



Independent Schools Education Restart Planning June 1, 2020

Purpose:

- FISA's five member associations and all non-FISA member independent schools (with the exception of First Nations independent schools and the independent distributed learning schools that operate exclusively distributed learning programs) will use this template to submit their high-level operating plan to the Ministry of Education for expanded in-class instruction starting on June 1, in line with Stage 3 of [BC's Education Restart Plan](#).
- The operating plan is aligned with the four guiding principles:
 1. Ensure a healthy and safe environment for all students, families and employees
 2. Provide the services needed to support children of our essential service workers
 3. Support vulnerable students who may need special assistance
 4. Provide continuity of educational opportunities for all students

Note:

- If your school is seeking an **exemption** from moving to Stage 3, do not complete this form. Instead, please complete an exemption request template (to be distributed by FISA to all independent schools). FISA members schools are asked to send exemption requests to their association head, who will package all exemption requests for the association and send them to the Ministry. Association heads will also be asked to provide their endorsement of all submitted exemption requests. Schools that do not belong to FISA will send exemption requests directly to the Ministry.
- Use this form to describe your plans to transition to Stage 3. If your school is planning to move to beyond Stage 3, ensure you use this form to describe how your school will accomplish this an accordance with PHO guidelines. FISA association summary report should also provide a count of schools moving beyond Stage 3.
- First Nations independent schools and independent schools that have a DL agreement with the Ministry of Education and offer exclusively online programs are exempt from completing the Independent School Education Restart Template.





Process (FISA Associations and FISA Member Schools):

- Each school that belongs to FISA or a FISA association is requested to complete this template and to submit it to their FISA Association in time for the FISA Association (Catholic schools will submit their report to their local diocesan/authority superintendent) to prepare a summary report.
- The five FISA association summary reports are due to the Ministry by May 25, 2020 and should be sent to EDUC.independentSchoolsOffice@gov.bc.ca
- FISA's five associations are:
 - Association of Christian Schools International (ACSIBC)
 - Associate Member Society of FISABC (AMS)
 - Catholic Independent Schools Inter-Society Committee (CIS)
 - Independent Schools Association of BC (ISABC)
 - Society of Christian Schools in BC (SCSBC)
- FISA associations are requested to compile and retain school forms and to use them to develop a summary 2- 4 page report of how their member school authorities are transitioning: specifically;
 - aggregate numbers for how many are transitioning to stage 3;
 - timelines for the transition;
 - examples of school timetables and implementation plans;
 - assurances that all PHO guidelines are being adhered to, and if not, why not – e.g. are there shortages of PPE?
 - List of all schools transitioning to stage 3 and a list of schools moving beyond Stage 3 and how they adhering to the PHO guidelines; and
 - any additional relevant association-level plans included as appendices (e.g. exposure control plan, any plans to assess need for students requiring in-school support, communications plan).

Process (Non-FISA Member Schools):

- Independent Schools that do not belong to FISA or a FISA association (with the exception of First Nations independent schools and independent distributed learning schools that operate exclusively distributed learning programs) are required to complete the Independent School Education Restart template below.





Completing and Submitting:

- Complete this PDF fillable form and save as such.
- **DO NOT** save as a flat PDF, the PDF fillable fields must still be accessible.
- **DO NOT** physically print and scan this document.
- Submit this template as a PDF file using the following document naming and email subject line convention:

“Independent Schools Education Restart Plan - <School Name>”

- **Non-FISA Member Schools:**
 - Email the completed PDF form to the Independent Schools Branch at:

EDUC.IndependentSchoolsOffice@gov.bc.ca

***DEADLINE for SUBMISSION: End of Day: May 25th, 2020**

- **FISA Member Schools:**
 - Email the completed PDF form to your association’s head.

***DEADLINE for SUBMISSION: End of Day: May 22nd, 2020**



Section 1: Contact Information

a) School Name:	<input type="text"/>
b) Ministry School Number:	<input type="text"/>
c) School Authority Name:	<input type="text"/>
d) Name of FISA Association (if applicable)	<input type="text"/>
e) School Contact Name	<input type="text"/>
f) School Contact Position:	<input type="text"/>
g) School Contact E-mail:	<input type="text"/>
h) School Contact Phone Number:	<input type="text"/>

Section 2: Current and Future Stage

a) Describe your school's current delivery of education.	<input type="text"/>
b) How and when will your school make your plan available to the public?	<input type="text"/>



Section 3: Engagement with Indigenous People

- a) Did your school engage with Indigenous people (First Nations, Metis, and Inuit) in the developing the Stage 3 plan?

Yes No N/A *If **Yes**, please describe below:*

- b) Did your school consult with local First Nations in developing the plan, particularly First Nations with whom there is a Local Education Agreement and First Nations with students in the association or school?

Yes No *If **Yes**, please describe below:*

- c) What modification to the plan, if any, did the school make based on feedback from Indigenous partners and/or local First Nations?



Section 4: Health and Safety

- a) Do you have a health and safety plan that implements the [Provincial COVID-19 Health & Safety Guidelines](#) for K-12 Settings, the COVID-19 Public Health [Guidance for K-12 School Settings](#), and [WorkSafeBC](#) guidelines?

Yes No

****Non-FISA members are asked to submit the school's plan as an attachment.**

- b) How are you organizing your classrooms in order to meet the school density targets?

- c) How are you configuring your classrooms and learning environments to allow distance between students and adults?

- d) Does your school have the supplies available to implement cleaning and hygiene protocols in your health and safety plan?

Yes No





Section 5: Continuity of Supports

a) Is the school ensuring children of essential service workers can attend school 5 days/week?

Yes No N/A

b) Is the school providing full-time instruction when requested to students with disabilities/diverse abilities and students requiring extra support?

Yes No N/A

c) Is the school continuing school meal programs?

Yes No N/A

d) Is the school continuing student access to technology?

Yes No N/A

e) Is the school providing mental health support for students returning to school?

Yes No *If No, please describe below:*

f) Is the school providing mental health support for students continuing to learn remotely?

Yes No *If No, please describe below:*

g) Is the school providing mental health support for teachers, support staff, and administrators?

Yes No *If No, please describe below:*



Section 6: Continuity of Learning

a) How is the school organizing the delivery of in-class instruction? For example, half days, alternating days, students attending in shifts, combining in-person and online. Please address:

- Kindergarten to Grade 5
- Grade 6 to Grade 7
- Grade 8 to Grade 12

b) How is the school organizing the delivery of remote instruction for students who choose to continue to learn remotely? Please address:

- Kindergarten to Grade 5
- Grade 6 to Grade 7
- Grade 8 to Grade 12





c) How is the school organizing its workforce to balance the delivery of remote and in-person instruction?

d) If applicable, have you completed a process with local unions to determine the delivery model and the balance between in-class instruction and on-line?

Yes No N/A

