



Lake of Two Mountains High School
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2021-2022 EMERGENCY PROTOCOL



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2020-2021

EMERGENCY PROTOCOL

General Introduction

In response to the possibility of the closure of our school due to COVID-19, 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 will be considered in order to be able to react quickly to change 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.

Please note that in some cases, a listed element may apply to only one level of education, or you may find that additional elements are necessary based on the reality of the particular situation. However, this Emergency Protocol covers the main dimensions and responds to its specific needs.

Management

Actions	Details
Provide for the distribution of tasks between school staff members	Administration Team, Subject Animators and Student Services Team.
Determine a procedure for retrieving school materials and personal belongings for students and staff.	<p>Students are instructed to bring home their Chromebooks and workbooks in order to be functional at home in the event of a school closure. Each day, staff are to bring home their laptops and their planning.</p> <p>If required, the procedure and schedule for retrieval of materials will be emailed to parents and posted on the school website.</p> <p>The procedure will be adapted according to the directives from the Public Health with regards to each particular situation.</p>
Apply the health and safety measures for students, staff, and visitors.	<p>The Back-to-School Plan includes a Health and Safety Section indicating required measures for students, staff, and visitors (mask requirements, hand disinfecting, physical distancing, transportation, arrival, cleaning and sanitizing, visitor access, common areas, water, movement).</p> <p>The Back to School Plan and Emergency Protocol will be shared with all staff members and emailed to all parents.</p>
<p>Ensure that the government procedures are followed if a student or staff shows symptoms or tests positive, or if there is an outbreak.</p> <p>Establish a point of contact and communication process with the regional public health authority.</p> <p>Provide for tracing of a potentially infected student or staff member who has frequented SWLSB buildings and provide the necessary data to the appropriate regional public health authority.</p>	<p>Student and staff potential and confirmed cases are transmitted by principals/directors to Pedagogical Services and recorded in data-tracking tool (name, address, location, dates, transmission to public health, measures required) This data-tracking tool is restricted and limited to authorized personnel only. Confidentiality must be maintained at all times.</p> <p>Specific directives will be followed as dictated by <i>Santé Publique Laurentides</i>.</p> <p>Daily attendance is taken for all students, staff and visitors.</p> <p>Students and staff who have travelled or will travel abroad must report it to their school/centre/department administration.</p>

Communication

Actions

Communication between all stakeholders will continue to be essential, punctual and ongoing.

Ensure that there is a continuous point of contact where questions and information about problematic situations can be sent.

Follow up on communication and collaboration between schools and families.

Details

Staff

- Regular emails, virtual meetings and an emergency phone chain will contribute in ensuring prompt and fluid communication between the school team members.

Families of LTMHS

- Families will continue to receive regular email from the school board and at the school level through mass emails from the desk of ldavis@swlauriersb.qc.ca.
- All pertinent documents will also be posted on the schoolboard website, LTMHS website and through social media on Facebook.
- Communication between Teachers and families will be done through email and through Google Classroom.
- Students and parents can also communicate directly with the Staff Assistant Mrs. Fiset at cfiset@swlauriersb.qc.ca or the Principal Mrs. Shousha at cshousha@swlauriersb.qc.ca

SWLSB Additional Help and Resource Tools:

- Link for additional resources and information can be found on the SWLSB website under the Families tab.
- Filing a complaint can also be completed following the link under the Families tab and clicking on Complaint Process/ Student Ombudsman.

Educational and Technology Resources

Actions	Details
<p>Determine the Internet connectivity, technological equipment, digital platform and educational service needs to ensure that students and staff continue to learn and teach.</p> <p>Ensure that all students and staff have access to educational materials at all times, in printed or digital format.</p>	<p>Identify students and staff who may have Internet access problems.</p> <p>Ensure all staff members have a laptop or chromebook at their disposal.</p> <p>Ensure that all students receive a chromebook.</p> <p>Creation of a step-by-step guide for supporting teachers when using Mozaik portal.</p> <p>Support of training sessions for staff on ZOOM, Google Classroom and Microsoft Teams.</p> <p>Professional development provided to teachers who hold the role of Community Lead Practitioners.</p> <p>Training Sessions and support provided by LTM's Tech Team</p> <p>Creation of guidelines for virtual meeting etiquette developed by Human Resources.</p> <p>Ensure that all students are familiar with the platform used by their respective teachers (Google Classroom or Zoom).</p> <p>Communicate with parents the procedure to access the chosen platform.</p> <p>Administration will inquire with the teachers to determine their needs for distance education (web cam, internet access, etc).</p>

Distance Learning Plan

In the event of a confinement, LTMHS will quickly shift to mandatory distance learning. Classes and assignments will be mandatory for all students and evaluated for the term report card.

- **Calendar:** The regular school calendar 2021-2022 will be respected. Any necessary changes will be communicated to all stakeholders.
- **Weekly Schedule:** The Ministry recommended Distance Learning schedule will be respected:

		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	Secondary Cycle One (Secondary I, II and III)	15 hours of teaching	7.5 hours	5 hours per week
	Secondary Cycle Two (Secondary IV and V)	15 hours of teaching	7.5 hours	5 hours per week

- **Timetable:** Online classes will follow the regular 9 day cycle schedule with modified times.

9:00-9:45	Period 1
10:00-10:45	Period 2
11:00-11:45	Period 3
1:00-1:45	Period 4
1:45-2:45	<i>Remediation (each teacher will be available for extra support during this time)</i>

- **Teaching Platform:** At the start of the school year, each teacher will inform students and parents which platform will be used (either Google Classroom or Zoom) and will ensure that all students are able to access the platforms remotely. All pertinent information will be shared on Mozaic Portal.
- **Homeroom:** Each student is assigned a homeroom teacher who will be their day 1 period 1 teacher. Students should first connect with their homeroom teacher for questions or difficulties pertaining to online classes.

Support for Students with Specific Needs

Action	Details
<p>Establish a list of vulnerable students in order to monitor them from a distance and ensure they maintain access to complementary services.</p> <p>Determine service benchmarks for EHDAA and students with particular needs.</p> <p>Determine the support services that cannot be provided remotely and provide alternative measures to the student intervention plan.</p> <p>Assign a contact person for students with particular needs. Provide a contact person in charge of the links with Youth Protection.</p>	<p>The School Principal:</p> <ul style="list-style-type: none"> • Will identify students at risk, who have a difficulty code and an IEP. • Will ensure close monitoring of these students by Teachers, supporting Teachers and Special Education Technicians • Will ensure contact with parents • Will maintain connection with local organizations. • With assistance from Pedagogical services, will support a volunteer program to help families in need. • Will ensure that assistive technology tools are provided for all coded students who require it. <p>Professionals maintain a list of students under their review and will ensure contact and recommend support.</p> <p>The Resource Team:</p> <ul style="list-style-type: none"> • Will adapt and implement the IEP goals and strategies • Will determine remedial interventions for identified students • Will maintain contact with parents <p>The Professionals:</p> <ul style="list-style-type: none"> • Will provide an offer of service at a distance and, among other supports, will be available for virtual IEP or case meetings • Will provide support and recommendations to teachers • Will maintain contact with vulnerable students • Will provide parents with information regarding external services

Requests for support can be made by directly contacting the following:

Martin Lalancette guidance counsellor at
mlalancette@swlauriersb.qc.ca

Marguerite Badowski school psychologist
mbadowski@swlauriersb.qc.ca

Stephanie Bergeron supporting teacher
sbergeron@swlauriersb.qc.ca

Aphrodite Lagopoulos supporting teacher
alagopoulos@swlauriersb.qc.ca

Cynthia Robillard supporting teacher
crobillard@swlauriersb.qc.ca

Janet Gallagher Special Education Technician levels 1-2
jgallagher@swlauriersb.qc.ca

Laurie King Special Education Technician levels 1-2
lking@swlauriersb.qc.ca

Amanda Collot Special Education Technician
amandacollot@outlook.com

Cassandra Leveille Special Education Technician WOTP
cleveille@swlauriersb.qc.ca

Support with Regard to Mental Health and Well-Being

Actions	Details
Provide mental health and wellness services and support to staff.	<p>Periodical check-in with staff members by the school principal.</p> <p>Create virtual opportunities for staff members to connect.</p> <p>Partner up staff members with peer mentoring.</p> <p>Recommend staff to the Employee Assistance program as a potential resource.</p>
Provide mental health and wellness services to students.	<p>Periodical check-in with students by homeroom teacher and special education technicians.</p> <p>Create wellness opportunities for students by the Physical Education Department.</p> <p>Refer to guidance counsellor and school psychologist as needed.</p> <p>Refer to CSSS services as needed.</p>
Provide support to families.	<p>Through the school's PPO, encourage opportunities for support with other LTM families.</p> <p>Host periodic virtual session for parents on a variety of pertinent topics.</p> <p>Refer families for additional support within local organizations and CSSS.</p>