



UPDATED – AUGUST 11, 2020



What the 2020-2021 school year will look like

Forward as One Heart

The Sacred Heart School of Montreal

2020-2021 Academic Year

August 4, 2020

Dear Sacred Heart Community,

What the end of the 2019-2020 school year showed us is how our students, parents, faculty and staff were a model of perseverance, resilience, and flexibility as we explored and implemented a new way of learning while remaining loyal to our Sacred Heart Educational Experience.

Led by our mission, goals and values and following the guidelines set forth by Quebec Public Health and the Minister of Education, we are committed to deliver the Sacred Heart Educational Experience, *in person*, as of September 1, 2020 with health and safety at the forefront of our decision making process. We will ensure our students' educational and socio-emotional needs are met in the safest way possible. We will also offer online options for those who NEED to stay home.

We are also planning for two other possible scenarios as per Ministry directives. We will be prepared to switch to Scenario 2 (Hybrid Learning) or 3 (Online Learning) at a moment's notice. All scenarios will continue to follow a full day schedule.

Our Senior Administration in conjunction with a Faculty Committee are working to mitigate risk and open school in the safest manner while supporting our students' educational and emotional well-being. Together, we move forward, as one heart!

Courage et Confiance,



Shawn O'Donnell
Head of School

Guiding Elements for the 2020-2021 School Year

- Support of the Whole Community
 - Flexibility and Adaptability of our Teaching and Learning
 - Ensure the Best Possible Learning Experiences for Students
- Listening and Communicating with ALL Members of the Community
- Follow Recommended Quebec Provincial Guidelines and Protocols
 - Enhanced Cleaning and Safety Protocols
 - Remain True to Sacred Heart Goals & Criteria

Scenario 1

All Students on Campus

Back to 3635 Atwater Ave. “The City House”

Our official start to the 2020-2021 school year kicks off with **New Student Orientation, for ALL new students, on Monday, August 31st (More information to come)**. We are looking forward to welcoming you back in person.

On **Tuesday, September 1st, classes will begin for all grade levels. On this day only, there will be a special schedule: Sec. I-III students will attend from 8:30 am to 11:30 am and Sec. IV-V students from 1:00 pm-3:00 pm.** Students will receive all of their books and belongings on the first day, which must be taken home. Students will learn about new protocols and procedures. They will also receive their schedules and meet their teachers. This is a **Mandatory** day of school.

Reminder: Any family travelling outside of Canada must commit themselves to a 14-day self-isolation plan before returning to school on Tuesday, September 1st.

Full time classes will begin at 8:30 am for all grade levels on Wednesday, September 2nd.

Health and Safety Guidelines

Daily Cleaning: Cleaning and disinfecting will happen frequently, particularly on high-touch surfaces and in shared spaces. Sharing of items will not be permitted, and students and faculty will be required to handle only their own materials and belongings. After school hours, the building will be deep cleaned and disinfected, in all classrooms and common areas using products recommended by the CNESST and Public Health. Extra staff has been hired.

Health Screening: Parents are asked to perform daily health screenings with their daughters. Temperature checks will be performed at school entrances so please refrain from sending your daughter to school should she have any signs of illness.

Before leaving for school, please answer the following:

1. Is your daughter experiencing any COVID-19 symptom(s) such as cough, fever, respiratory difficulties, extreme fatigue, loss of sense of smell or general malaise? If you answered yes to any of the above, please keep your daughter home and call the COVID Info line at 514-644-4545.
2. Were you in contact with someone who has COVID-19?
3. Did you or anyone in your household return from a trip abroad less than 2 weeks ago?

Short daily health surveys will be sent to faculty and staff at home before coming to school.

Health and Hygiene Breaks: Will be frequent and include regular hand washing and sanitizing. Hand sanitation stations will be at school entrances and in every room throughout the building. Students will sanitize their hands upon entering the school and will also sanitize their hands before entering their classrooms. All students will receive a small hygiene kit which consists of a mask, hand sanitizer, and contactless tool. Each classroom will come equipped with a spray bottle of disinfectant and paper towels so that students can sanitize their desks and materials as needed. All students who leave the classroom at any point will be required to sanitize their hands before returning to the class.

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Personal Protective Equipment: Students, faculty and staff will be given a kit at the beginning of the year that will include a reusable mask, a small bottle of hand sanitizer, a contactless tool and for faculty only, a visor.

Despite the new regulations announced on August 10th, we are still requiring that masks be worn by ALL in common areas, hallways and in class.

Students will be given breaks throughout the day to remove their masks as long as physical distancing measures can be respected.

Physical Distancing: Will be enforced at all times throughout the school, including classrooms, teaching spaces, common areas and hallways. Please read about the protocol for homerooms in the classroom section. The pod plan has been changed by the government as of August 10th.

Health Protocols: Clear, student-centered sick protocols will be in place. If a student or any employee are sick, we will insist they stay at home. We shall have a COVID care room should anyone exhibit symptoms while at school. Up to date Health Forms with most recent parent contact information is essential. Any student who exhibits any signs or symptoms will be sent home immediately. Students at home who are still able to engage with school work are expected to do so virtually.

Students who have been diagnosed with COVID, have been in close contact with people who have tested positive, or who are in quarantine should notify the Head of School immediately. The Public Health Authority will contact the school if there is a positive case and tell us how to proceed.

Visitors: As per the directives of the Quebec Government, visitors will be kept to a minimum on an essential need only basis and undergo health screenings. Any visitors will be asked to wear masks and sanitize their hands should it be necessary for them to enter the building. Should parents need to drop off any student belongings, they should be left in a bin between the two main doors at the Portry with the student's name clearly marked.

What will return to School Look Like? All Students Back!

Even though the government will allow a hybrid system for Sec. IV-V, our plan is to have all five grade levels physically back in school 100% of the time, following our regular schedule. This scenario is subject to change.

Our spacious building and low student-to-teacher ratio help us in offering the best back to school scenario possible. It is based on the most up to date guidelines recommended by the Quebec government and may change as we receive more information in the coming weeks. We remain flexible, adaptable, and swift in our implementation.

This scenario also allows us to run online learning concurrently for those students who may require it temporarily due to COVID-19 uncertainty.

Arrival and Dismissal “We are glad to have you back”:

- Arrival and dismissal times will remain the same with staggering as needed
- Students will be permitted to enter from the Penfield doors or the Portry in order to stagger entry and keep the flow of traffic moving
- Daily questionnaire of symptom checks as well as temperature checks will be conducted every morning at both entrances
- As usual, any student arriving late should enter only through the Portry
- After arrival, Students must go directly to their homeroom (classes will be assigned prior to the first day) in uniform.
- Stairways are large enough to accommodate two-way traffic with one exception - *The Faculty Staircase will be for the use of faculty and staff only from 2nd floor to 5th floor, 1st floor to the gym will be for all.* In common areas, the use of masks will be mandatory and physical distancing must be respected.
- Hallways will be two-ways and marked with arrows encouraging physical distancing and again, the mandatory use of masks.
- West Island and Laval/ Ville St. Laurent buses will follow government guidelines.

Lockers and Study Hall Desks:

- For the time being, lockers and study hall desks will be off limits. Students will bring home all textbooks and workbooks on the first day of class. **Parents should make necessary arrangements to pick up their daughters and help bring home materials on the first day.**
- **We are currently working on a plan for the change of seasons.**

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- Going forward, Students are expected to only bring necessary materials for classes according to the day's schedule
- Necessary workbooks and school supplies needed for school will be posted in the Google Classroom by individual teachers the night before and all materials will be made available digitally for students to use.
- Ideally, all work will be submitted digitally and students who need physical copies will have to make arrangements for printing outside of the school.

Classrooms “The optimal learning environment”:

- In person learning will resume with a regular schedule which will be given to students at orientation or on the first day of classes.
- Teachers will move classrooms, not students
- Following the latest government guidelines on August 10, students will no longer be placed in pods and instead will be placed in homerooms.
- Students within the same classroom are not required to physically distance from each other, but must remain 2 meters from the teacher.
- These homerooms were created based on French and Math levels and electives may be impacted. Students are very limited in movement and are not permitted to separate from their homeroom group. Should students be required to move, all physical distancing measures will be respected.
- Outdoor spaces will be used as much as possible
- Each classroom has been measured and can safely keep students and teachers at the required distance.
- Scheduling has been carefully planned to reduce interaction, and large common areas have been repurposed as classrooms.

Teachers Office hours

- Teachers will be accessible for office hours throughout the week. All office hours will be held virtually.
- Teachers' office hours will be posted weekly on the Highlights

Assemblies and Meetings “Coming together, apart”:

- Virtual formats will be used for general assemblies, Mass, guest speakers, faculty and staff meetings.
- Parent meetings will be conducted over the phone or virtually.

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Lunch “In your Homeroom, Outside”:

- Students will eat lunch in their homerooms or outdoors, weather permitting, while maintaining physical distancing.
- One day a week, each grade level will be permitted to use the cafeteria for lunch all the while respecting physical distancing.
- The Cafeteria service will deliver a boxed lunch with utensils, or the student may bring a lunch from home (must bring their own utensils).
- Microwaves will not be available for the time being.
- Students must bring their own snacks for Détente.
- Students must bring a reusable water bottle as only the water bottle filling stations will be available. None of the water fountains will be open.

Athletics and Extracurricular Activities “Go Saints Go”:

- We will work closely with The Greater Montreal Athletic Association (GMAA) to try and offer as many competitive sports as possible that meet the current guidelines. We are also committed to working with other private schools in our area to offer as much as we can.
- If there are no competitive sports being offered by GMAA, Sacred Heart will continue to offer modified sport-specific training & practices under social distance guidelines so that our students can remain active & engaged with each other as well as with their sporting areas.
- It is important to keep students engaged for their socio-emotional wellbeing - we are looking at having our extracurricular activities (non-sports) being offered after-school virtually when the student gets home - participation will be strongly encouraged.
- Students not in an organized activity after school are encouraged to go directly home. The library will be open to accommodate students who need to wait for parents to pick them up.

Uniform:

- All students are permitted to wear the Physical Education uniform everyday during the month of September.
- Going forward, students are permitted to wear the Physical Education uniform all day on days of the cycle when they have Physical Education as the locker rooms will be off limits. Students may arrive and depart in their Physical Education Uniform.
- It is recommended that students purchase additional Physical Education Uniforms.

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Performing Arts and Choir “All the World's a Stage”:

- We are determining if and how we can proceed with band, choir and theatre activities this fall. We are still awaiting directives from the Ministry. Regardless, musical and theatrical instruction will continue to take place.

Counselling and Academic Support “You are Not Alone”:

- Ms. Boyard, the Personal Counsellor and teachers will continue to be available to help our students navigate this stressful and uncertain time.
- Ms. Toula, the Academic & Accommodations Coordinator will be available for those students who need academic support and accommodations.

Coping and Resilience “Self-Care”:

- We encourage our students and our staff to take breaks from watching, reading, or listening to news stories about COVID-19, including social media - take some moments of mindfulness and meditation.
- It is important to eat healthy, exercise, get enough sleep and find time to unwind.
- Create a safe space and communicate regularly with your family and friends.

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Scenario 2

Hybrid Some Students on Campus with Some Learning Virtually

School is open but health and government officials have limited the number of students and staff who can be on campus.

This scenario would be a combination of live and virtual teaching and learning.

More detailed guidelines for this scenario would be provided by the Ministry of Education and communicated to our school community, *if this scenario is necessary*.

Scenario 3

If Second Wave hits

All Students Online

Campus is closed: Classes are held online

Academic Learning

- Students will have all their regular classes as per their course schedules and classes will encompass full days.
- Flipped classroom and other active learning pedagogical techniques will be utilized by teachers requiring students to review material prior to class and use class time to connect, review and interact with teachers and peers. Online course engagement will be a teaching priority.

Support Services

- Students will have regularly scheduled check-ins with school personnel to make sure they are keeping up to date with academics, are coping with the demands of online learning, and maintain a healthy social-emotional balance.

School activities and traditions

- All activities will be maintained during a virtual lockdown scenario, including guest speakers, BLCs, assemblies and scheduled Masses. Virtual activities and events will take place in lieu of field trips, assemblies, and special performances as much as possible.

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Extra-curricular activities

- We are committed to offering balanced activities throughout a lockdown situation. A schedule of various online after school activities will be provided to students and families.

Finally...”We are all in this together”

No matter the scenario, we are committed to offer the very best of the Sacred Heart Educational Experience and strive to educate each student in a nurturing and challenging environment, preparing our girls to change the world.



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Questions?

Don't hesitate to reach out to any one of us!

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Useful Links:

The Sacred Heart School of Montreal

<https://www.sacredheart.qc.ca/>

Summer Reading Lists and School Supplies 2020-2021

<https://www.sacredheart.qc.ca/wp-content/uploads/2020/05/SchoolSuppliesandSummerReadingLists2020-2021.pdf>

School Calendar 2020-2021

<https://www.sacredheart.qc.ca/wp-content/uploads/2020/04/Sacred-Heart-School-Calendar-2020-2021.pdf>

Quebec Government

<https://www.quebec.ca/en/education/back-to-school-plan-fall-covid-19/>

Canadian Government

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>