

# *St. François Xavier Community School*



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Principal: Mr. Marc Tellier

Secretary: Mrs. Debra Friesen



September 3, 2020

Dear Parents/Guardians,

The following information and attached documents will outline the Return to School Plan specific to St. François Xavier Community School.

## **BACKGROUND**

On August 17<sup>th</sup>, 2020, Prairie Rose School Division released the PRSD Re-Opening Plan for September 2020. This document was created following the guidance of the Provincial Return to In-Class Learning for ALL K-12 Students that was announced on July, 30, 2020. Based on this announcement, in-class learning will resume September 8<sup>th</sup> for students in all public and independent schools across the province. With this announcement, Manitoba Education expects:

- Kindergarten to Grade 8 students will return for five days of in-class instruction (full instructional day) per week.
- Students with special needs in all grades will return for five days of in-class instruction (full instructional day) per week.

## SCHOOL ACCESS, COMMUNITY USE, AND ENTRY PROCESS

Keeping potentially sick, infected, or symptomatic people out of the school helps reduce the probability of community-based transmission. Any person who exhibits signs and symptoms of illness are asked not to enter the facility.

- Restricting access to the building is a strategy implemented to reduce possible transmission from an infected person entering the school.
- All exterior doors will remain locked during the day.
- All community use of the school is suspended until further notice. This excludes the before and after program operated by Country Kids Learning Centre, which will continue to make use of their designated space.
- Whenever possible, parents and caregivers are asked to email or phone the school as opposed to coming to the school.
- Visitors will be permitted to enter the school by appointment only.
- Upon arrival, all staff and visitors must sanitize their hands and sign-in by the main office.

## STAGGERED RETURN

From **September 8 to September 11**, students will be scheduled for staggered attendance. This period of time will allow us to educate our students regarding the changes to the practices and operational procedures that are in line with the public health guidelines.

The following are the staggered dates for **Grades 1-6** based on that guideline:

- September 8 (Day 1) and Grades 1-6 surnames A-K
- September 9 (Day 2) Grades 1-6 surnames L-Z
- September 10 (Day 3) and Grades 1-6 surnames A-K
- September 11 (Day 4) Grades 1-6 surnames L-Z
- September 14 (Day 5) All students K-6

In order to keep family units together, students in **Kindergarten** will follow:

- September 8 (Day 1) - Kindergarten surnames A-K
- September 9 (Day 2) - Kindergarten surnames L-Z
- September 10 (Day 3) – No Kindergarten
- September 11 (Day 4) – No Kindergarten
- September 14 (Day 5) – All Kindergarten students.

## THE SCHOOL DAY STRUCTURE

- Where physical distancing is not possible, use of **cohorts** to reduce the risk of transmission and to ensure documentation for contact tracing.
- Entry and exits to schools will be managed to avoid congestion.
- Lunch and recess breaks will be staggered.
- Teachers will move across classrooms instead of students.

### Timetable –

In order to accommodate changes to the bus transportation schedule, we have adjusted our school day forward by ten minutes. This will result in our students arriving at approximately 8:45 a.m. and moving dismissal time to 3:25 p.m. Please see the attached timetable.

### Recess and Lunch –

We have scheduled staggered recess and lunch breaks in order to minimize the number of students in the schoolyard during those times. Students in **Kindergarten, Grade 1, Grade 2, and Grade 3** will recess at the same time followed by the students in **Grade 4, Grade 5, and Grade 6**. Each cohort will have a designated area in the schoolyard during recess in order to minimize contact between cohorts.

### Cohorts and Learning spaces –

Classrooms are configured to support physical distancing with the use of alternate spaces as needed, such as the gymnasium, and the library. Two metres of physical distancing is required to the greatest extent possible. In order to maximize physical distancing practices between students, as much as possible, we have relocated a number of classes into different spaces forming cohorts not exceeding 75 students. The cohorts will remain consistent during the school year. These groups of students will have designated spaces, washrooms, and entrance/exit doors. The attached map will help to provide you with a colour coded visual of these areas.

## The cohorts are as follows:

### **Cohort 1 – Kindergarten**

These students will enter/exit through the main doors and will access the washroom located in the classroom

### **Cohort 2 – Grade 1**

These students will enter/exit through the main doors and will access the washroom located in the classroom.

### **Cohort 3 – Grade 2 and Grade 3**

These students will enter/exit through the side (NW) doors and will access the main washrooms. Grade 2 will occupy room 2 and room 5. Grade 3 will occupy room 3 and room 4.

### **Cohort 4 – Grade 4 and Grade 5**

These students will occupy the gymnasium and enter/exit through the emergency door on the West side. The washrooms located in the gym change rooms are designated for these students.

### **Cohort 5 – Grade 6**

These students will enter/exit through the main doors and will access the main washrooms. These students will occupy room 6 and the library.

## THE LEARNING PLAN

In-class learning for all students begins on September 8, 2020. Recovery learning and assessments will begin early and continue throughout the year. As a result, we will not be scheduling Strong Beginnings appointments this year.

If your child(ren) does not attend school for medical reasons, please ensure the school receives a copy of the medical note provided by your family physician. The PRSD school division will provide remote learning programming. More information will be forthcoming regarding the structure of remote learning.

Families who choose to educate their children at home can find more information about homeschooling by contacting the Homeschooling Office, Manitoba Education by phone at (204) 945-8138 or by email at [homeschooling@gov.mb.ca](mailto:homeschooling@gov.mb.ca). Please inform the school if you decide to homeschool your child(ren).

## PUBLIC HEALTH ORDERS AND GUIDANCE PLAN

- Students and staff are required to self-screen and stay home when
  - They are not feeling well or exhibiting symptoms of COVID-19.
  - Have travelled outside Manitoba in the previous 14 days (outside of areas excluded by public health order)
  - Are a close contact of a confirmed case of COVID-19
  - Are awaiting a COVID-19 test result (excluding persons tested as part of voluntary asymptomatic surveillance for COVID-19, as they do not have to isolate).
- There will also be screening protocols for all people entering the school and restrictions regarding visitors.
- Students will be reminded of the importance of physical distancing and hand washing.
- Protocols will be in place to safely move students through schools to reduce congestion in hallways and common areas.
- Signage at school entrance doors.
- Floor markers to promote physical distancing and direction of movement.
- Student lockers will not be available for student use.
- As the Library is repurposed to a classroom. There will be no access to that space by others. Teachers will work with Mrs. Friesen for reading resources.
- Students are asked to limit what they bring to school each day. Students will be required to keep everything with them throughout the day.
- There is no access to the water fountains therefore, we encourage each student to provide a refillable bottle with water from home on a daily basis.
- The milk program is suspended until further notice.
- Hot lunch is suspended until further notice.
- School photos are cancelled until further notice.
- The Music program and Physical Education will be delivered in each K-6 classroom, and when weather permits, through outdoor activities.
- Student assemblies, events and large student gatherings are not permitted at this time.
- Off-site field trips and extra-curricular activities requiring transportation are not permitted until further notice.
- Increased disinfecting of high-touch surfaces and washrooms.
- Hand sanitizer will be provided at school entrances.
- The school will be fogged for disinfecting each evening.
- A designated isolation room for those who may become sick while at school.
- All students from K-12 and all adults on a school bus are required to wear a mask.
- The use of non-medical masks is mandatory for students in grade 4 and up, staff and visitors, when 2 metres of physical distancing is not possible. We encourage students in K-3 to also wear a mask if possible.
- Extra masks will be available for those who need.

## STUDENTS EXHIBITING SIGNS OF ILLNESS WHILE AT SCHOOL

When a student exhibits signs of illness while at school, the following procedures will be taken:

- Student exhibiting signs of illness will be moved to a supervised isolation room in the school and will be required to wear a disposable mask.
- The school will call parents. Parents shall designate an emergency contact for student pick up, if they are unable to pick up. The student shall be picked up within one hour.
- After a student is picked up, the area will be cleaned.
- Parents are encouraged to contact Health Links at (204) 788-8200.

## PROTOCOL IF THERE IS A POSITIVE CASE IN THE SCHOOL

In the event of a confirmed case of COVID-19 connected to the school, Public Health will lead the response and provide guidance. Public Health will advise staff and students if they have been in close contact, if they need to self-isolate, and when they can return to school.

Decisions about school or class closures will be made by Public Health on a case-by-case basis.

Classroom teachers will provide at-home learning packages for students who are isolating as directed by Public Health.

## DROP OFF AND PICK UP

Because of the challenges to divisional bus transportation this year, we are expecting an increase in the number of families that will be transporting their child(ren) to school. In order to maximize everyone's safety during these peak times, we ask for your cooperation in respecting the following expectations.

- Students may arrive for 8:45 a.m.
- Please park in the visitor stalls in the parking lot, or alternatively, make use of the community center parking lot. See attached map for a visual.
- The bus loop is **off limits** and reserved for the busses only.
- The outside lane of the bus loop is a **throughway only**, from beginning to end.
- Students must make their way directly to their designated entrance door. You may accompany your child(ren) if absolutely necessary.
- Students will stand at their designated door while respecting physical distancing.
- Classroom teachers will greet their students and sanitize their hands prior to allowing them into the building.
- Dismissal is at 3:25 p.m.
- Students will exit from their designated door and meet you in the parking lot. Parents may park and greet their child(ren) if absolutely necessary.

## MENTAL HEALTH AND WELL-BEING OF STUDENTS PLAN

Student mental health and well-being is a core element of re-opening our school. It is foundational in ensuring a return to a welcoming environment that supports student learning. Our school team will be monitoring student mental health and well-being. We will plan and provide the necessary supports as required. Parents who have concerns about their children's mental health and well-being are asked to contact our Guidance Counsellor Ms. Hogan ([shogan@prsdmb.ca](mailto:shogan@prsdmb.ca)).

## REMOTE LEARNING PREPARATION PLAN

Maximizing in-class learning while maintaining a focus on safety and reducing the risk of transmission is the goal of the upcoming school year. As we plan to welcome students back, we do so knowing that plans may change on the advice of public health at that time, as well as over the days and weeks that follow. Based on the standards and expectations set by PRSD, we are preparing for the following three response levels:

**Level 1 (Yellow)** – In-class Learning (September 2020)

**Level 2 (Orange)** – Blended Learning

- Students with special needs are prioritized for in-class learning
- Alternate day school attendance programming for K-12 will be a programming foundation for Level 2 in PRSD.

**Level 3 (Red)** – Remote Learning

- Schools will be closed to public with the exception of Kindergarten to Grade 6 students of critical workers.
- Scheduled student access as per PRSD guidelines.
- Schools will provide remote learning

Parents/guardians, students, and PRSD staff must be prepared for a quick transition between Level 1, 2, and 3, during this school year; pending any Manitoba Education and public health changes. All students are expected to participate fully, even when remote learning is required. PRSD's "Remote Learning Standards" will guide remote learning planning.

## COMMUNICATION

### Seesaw and Google Classroom

All PRSD schools use Seesaw and Google Classroom as our teaching, learning, and communication platforms. Our classroom teachers will be working, in the first weeks, to ensure their students and families can access these platforms, in the event schools move to remote learning, we are positioned to continue with teaching and learning.

### Stay Informed

The school will communicate, as necessary, with families via email, School Messenger, and telephone to raise awareness of health and safety measures implemented at the school. This includes ensuring the understanding that students should not attend school when sick or exhibiting symptoms. The school will communicate expectations and provide guidelines to parents and student when changes are implemented.

Please contact me by email, [mtellier@prsdmb.ca](mailto:mtellier@prsdmb.ca), with any questions or concerns regarding any of this information.

Take care and be well,

Mr. M. Tellier

Principal