
</tbody>
</table>

4. **The Learning** - Procedures outlined on pages 16-21 of the Parent/Caregiver handbook will be followed.

- Student-teacher contact time is a priority regardless of where learning takes place.
- The focus will be on teaching outcomes, rather than on the amount of time per subject.
- WMC teachers will be using Google Classroom for their online learning platform to support communication between home and school.

5. **Transitions – Arrival, Dismissal, and Movement of Students**

- Walter Murray Collegiate hours are 7:00am - 4:00pm.
- No official supervision between 7:00am and 8:35am.
- Students are encouraged to **arrive** no sooner than **15 minutes before their first class** and should move directly to their class upon arrival.
- Staff will be present, and classrooms will be open 15 minutes prior to the start of the morning block.
- Students are encouraged to go home for lunch whenever possible.

**IV: Health Measures**

1. **Masks** - Procedures outlined on page 10 of the Parent/Caregiver handbook will be followed.

   - All staff and students are required to wear masks where physical distancing is not possible. This means masks must be worn **upon entry** to or **exit** from the school, while **in classrooms, hallways** or **common areas**. All students are required to wear masks **on buses**.
   - Masks are not required for outside activities as long as physical distancing is in place. Teachers may allow students to remove their masks in front-facing situations in which physical distancing is possible.
   - Students and families who refuse to wear masks will be referred to the school administration.

2. **Illness While at School** - Procedures outlined on page 9 of the Parent/Caregiver handbook will be followed.

   - **Students who are sick should stay home.** Not all symptoms of illness need to be subject to this requirement (headaches, cramps, allergies, etc.).
   - Checking temperatures, detailed screening or requiring COVID-19 testing of students is not required or recommended at this time, based on current evidence.
● If a student develops symptoms at school or upon arrival at school, administration will be notified, the student will be isolated from other students, and a parent/caregiver will be notified to pick up the student immediately.
● WMC’s current isolation space is located in an office in room 147 (Welding Shop) across from our temporary main office, which is located in room 145 and will be supervised by administration and the head administrative assistant.
● After the student is picked-up, caretaking will be notified that the room must be cleaned.

3. **Hygiene** - Procedures outlined on page 10 of the Parent/Caregiver handbook will be followed.
● Handwashing with soap and water will be consistently encouraged and supported by using hand sanitizer when entering the school and rooms within the school.
● Hand sanitizer is available in each classroom, as well as entrances and common areas around the building.

4. **Limiting Physical Contact** - Procedures outlined on page 11 of the Parent/Caregiver Handbook will be followed.
● Implementation of block schedule (see below – School Day/Year Structure)
● All classrooms must have a seating plan for SHA contact trace purposes.
● There will be increased supervision during breaks, lunch block, and before and after school.
● Prayer Room will continue in the library conference rooms. Students will notify teachers when they need to leave class for prayer. Physical distancing and sanitizing protocols will need to be followed.
● Smudging will not take place this year due to physical distancing concerns.
● There will be no in-person school assemblies or other large gatherings. Virtual options might be offered instead. All gatherings will be limited to the maximum number as per current guidelines provided by Saskatchewan Ministry of Education, Saskatchewan Health or the Chief Medical Health Officer.

5. **Limiting Shared Material and Equipment** - Procedures outlined on page 11 of the Parent/Caregiver handbook will be followed.

**Lockers:** In collegiates, in order to limit crowding and support cleaning, students are asked to bring what they need for the day packed in their backpack. Lockers will be made available by special request only through administration. Assigned lockers will be spaced appropriately. Lockers are currently tied with zip-ties to prevent unwanted use and storage.

**V: General Operations**

1. **Administration**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal – Mr. Sloboda</td>
<td>Grades 10 &amp; 12</td>
</tr>
<tr>
<td>Vice Principal – Ms. Clements</td>
<td>Grades 9 &amp; 11</td>
</tr>
</tbody>
</table>
2. **Student Services**

- Appointments with your school counsellor can be made by emailing or calling Student Services.
- Appointments regarding timetable/schedule changes can be made starting Monday, August 31st.
- Students will be able to check their timetables on Maplewood by Monday, August 31st.

<table>
<thead>
<tr>
<th>Counsellors</th>
<th>Grade &amp; Student by Last Initial</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Shircliff</td>
<td>Grade 9</td>
<td>A-Z</td>
<td><a href="mailto:shircliffK@spsd.sk.ca">shircliffK@spsd.sk.ca</a></td>
</tr>
<tr>
<td></td>
<td>Grade 10</td>
<td>M-P</td>
<td></td>
</tr>
<tr>
<td>Ms. Hanson</td>
<td>Grade 10</td>
<td>A-H</td>
<td><a href="mailto:hansonST@spsd.sk.ca">hansonST@spsd.sk.ca</a></td>
</tr>
<tr>
<td></td>
<td>Grade 12</td>
<td>A-Z</td>
<td></td>
</tr>
<tr>
<td>Ms. Grant</td>
<td>Grade 10</td>
<td>I-L</td>
<td><a href="mailto:grantK@spsd.sk.ca">grantK@spsd.sk.ca</a></td>
</tr>
<tr>
<td></td>
<td>Grade 11</td>
<td>A-L</td>
<td></td>
</tr>
<tr>
<td>Ms. Tillman</td>
<td>Grade 10</td>
<td>Q-Z</td>
<td><a href="mailto:tillmanC@spsd.sk.ca">tillmanC@spsd.sk.ca</a></td>
</tr>
<tr>
<td></td>
<td>Grade 11</td>
<td>M-Z</td>
<td></td>
</tr>
</tbody>
</table>

3. **Registration**

- **Online** through the Saskatoon Public Schools website
- Phone - 306-683-7856
- In-person - make an appointment through Student Services (306-683-7856).
  - We kindly ask that in-person registrations involve only one family member per student and that everyone wear a mask.

4. **School Fees** - TBD

5. **Library**

- Room configurations will be modified to support physical distancing.
- Standing computers, tables, computer stations, chairs, keyboards, and any devices or spaces will be disinfected after each use.
- Students may sign out library materials between 8:00am and 4:00pm. Returned materials will be held in a storage bin untouched for 72 hours before being processed.

6. **Extra-Curricular and Field Trips** - Procedures outlined on pages 16-17 of the Parent/Caregiver handbook will be followed.

- Curriculum-related field trips are permitted. Safety protocols, similar to those in the classroom, will be followed. Curriculum-related field trips that involve transportation must ensure classroom cohorts remain the same. Walking, biking, and buses are the recommended modes of transportation, and safety protocols must be in place.
7. **Managing Guests, Volunteers, and Visitors** - Procedures outlined on page 15 of the Parent/Caregiver handbook will be followed.

- Parents, caregivers, guests, volunteers, and visitors are required to contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary.
- A health questionnaire must be completed prior to entering the building.
- Use your phone's camera to access the questionnaire by scanning the QR code.
- Paper copies are available in the main office.
- Parents and caregivers must put on a mask and use hand sanitizer immediately upon entering the school.
- Physical distancing & hand hygiene should be practiced.
- The school will screen service providers, including delivery drivers and independent contractors using the screening tool before they enter the school.
- School buildings will not be available for rentals, community use or joint use agreements.
- There will be no in-person guest speakers.

Due to renovations, our temporary entrance is clearly identified on the North side of the school facing Taylor Street. Please follow signs and instructions when you enter the building.

8. **Nutrition Programs** - Procedures outlined on page 29 of the Parent/Caregiver handbook will be followed.

**Lunch:**
- Students are encouraged to go home or eat outside when possible.
- Students may eat in their morning classroom if they need to remain at school. If students are in a class that is not conducive to eating (such as Welding, Computer Room, Science labs, etc.), students may eat outside or in the designated classroom determined by their classroom teacher. Physical distancing and disinfecting protocols will be followed.
- The cafeteria will be open and those that purchase food may stay to eat at the cafeteria tables. Physical distancing and disinfecting protocols will be followed.
- Students will not be allowed to eat in hallways or other locations around the building.

**Cafeteria:** more information to follow. Food providers will be communicating a plan for their operations as soon as possible.

9. **Facilities** - Procedures outlined on page 30 of the Parent/Caregiver handbook will be followed.

- All benches and chairs in hallways will be put in storage.
- Water fountains will remain covered and unavailable to students and staff.
- Water bottle filling stations are located on the first and second floor of Walter Murray Collegiate.
- Water bottles are available for students in the main office if needed.

10. **Cleaning and Sanitizing** - Procedures outlined on page 31 of the Parent/Caregiver handbook will be followed.

- Staff will supervise and assist any sanitizing/disinfecting of surfaces performed by students.
11. Mental Health, Social-Emotional, and Learning Supports - Procedures outlined on pages 32-33 of the Parent/Caregiver handbook will be followed.

- Student mental health and well-being are top priority at Walter Murray Collegiate. Teachers will be engaged in a variety of professional learning opportunities to make sure students are known, valued, and believed in.
- If a student is absent due to a compromised immune system or anxiety stemming from COVID-19, the school will work with the student and family to determine necessary accommodations.

VI: Students with Intensive Needs

- Procedures outlined on pages 26-28 of the Parent/Caregiver handbook will be followed.
- Walter Murray Collegiate will:
  - Develop individual student transition plans to facilitate the re-entry of students with intensive needs back to the school environment and to meet individual student needs.
  - Review the Inclusion and Intervention Plans of all students with intensive needs and revise/adjust goals as required to ensure student health and safety and as appropriate based on time that has gone by/supplemental learning that occurred at home.
  - Engage parents/caregivers and the student as appropriate in determining priority areas.
  - Ensure that the provision of supports for all students can be accomplished within a safe, secure and supervised environment (may include the school setting or other appropriate spaces).
  - Deploy staff to limit the number of different student/staff contacts while meeting health/safety and curricular/IIP needs of students.
  - Ensure health and safety measures are in place and communicated with the relevant staff and family prior to the provision of the service.
  - Ensure that staff do not enter into private residences or provide personal transportation.
- Services or additional precautions, specialized places for instruction may be suggested for students with compromised immune systems, in consultation with a medical professional, and to ensure students feel included and safe.

VII: Department Information

- The following information outlines procedures and provisions put in place to support a safe and healthy learning environment.

   English Language Arts:

   - Please bring everything you need to class (pens, pencils, paper, etc.) to avoid sharing supplies.
   - To avoid paper-sharing, submitting coursework online is preferred.
   - If possible, students are encouraged to bring their own laptops or ChromeBooks to class.
**Physical Education:**

- Our intention while the weather permits is to be in an outdoor learning environment.
- There will be minimal sharing of equipment, and sanitization will be completed after each use.
- Students are encouraged to bring a filled water bottle to school.
- Students will receive a hallway locker to lock personal belongings. Do not bring anything to the gymnasium.
- Refer to floor decals for entrances and exits into the gymnasiums to help with flow of movement through the space.

**Change Rooms:**

- It is advised to avoid the use of change rooms.
- Students should come to school in clothing appropriate for physical activity, or can change in designated washrooms throughout the school or in the gymnasium change rooms with limited space.
- Access to the gymnasium changeroom will be controlled with limited occupancy.
- There will be a limited number of students in the changeroom at one time. Main purpose is use of washroom.

**Mathematics:**

- Students are required to have their own supplies, including a scientific calculator, as supplies will not be lent or shared among students.
- Teachers will assist students in sanitizing work surfaces at the start and end of class.
- Teachers will provide instruction for students on how to use the online platform, and procedures for emailing and attaching documents. This will be done within the first few days.

**Sciences:**

- Materials that are difficult to sanitize will not be used.
- Virtual labs may be utilized to replace labs that can no longer be used. Labs may involve only a single person touching the equipment while others observe.
- We are reducing the number of lab and group activities to minimize contact. If group labs are required, students will be maintained in the same group so they have a “bubble” that they will maintain throughout the course.

**Social Sciences:**

- Any handouts will be distributed by teachers directly, after proper hand sanitizing is practiced by that staff member.
- Teachers may take longer to return papers and assignments handed in, in order to allow for student and staff safety.
- Teachers will be using Google Classroom to share handouts and other materials used in class where possible. These are not intended to replace in-class instruction.
Practical and Applied Arts and Fine Arts:

Listed below are the safety guidelines utilized in the delivery of PAA and Fine Arts curricula at WMCI. As outlined by the Health Authority and SPSD we have implemented procedures and protocol to reduce risk of exposure to Covid-19. Additional safety guidelines will be outlined in each course.

- When possible, students will be grouped together to create a “bubble”. Students within the “bubble” can share hand sanitizer and other tools/equipment as needed.
- Physical distancing - Students must maintain a 2m (6’) separation between each other at all times. When separation cannot be achieved, use of mask and or face shield is required.
- Signage will be installed at sinks, on floors, equipment, and other areas as deemed necessary.
- PPE should not be shared unless disinfected. Individual safety glasses/face shields and masks must be worn as required. (These should not be shared)
- Students are encouraged to bring their own PPE and equipment, if feasible, with teacher approval.
- Shared use items (tools, instruments, kitchen equipment, computers etc.) will be minimized - All students must wash/sanitize hands before and after use.
- Hand sanitizer will be accessible at each teaching space, station/work table.
- Cell phones are not to be used during class. If a cell phone is used for curricular reasons, hands must be washed/sanitized immediately after use.

French Immersion:

- Since the quint system allows us only 35 to 37 days together, it is very important that you always use the language of instruction in the classroom.
- When doing labs in Science class, no one will be permitted to eat in the Science Classroom. Students will have to go to one of the designated areas in the school to eat.
- We encourage you to bring your own technological devices (cell phone, tablet, computer) to use in class to facilitate your schoolwork (you cannot share your devices.)