

# *St. François Xavier Community School*



991 Hwy #26 St. François Xavier, Manitoba R4L 1A4  
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Principal: Mr. Marc Tellier  
Secretary: Mrs. Debra Friesen



September 1, 2021

Dear Parents/Guardians,

The following information and attached documents outlines the 2021-2022 Return to School Plan specific to St. François Xavier Community School.

## **BACKGROUND**

On August 25<sup>th</sup>, 2021, Prairie Rose School Division released the PRSD Return to School Plan for September 2021. This document is attached for your review. The document was created following the guidance of the Provincial Return to In-Class Learning for ALL K-12 Students and the Public Health orders at the time. Based on this, in-class learning will resume for our students on September 9<sup>th</sup> (K1 day).

## **SCHOOL ACCESS, COMMUNITY USE, AND CONTROLLED 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. Please use the video intercom located at the main entrance to signal the office.
- Parents and other visitors will be permitted to enter the school by appointment only. Wearing a mask is required while inside the school.
- Upon arrival, all visitors must sanitize their hands and sign-in by the main office.
- 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.

## THE SCHOOL DAY STRUCTURE

### Timetable –

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**. Cohorts will have a designated area in the schoolyard during recess in order to minimize contact between them.

### Cohorts and Learning spaces –

At this time, we will be locating our students in regular classrooms, maintaining physical distancing to the greatest extent possible. This will allow the gym to be used for Phys Ed, Portable 1 for Music, and the Library for student access.

### Learning Spaces and Entrances:

#### Kindergarten

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

#### Grade 1

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

#### 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 Grade 3 will occupy room 3.

#### Grade 4

These students will enter/exit through the side (NW) doors and will access the main washrooms. This group is split, 4a will occupy room 4 and 4b will occupy room 5.

#### Grade 5

These students will be located in Portable 2 and will access the main washrooms located in the school. The school library will be the designated lunch space for this class.

#### Grade 6

These students will enter/exit through the main doors and access the main washrooms.

## THE LEARNING PLAN

In-class learning will begin on September 9, 2021. Strong Beginings will be held on September 24 and 27. Information and appointments were sent in June. If you do not have an appointment confirmed, please contact Mrs. Friesen.

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. Remote learning will be provided by the Manitoba Remote Learning Support Center. Please contact Mr. Tellier for more information if this option applies to your family.

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).**

## OTHER ITEMS TO NOTE

- All students and all adults on a school bus are required to wear a mask.
- All students, staff, and visitors are required to wear a mask inside the school.
- Extra masks will be available for those who need.
- Students will be reminded of the importance of physical distancing and hand washing.
- Protocols are in place to safely move students through schools to reduce congestion in hallways and common areas.
- Signage at school entrance doors.
- We encourage each student to provide a refillable water bottle with water from home. The water filling stations will be accessible as needed.
- The milk program is suspended until further notice.
- Hot lunch is suspended until further notice.
- 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.
- A designated isolation room for those who may become sick while at school.

## 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.
- The school will call parents. The student shall be picked up within one hour. Parents will designate an emergency contact if they are unable to pick up.
- 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

For the families that will be transporting their child(ren) to school, please note the following:

- 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.
- The accessible stalls are for valid pass holders only.
- 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.

## LATE ARRIVAL OR EARLY DEPARTURE

If your child arrives following our controlled entry in the morning, or if you intend on your child leaving prior to our 15h25 dismissal, please contact Mrs. Friesen either by phone or email with as much notice as possible. Upon your arrival at the school, please use the intercom system located at the main entrance. We will arrange for your child(ren) to enter/exit the building from their designated door.

## 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)).

## 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 with families as necessary, 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