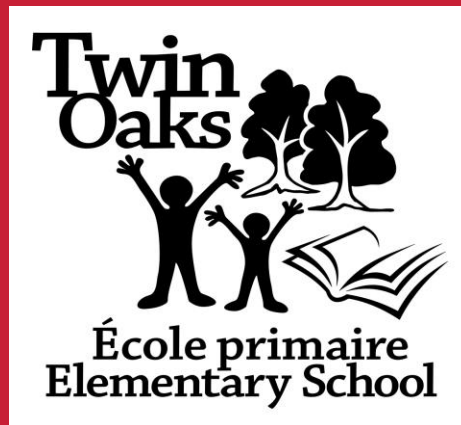


TWIN OAKS ELEMENTARY SCHOOL
700 Lisane, Fabreville

2021-2022 EMERGENCY PROTOCOL



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

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2021-2022 EMERGENCY PROTOCOL

In response to the possibility of a second wave of COVID-19 that would require the closure of Twin Oaks Elementary School OR the closure of a classroom, this Emergency Protocol is our contingency plan which outlines all the key actions to be implemented and elements to be considered to ensure continuity of learning for all students.

This plan is intended to provide all stakeholders with a list of elements that we will consider to react quickly, that may result from a new state of emergency. It allows for the planning of additional actions beyond the measures already implemented in accordance with guidelines from the public health authorities.

Twin Oaks will be using **MOZAIK** as the main communication platform for all parents to connect with their child's teachers. All communications coming from the school administration will be sent through mass e-mail from the desk of spotamoussis@swlauriersb.qc.ca or through **MOZAIK**.

In the event of a school closure OR the closure of a classroom, the administrative team will remain available to you through phone or email:

Ms. Chronopoulos, Principal: cchronopoulos@swlauriersb.qc.ca 450-680-3045 x7410
Ms. Savard, Vice-Principal: jsavard@swlauriersb.qc.ca 450-680-3045 x7411

In the event of a future confinement, Twin Oaks will quickly shift to **mandatory** distance learning. The school will provide each parent/guardian with a schedule identifying the detailed information for all online classes.

Please refer to the MEES table of parameters for distance learning below.

		Weekly hours of teaching or learning and preparation activities	Weekly hours of independent work provided by the teacher for each student	Weekly or daily hours of teacher availability to respond to students' needs
Distance Learning	Preschool (4-year-old and 5-year-old Kindergarten)	11.5 hours of group learning and preparation activities OR 11.5 hours of personalized learning and preparation activities	2 hours	N/A
	Elementary Cycle One (Grades 1 and 2)	10.5 hours of teaching	3 hours	2.5 hours per day
	Elementary Cycle Two (Grades 3 and 4)	13 hours of teaching	5 hours	2 hours per day
	Elementary Cycle Three (Grades 5 and 6)	13 hours of teaching	7.5 hours	2 hours per day

DISTANCE LEARNING PLAN

In the event of a school closure, online class attendance is mandatory for all students. Assigned work must be completed and submitted on time as it will be evaluated for the term report card.

PreK & K will be online from 8:00-9:00 and from 11:30-12:30

Pre-K and K Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00					
9:00-11:30					
11:30-12:30					

In the event of a school closure, online class attendance is mandatory for all students. Assigned work must be completed and submitted on time as it will be evaluated for the term report card.

Grades 1-6 will be online respecting their regular schedule for subjects following the timetable below.

Schedule Cycles 1-3

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:32					
9:32-10:04					
10:04-10:36					
10:36-11:08					
11:08-11:20	RECESS BREAK				
11:20-11:52					
11:52-12:24					
12:24-1:20	LUNCH BREAK				
1:20-1:52					
1:52-2:24					
2:24-2:56					
2:56-3:28					

COMMUNICATION

The school administration will provide regular communication to parents concerning all school related updates. All information will be shared by one of the 4 following formats:

- **MOZAIK**
- Mass e-mail from spotamoussis@swlauriersb.qc.ca
- Updated website for easy access to all memos and letters shared with our school community, located under HEALTH and ONLINE LEARNING tabs
- Updated information on our school's Facebook page, if applicable.

Parents may communicate with all teaching staff through **MOZAIK** or directly on our school website: twinoaks.schoolqc.ca

SUPPORT FOR STUDENTS WITH SPECIAL NEEDS

The resource team and attendants, in collaboration with the classroom teachers, will continue to provide the regularly scheduled classroom support to their assigned students.

In addition, the resource teachers will communicate their weekly availability to respond to student's needs **as per the MEES chart above.**

SUPPORT WITH REGARD TO MENTAL HEALTH AND WELL BEING

In order to support student wellness, homeroom teachers will schedule one block per week dedicated to providing students with an opportunity to share their feelings and concerns with their classmates and teachers. This, in turn, will allow teachers to identify students who may need additional professional support.

The physical education team will offer opportunities for students to move and use different strategies in order to develop and maintain a healthy balance of mental, social/emotional and physical well-being.

In collaboration with our in-school special education technician, students who require social and emotional support will have access to Ms. Jenny who will be available during school hours by reaching out to her directly at jgalvano@swlauriersb.qc.ca.

TECHNOLOGY RESOURCES

In collaboration with the parent community, Twin Oaks has submitted the names of all students requiring a device to support distance learning to the Sir Wilfrid Laurier School Board's IT department. In the event of a shutdown, technological support will be distributed in a timely manner.

MOZAIK allows for all parents and students to access their teacher's links for homework assignments , teaching material, preferred online method of communication, and links for online learning.

The link to the online schedule for each teacher is available on **MOZAIK** for immediate access should teaching transition to distance learning.

Teachers will continue using online teaching tools to facilitate transition to distance learning.