

August 26, 2020

Welcoming Our Students back to Angus McKay School

We are looking forward to welcoming everyone back on September 8th! (Kindergarten students will be getting a letter/email regarding their start date). We know this is going to be a year with many challenges we have not faced before. We are committed to working through things collaboratively, problem solving, and keeping a positive attitude. There may come a time this year when we have to move to blended learning or even remote learning. We will be building on past experiences to create as little disruption as possible for our students.

The office will be open on August 31. If you have questions, please email the school at am@retsd.mb.ca or call us at 204.661.2378. We will try to answer your questions as best we can.

We appreciate our community and all your support!

SCHOOL PREPAREDNESS

School Access, Community Use and Entry Process

All parents or visitors must report to the office upon entering the school. All parents or visitors are expected to use the self-screening tool (<https://sharedhealthmb.ca/covid19/screening-tool/>) prior to coming to the school. 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 meters is not possible.

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

Classroom Transition, Cohorts, Student Movement Plans

We have a relatively small population of students at Angus and the students are separated naturally by location in the school. We have divided the students into 2 cohorts. These cohorts will be separate throughout the day and will interact as little as possible. Please see the table below for processes we will be following throughout the school.

	Cohort #1: Kindergarten, Gr. 1, Gr. 2 (approx. 60 students)	Cohort #2: Gr. 3, Gr. 4, Gr. 5 (approx. 60 students)
Entry and Exit	Grades K, 1: Main office doors Grade 2: South front doors Pylons will be set up the first weeks of school to indicate where students should stand	Grades 3-5: Back doors, each class will have a designated spot which will be marked with paint and pylons
Classrooms	Grade 1 (Room 4) and 2 (Room 2) are in the front hallway Kindergarten is in the side hallway (Room 11)	Grade 3 (Room 16), Grade 4 (Room 19) and Grade 5 (Room 17) are in the back hallway
Recess (including Lunch recess)	Days 1, 3, 5: play structure and tarmac Days 2, 4, 6: field	Days 1, 3, 5: field Days 2, 4, 6: play structure and tarmac

Lunch	Students that stay for lunch will eat in their own classrooms. For questions about the lunch program please email: angusmckaylunchprogram@gmail.com or call 204.661.4200 ext. 3901	
Gym entry/exit <i>No students to change for Gym</i>	East doors (at front of school)	West doors (at back of school)
Music <i>No choir or singing at this time</i>	Students will provide 2 metres distance (marked on the floor) while classes enter and exit the music room. Cohorts are timetabled in blocks, so classes don't meet in the hallway. There is time for cleaning in between each cohort using the music room.	
Student Services	Mrs. Beettam and Mrs. Morris will be working with students and families that require extra supports.	
Library	The library remains a vital part of our school. Students will be able to sign out books. Returned books will be quarantined for 3 days. Mr. Crawley will continue to have story time, and students will physical distance. Mrs. Morris and Mr. Crawley will ensure the library schedule respects the cohorts to allow for cleaning and wiping surfaces. Each classroom teacher will establish processes for classroom libraries which will be communicated to parents. Mrs. Morris will continue to co teach with classroom teachers on a variety of topics as well as integrating technology and inquiry-based learning.	
Clubs	Currently indoor clubs will be suspended. There may be outdoor clubs in cohorts. Teachers will communicate activities/times if and when these occur.	
Washrooms and water	Front hallway washrooms and water filling station	Back hallway washrooms and water filling station
	<i>Students must bring their own water bottles. Please label them.</i>	
Timetable	Specialty classes (Gym, Music) scheduled so there is at least 15 minutes between cohorts.	
Patrols	Patrols will have their own labelled vests and rack to store them. Specific information will be shared with patrols.	

Physical distancing within the cohorts is required to the greatest extent possible. School staff will be teaching, encouraging and modelling safe distancing behaviour.

There will be arrows indicating flow of pedestrian traffic in the hallways, and we follow the same concepts as the "rules of the road".

COVID-19 Signage

Manitoba Health has provided a variety of signage that is posted in all schools to communicate public health best practices. See them at: <https://www.gov.mb.ca/covid19/updates/resources.html>

Transportation

Guidelines for Transportation to Schools:

<https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html>

Self-Screening, Symptom Monitoring Process & Personal Hygiene

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

<https://sharedhealthmb.ca/covid19/screening-tool/>

Public health orders are to be followed in all schools. To reduce the risk of infection from COVID-19, students and visitors are expected to take common prevention measures, including regular handwashing with soap and warm water for at least 15 seconds. Dry hands thoroughly. An alcohol-based hand cleanser can be used if your hands are not visibly dirty and soap and water are not available.

It is especially important to clean your hands:

- After coughing or sneezing
- When caring for a sick person
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty

You should also cover your mouth and nose with a tissue when coughing or sneezing, or you can cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands or use an alcohol-based hand cleanser.

<https://www.gov.mb.ca/covid19/prepareandprevent/index.html>

Use of Personal Protective Equipment (PPE)

Masks offer an added layer of protection. Students in Grade 4 and above, as well as teachers and staff, are mandated to wear a non-medical mask in common areas throughout schools and when physical

distancing of two metres is not possible. Younger students can wear masks too and are encouraged to do so.

Extra masks will be made available at all schools throughout the school 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. It is strongly recommended to practice wearing a mask before starting school.

Protocol for Students Who Exhibit Symptoms

At Angus McKay if a student develops symptoms while at school, they will be isolated in a predetermined isolation space. A 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. Please provide updated emergency contact information and respond as quickly as possible for everyone's health and safety.

A sick child can return to the 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 confirmation of a case of COVID-19 connected with a class, 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 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.

Cleaning & Sanitization Schedule

RETSD has worked diligently to develop a cleaning and sanitizing plan for the re-entry of students. School custodial staff are aware of and are implementing this plan.

To increase cleaning and sanitation, we are:

- Hiring additional custodial aides to ensure more frequent cleaning during the day when students are present
- Suspending facility and community 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. Ensuring all air hand dryers are in working order
- Procuring disinfectant wipes for IT equipment to ensure shared devices are cleaned in between users

SCHOOL ROUTINES

School Physical Setting

As per the messaging from the Chief Public Health Officer of Manitoba, schools are safe. Each classroom has been provided with necessary cleaning supplies to help ensure cleanliness throughout the day. Additionally, soap and water are readily available throughout the schools. Common spaces are 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.

Student Attendance

Students are expected to attend in-class learning and fully participate even if remote learning is required at some point. Each school will work collaboratively with parents/caregivers to support learning for students who are medically advised not to return to school and provide the required medical documentation.

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 Ave.
Winnipeg, MB R3E 3J5
Phone: 204.945.8138
Email: homeschooling@gov.mb.ca

Timetable

The timetable at Angus has been adjusted so that each of the two cohorts have specialty classes in the same block of time. (for example, on Day 1 of the school day cycle Cohort #1 all have Music in the am, Cohort#2 in the pm) This allows for each cohort to remain separate from the other as much as possible.

Mrs. Treffner and Ms. Schroeder will be aware of these cohorts and organize their spaces and materials accordingly. Classes may also be held outside.

Recess, Lunch Hour, Play Structures/Schoolyard

Please see table above

Assemblies

Suspended until further notice

Field Trips

Cohorts or classes may go on community walks in the surrounding area, however all other field trips are suspended until further notice.

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.

TEACHING, LEARNING & WELL-BEING

In-Class Learning

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 may include using digital platforms to maintain social distancing
- Limiting shared resources
- Maintaining social distance and hygiene within the classrooms
- Cohorting students

Recovery Learning

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 Blended or Remote Learning

Students and families 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/yourretsd/Policies/Documents/IKAB.pdf>

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

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

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

Subject Areas & Specialist Classes

Mrs. Treffner, Ms. Schroeder and Mrs. Morris are looking forward to working with all our students this Fall. They are very creative and have many ideas to engage students while following the provincial guidelines.

All extra-curricular sports will be suspended at this time.

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 sanitation. When instruments are used, Ms. Schroeder will ensure that health precautions are adhered to.

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

Student Specific Programming

All 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). Our Resource teachers, Mrs. Morris and Mrs. Beettam will be leading this collaborative planning. They will be communicating with

classroom teachers and parents. They will also be supported by divisional staff as needed. 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

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. If your child has access to a device that can be brought to school, please communicate that with your child's teacher.

Students will not necessarily be using a device every day, however early in the year we will be reviewing logging on and accessing your child's class TEAMS site. If this is a possibility for your family, there will need to be communication with the classroom teacher, so it is brought to school only when necessary.

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. Please know that this is completely optional and not a requirement.

Teachers, students, and parents should be aware of the BYOD guidelines and the related RETSD policies.

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/yourretsds/Policies/Documents/GBEE.pdf>

<https://www.retsd.mb.ca/yourretsds/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 were 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.

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 of 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

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. More information will be shared with parents in the first weeks of school.

Stay Informed

At Angus McKay, the following structures support communication:

- School website: [https://www.retsd.mb.ca/school/am/Pages/default.aspx#/="](https://www.retsd.mb.ca/school/am/Pages/default.aspx#/=)
- Our bi-weekly E-Memo which is emailed directly to you when you sign up for it on the website
- School letters/emails
- Teacher/family communication

Please continue to check the Divisional website as well. It posts regular updates that apply to all of our schools.

[https://www.retsd.mb.ca/Pages/home.aspx#/="](https://www.retsd.mb.ca/Pages/home.aspx#/=)

Concern Protocol

Angus McKay will always try to make the learning experience positive, safe and interesting for our 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.
- 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>

This document will be updated regularly to ensure it remains current.

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