



## Arthur Day Middle School- Welcoming Students Back

### School Preparedness:

#### School Access, Community Use & Entry Process

Restricting access to Arthur Day Middle School is a strategy to reduce the probability of an infected person entering the school. All RETSD buildings are implementing a monitored access system for the start of school. This means all **parents or visitors MUST report to the office upon entering the school.**

Note: All community programming is being reviewed. Most programming will be suspended at this time.

#### Everyone who enters Arthur Day Middle School MUST monitor for symptoms and exposure.

- This responsibility resides with the person or their parent/caregiver. Monitoring is to be done using the COVID-19 Shared Health Screening Tool at: <https://sharedhealthmb.ca/covid19/screening-tool/>

Whenever possible, parents, visitors or caregivers are asked to email or call the teachers, school or administrators when you need to talk as opposed to coming to the school.

Any person who exhibits signs and symptoms of illness are asked not to enter the facility and to seek applicable health testing.

### Transportation

We understand that the provincial guidelines for school bus transportation will impact many families. RETSD will schedule bussing according to provincial guidelines while also ensuring physical distancing requirements are in place.

RETSD school buses will be operating **less than full due to physical distancing requirements.** To meet our **obligations**, the division plans include the following:

- Supporting transportation for students with additional needs who require individualized programming support
- Supporting transportation for students living outside the City of Winnipeg perimeter in the municipalities of East St Paul and St Clements as there is no access to public transportation

- Suspending our Fee-for-Service school bus transportation
- Extending the minimum walk zone boundary from 1.6 kilometres to 2.5 kilometres. Only students living outside the walk zone boundary will be eligible for school bus transportation until further notice. We may not be able to bus all students outside of their walk zone but will prioritize students in Grades K to 3 and their siblings as long as the entire family fits on one seat.

Masks are required on buses for students from grades 4-12.

### Classroom Transition, Cohorts, Student Movement Plans

Note: Students will congregate at their designated cohort location outside the school prior to the beginning of each school day. See image below to identify where cohorts will congregate upon arrival.

**Grade 6 will enter building at 8:30 and be dismissed at 2:50**

**Grade 8 will enter building at 8:40 and be dismissed at 3:00**

**Grade 7 will enter building at 8:50 and be dismissed at 3:10**



While it is strongly discouraged, students who arrive at school prior to the designated entry time are to wait, using physical distancing, on the schoolyard in their cohort's assigned area. Staff will bring students into the school based on their staggered entry plan.

Hand sanitizing stations are set up at the main entrances of the school. Everyone entering the school is required to sanitize their hands.

For the time being, there will be no use of lockers for students (this may change when the weather turns colder).

Students are to take their belongings home with them each day.

Both students and staff must wear a mask while in the school building. Parents are strongly encouraged to talk to their children about how to wear a non-medical mask.

Movement within the building will either be "Rules of the Road" (keep right) identified by a dividing line or One Direction Traffic- identified by a series of arrows. This will be reviewed with students upon arrival at school.

The movement of people within the school will be minimized and it is critical to maintain physical distancing (2m) as much as possible. Students will remain in their homeroom classroom and teachers will travel from class to class. When students are required to move (specialist classes, options, etc.) they will be led by their teacher through the hallways.

Covid-19 Signage will be posted throughout the building and at identified areas of entrance.

### **Self-Screening, Symptom Monitoring Process & Personal Hygiene**

Keeping potentially sick or infected or symptomatic people out of the building helps reduce the probability of community-based transmission of the virus. Additionally, Arthur Day Middle School has an identified space to isolate students who display COVID-19 symptoms.

**Students MUST stay home if sick or displaying symptoms.** Monitoring for symptoms and exposure is to be done using the COVID-19 Shared Health Screening Tool. Symptoms may include:

- Cough
- Headache
- Fever/ chills
- Muscle aches
- Sore throat/ hoarse voice
- Shortness of breath/ breathing difficulties
- Loss of taste or smell
- Vomiting, or diarrhea for more than 24 hours
- Runny nose
- Fatigue
- Nausea or loss of appetite
- Conjunctivitis (pink eye)
- Skin rash of unknown cause

#### **What if a child develops symptoms while at school?**

If a student develops symptoms while at school, they will be isolated in a predetermined isolation space. A medical mask will be provided for and worn by the child exhibiting symptoms. The student's parent/caregiver will be notified to come and pick them up immediately and instructed to call Health Links at 204.788.8200 or 1.888.315.9257.

A sick child can return to school once it has been determined that it is safe to do so by their health care provider or public health. If that child has a positive test, further direction will be provided by public health.

#### **Protocol if there is a Positive Case in the School:**

In the event of a confirmed case of COVID-19 connected with a class at Arthur Day Middle School, public health will lead the response and provide guidance. Public health will advise staff and students if they need to self-isolate or self-monitor and when they can return to school. Decisions about school or class closures will be made on a case-by-case basis with public health leading the response and providing guidance. Classroom teachers will support the development and provision of at-home learning packages for students who are isolating or quarantined as directed by public health.

#### **Use of Personal Protective Equipment (PPE)**

Masks offer an added layer of protection. All staff and students at Arthur Day Middle School are mandated to wear a non-medical mask in common areas throughout the school and when physical distancing of two metres is not possible. Masks are mandated when on school buses for all students in Grade 4 and above.

Extra masks will be made available at Arthur Day Middle School throughout the year for those who do not have their own. Parents are strongly encouraged to talk to their children about how to wear a non-medical mask.

To put on a mask safely, perform hand hygiene. Place the mask on the face carefully so it covers your mouth and nose, handling it with the strings or elastic ear loops as much as possible, and mold the nose bridge to ensure it does not move while it is on. Avoid touching the mask once you have put it on. If the mask needs to be adjusted, hands should be cleaned before and after adjusting the mask. **Never pull the mask down below the nose, mouth or chin. Never dangle the mask from one ear or both ears.**

To remove the mask safely, remove it from behind using the strings or elastic ear loops. Do not touch the front of the mask. Perform hand hygiene after removing the mask.

Non-medical masks should be laundered daily.

Some students might require specific interventions or supports that cannot be delivered from a distance. Precautions related to these types of supports vary depending on the needs of the individual student. School staff will be in contact with the families of students who may require this support while at school. Staff may wear PPE as appropriate and where physical distancing cannot be maintained in order to support additional student needs.

[https://www.edu.gov.mb.ca/k12/covid/support/supports\\_non\\_distance.html](https://www.edu.gov.mb.ca/k12/covid/support/supports_non_distance.html)

## **Cleaning & Sanitization**

To increase cleaning and sanitization, RETSD is:

- Hiring additional custodial aides to ensure more frequent cleaning during the day when students are present
- Suspending facility use permits to accommodate increased cleaning requirements
- Providing hand sanitizer in all offices and entrances of school buildings
- Ensuring adequate supply of liquid soap and hand towels in all locations.s
- Procuring disinfectant wipes for IT equipment to ensure shared devices are cleaned in between users

## **School Routines:**

### **Student Attendance**

Current evidence indicates that students can return to school while protecting individual health and minimizing risks from a public health perspective.

Students are expected to attend in-class learning. If remote learning is included as part of their learning plan, students are expected to participate.

Families who choose to educate their children at home can find more information about homeschooling by contacting:

Homeschooling Office  
Manitoba Education and Training  
1567 Dublin Avenue  
Winnipeg, MB R3E 3J5  
Phone: 204 945 8138  
Email: [homeschooling@gov.mb.ca](mailto:homeschooling@gov.mb.ca)

## Lunch

- Students may continue, and are encouraged, to go home for lunch where possible. Staggered lunch departure/arrival times will be as follows:
  - Grade 6 – 11:15 depart for lunch and return at 12:15
  - Grade 8 - 11:20 depart for lunch and return at 12:20
  - Grade 7 - 11:25 depart for lunch and return at 12:25
- When arriving back to school, students are to meet at their designated cohort area until it is their time to enter the school. School staff will assist students into the building that are returning from lunch during their designated time.
- Students are strongly discouraged from going off site at lunchtime and congregating at local establishments. Parents are encouraged to speak with their child about this important precaution
- Students remaining at school will eat lunch in their cohort classrooms. 20 minutes intervals will be provided for eating, free time, and outdoor time.
- Outdoor time will be staggered by cohort and in identified areas on the school yard
- Cohorts cannot mix during lunch
- Hot lunch programs, cafeteria use/sales will be suspended

## School Physical Setting

As per the messaging from the Chief Public Health Officer of Manitoba, schools are safe. Each classroom at Arthur Day Middle School has been provided with necessary cleaning supplies to help ensure cleanliness throughout the day. Additionally, soap and water are readily available throughout the school. Common spaces will be subject to more frequent cleaning by school custodial staff. In order to help maximize safety, water fountains that are not touchless are closed off or bagged so that they cannot be used. Bottle re-fill stations will continue to be available. Students must supply their own bottle, and these should not be shared.

### Timetable:

Timetables are being adjusted to reflect programming, curriculum, and safety guidelines. Arthur Day Middle School will continue to provide all students as much time as possible for structured physical activity, outdoor experiences, and arts education. Scheduling may necessitate timetable changes to ensure cohorts of students stay together for applied arts and creative arts.

***Student initiated timetable changes will not be possible.***

Teachers will move classrooms while the students remain, for the most part, in their designated room or within their cohort.

## Assemblies

In order to ensure the additional physical distancing measures and cohorts that are required, assemblies and large gatherings are not permitted at this time.

## Out of School Excursions

Beginning in September 2020, the division is directing the cancellation of all international and interprovincial travel up to December 31, 2020. This may be extended for the foreseeable future. Arthur Day Middle School had no such trips planned.

## **Volunteers**

In order to ensure schools are as safe as possible, the division is limiting access to the school building. In most situations, volunteers and guest presenters are not permitted to attend school in-person. For the most part, access is being prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being. All visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors or volunteers with any symptoms consistent with COVID-19 should not enter the school. Schools will keep a list of all visitors. To help protect the health and safety of everyone, masks are mandatory for any parent or visitor who needs to enter the school when physical distancing of two metres is not possible.

## **Field Trips**

While educational **day** field trips can take place providing that public health guidelines can be met, given the logistical complications (distancing, transportation and the unknown variables off-site) the division is strongly recommending that day field trips not proceed at this time.

Overnight camps or stays are not permitted until further notice.

# **Teaching, Learning & Well-Being:**

## **In-Class Learning at Arthur Day Middle School**

As has been directed by Manitoba Education, in-class learning will occur with additional public health measures. While the educational programming will continue to be best practice, some logistical changes may be necessary. These changes will include:

- Group work, group projects: Teachers will continue to prioritize collaboration between students. This will include using digital platforms to maintain social distancing
- Limiting shared resources
- Maintaining social distance and hygiene within the classrooms
- Cohort students where possible

## **Recovery Learning**

Recognizing that students are returning to school with more varied learning experiences than usual, all schools are planning to support students with recovery learning as needed.

Recovery learning is not a one-time event. It will be viewed as an ongoing process throughout the school year. Learning gaps will be identified and monitored. To support recovery learning, your child's teacher will employ the following approaches:

- Initial assessments will be conducted to provide a starting point for teachers; however information will continue to be collected
- Teachers will plan for instruction using this information
- Students will be provided with a variety of opportunities to learn and to demonstrate understanding

- Teaching will be focused on goals of building independence and self-motivation so that students have the skills to move to remote learning if required
- Recognizing the uncertainty of the situation, teaching will be planned to ensure that learning continuity is in place for students should further disruptions arise
- The focus of recovery learning will be on understanding, not assignments

### **The Possibility of Remote Learning**

Students and families of the Arthur Day community need to be prepared for a blended learning model that allows transition of teaching and learning from in-class to remote with as little disruption as possible. Should this arise, schools will be in contact with parents to communicate next steps.

### **Assessment & Reporting**

Students' learning will be assessed on an ongoing basis to ensure that next steps are being appropriately planned for. Learning that occurs in classrooms or remotely will be assessed using good assessment practices that focus on the essential understandings of the curriculum. Additionally, students and parents/caregivers need to be aware that reporting continues to follow the guidelines and policies established by Manitoba Education and reflected in the following RETSD policies:

<https://www.retsd.mb.ca/yourretsdpolicies/Documents/IKAB.pdf>

<https://www.retsd.mb.ca/yourretsdpolicies/Documents/IKAR.pdf>

<https://www.retsd.mb.ca/yourretsdpolicies/Documents/IKAF.pdf>

<https://www.retsd.mb.ca/yourretsdpolicies/Documents/IKAG.pdf>

### **Subject Areas & Specialist Classes**

All curriculum areas are important and build students' literacy and numeracy knowledge. Arthur Day Middle School will continue to offer all subjects, to the greatest extent possible.

Electives may be scheduled when possible, while maintaining cohorts of students.

After reviewing the Manitoba High School Athletics Association return to School Sport Plan, the division is delaying the start of **all** extra-curricular sport. They have made the decision based on the on the following:

Our focus is on ensuring that schools are open and students, staff, and families are feeling confident with our new routines.

We need to ensure that all sport can adhere to our health expectations including cohorts, the use of volunteer coaches, the use of changerooms, and the extension of the school day.

Additionally, at this time, in RETSD there will be:

No cross-cohort practices or activity

No practices or competition outside of the school day

Please know that we value the physical, mental and emotional health benefits of sport and will work diligently to ensure that our students can have access to those benefits. Schools will be working to build physical activity into the school day.

### **Music programming**

Music programming is an important part of a well rounded education. Music programming at Arthur Day Middle School will follow all public health and education advice. Singing is not presently permitted in school. Taking this into account, music programming will continue with consideration given to physical distancing, proper hygiene, reducing shared supplies and proper cleaning and sanitization. Band programming will look different with students being asked to do more instrumental



practice at home while in class learning focuses on the many other aspects of music education. When instruments are used, teachers will ensure that health precautions are adhered to.

<https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>

## Student Specific Programming

As is the case for all students, students with additional needs will be receiving in-class learning as prescribed by the province. Programming for students with additional needs may include a student specific plan, such as an Individual Education Plan (IEP) or an Adapted Education Plan (AEP). This collaborative planning will be led by the school team and, as needed, supported by divisional staff. If students with additional needs are not able to physically distance, provincial and divisional protocols will guide the necessary next steps. These can be found at:

[https://www.edu.gov.mb.ca/k12/covid/support/supports\\_non\\_distance.html](https://www.edu.gov.mb.ca/k12/covid/support/supports_non_distance.html)

## Bring Your Own Device (BYOD)

To support the use of technology in teaching and learning, Bring Your Own Device (BYOD) guidelines will be in place for **all** students.

Encouraging students to use personal devices in classrooms:

- Supports the transition between in-class and remote learning
- Extends teaching and learning opportunities using technology
- Provides opportunity for modeling and teaching digital literacy practices that will be required for in-class and remote learning
- Limits the use of shared technology resources

Teachers, students, and parents should be aware of the BYOD guidelines and the related RETSD policies. This DOES NOT mean that students must have their own device. This approach allows students who have their own device to leverage its use in-class under the direction of the teacher.

RETSD BYOD Parent Guidelines: <https://www.retsd.mb.ca/Lists/Publications/BYOD%20Parent%20FAQ%20Aug%202020.pdf>

RETSD BYOD Student Guidelines:

<https://www.retsd.mb.ca/Lists/Publications/BYOD%20Student%20guidelines%20Nov%202017.pdf>

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/GBEE.pdf>

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/IJND.pdf>

## Student Access to Devices & the Internet

To ensure all students are ready for a possible move to remote learning, **based on need, each school will identify students** who would benefit from being provided with loaner devices that are to be returned at the end of the school year or before.

Students who are provided with a loaner device are given the opportunity to purchase the loaner device at the end of the school year.

To ensure all students are ready for a possible move to remote learning, **based on need, each school will identify students** who would benefit from the opportunity to have the school division provide home internet access through BELL/MTS.

Parents/caregivers are advised to contact the school for support for either of these opportunities.

## **Protocol for Shared Equipment**

Wherever possible, schools will limit the use of shared resources. When this is not possible, adequate, and appropriate cleaning will be required. To support these practices, your child's teacher will:

- Carefully assess the classroom layout and shared spaces
- Remove materials that are harder to clean and sanitize
- Consider how to offer materials for individual use
- Have students bring their own equipment if possible
- Have a system for returning materials that allows additional time out of circulation
- Create schedules that allow for social distancing and cleaning between use
- Clean following specific disinfecting guidelines

## **Well-Being, Wellness & Supports Checks**

Student mental health and well-being is a core element of the re-opening planning. It is foundational in ensuring a return to a welcoming environment that supports learning. To this end, RETSD schools will utilize the expertise of parents/ caregivers as it relates to their own children. Parents and caregivers know their children the best. To support all the adults supporting children, schools will consider these points:

- Communicate that no one has all the answers about the impact of the pandemic, but that as a team, we can steer through the pandemic together
- Acknowledge that we need collaboration from adults to support the social-emotional impact of the pandemic on students
- Be open to the concept that students are returning to school with the weight of experiences that they might not have shared yet
- Understand that students will only be as healthy as the adults around them
- Collaborate with parents/caregivers as a coordinated system that gives students hope

As adults we need to remember that children want to be heard. They do not need detailed information about events, but they do need to talk about their feelings. Let them know they can ask questions. We should answer questions honestly, but make sure that the information is suitable for their age level. If answers are not known, it is okay to say so and to look for resources together that can answer their questions.

Remember that children are often listening when others are talking about COVID-19. Adults should consider this and minimize discussions of COVID-19 that are not related to the specific setting. It is important for adults to correct any misinformation as they become aware of it.

We all need to reassure children that our schools are safe for children when they are consistently following preventative practices, including environmental cleaning, frequent hand hygiene, and routine screening.

Parent and student resources can be found at:

UNICEF: <https://www.unicef.org/coronavirus/supporting-your-childs-mental-health-during-covid-19-school-return>

World Health Organization: [https://www.who.int/docs/default-source/coronaviruse/healthy-parenting/english-tip-6-covid-19-parenting.pdf?sfvrsn=232558c1\\_8](https://www.who.int/docs/default-source/coronaviruse/healthy-parenting/english-tip-6-covid-19-parenting.pdf?sfvrsn=232558c1_8)

Kids Help Phone: <https://kidshelpphone.ca/> Stress Hacks at: <https://stresshacks.ca/>

# Communication

## Microsoft Teams

All RETSD schools use Microsoft Teams as our teaching, learning and communication platform. Your child's teacher will be working, in the first weeks, to ensure that your child can access Teams so that should schools move to remote learning, your child is positioned to continue their learning. Parent information on supporting your child with Teams is forthcoming and will be shared as available.

## Stay Informed

RETSD and your child's school are committed to keeping the community informed and engaged. At a divisional level, several structures have been established to support this communication:

Divisional Website—The RETSD divisional website has a section for COVID-19 updates that is clearly visible and regularly updated with any communication and documents. Parents are referred to the website through school communication. <https://www.retsd.mb.ca>

Divisional Social Media Accounts—Current information is provided in a timely manner through Twitter and Facebook. <https://twitter.com/RETSDschools>

<https://www.facebook.com/retsdb>

Divisional Letters—Regular information is provided to all families through letters that are branded with the divisional letterhead and signed by the Superintendent. These letters are distributed through the schools electronically or hard copies can be provided to families who request/require them.

Two-way communication—Parents and community members can provide feedback/questions/comments through the division or school websites Contact Us feature, Twitter and Facebook comments, regular surveys, through the school administrator and/or their elected school trustee.

At a school level, the following structures support communication:

- School websites
- School social media - follow Arthur Day Middle School on Twitter @ad\_RETSD
- School letters
- School telephone dialers
- Teacher/family communication

## Concern Protocol

Arthur Day Middle School will always try to make the learning experience a positive, safe and happy one for its students. However, if you have a concern or an issue, please don't hesitate to let the school know. Open communication between home and school is very important to us. In the event you have a concern, please follow the process below:

- a. Talk to the person most directly involved—your child's teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.
- b. If talking to the teacher doesn't resolve the issue, talk to the principal.

- c. If you've talked to the principal, but the issue has not been resolved over a period of time, call the superintendent's department at 204.667.7130 or email [communications@retsd.mb.ca](mailto:communications@retsd.mb.ca).
- d. If you disagree with the decision of the superintendent's department, you can make an appeal in writing to the board of trustees.

Policy KE–Concern Protocol: <https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE.pdf>

Policy KE-R–Concerns and Complaints Process:

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/KE-R.pdf>