



Dr. F. W. L. Hamilton Elementary School

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Principal: Mrs. S. Reynolds

Dr. F.W.L. Hamilton School Return to In-Class Learning Plan September 2020

SCHOOL PREPAREDNESS

School Access, Community Use & Entry Process

Restricting access to buildings 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 through the main doors. All parents or visitors are expected to use the self-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 metres is not possible.

- Whenever possible, parents, visitors or caregivers are asked to email or call the teachers, school or administrator when you need to talk as opposed to coming to the school.
- Access to the school is limited. Parents are asked not to enter the building without a prearranged appointment. Parents are to wait outside in the assigned zones when dropping off or picking up students.
- Everyone who enters an RETSD facility 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/>
- Hand sanitizing stations will be set up at the main entrances of the school. Everyone entering the school should sanitize their hands.

Keeping potentially sick or infected or symptomatic people out of the building helps reduce the probability of community-based transmission of the virus. Any person who exhibits signs and symptoms of illness are asked not to enter the facility and to seek applicable health testing. Additionally, all schools have an identified space to isolate students who display COVID-19 symptoms.

Classroom Transition, Cohorts, Student Movement Plans

The movement of people within a school will be minimized and it is critical to maintain physical distancing as much as possible. Whenever possible, staff will change rooms and students will remain in class or with their cohort in their assigned area.

Cohorts involve keeping groups of students together (up to approx. 75 students) and avoiding interactions with other groups or cohorts. Physical distancing within the cohort is required to

the greatest extent possible. However, it is always recognized that strict physical distancing, particularly with young children, is not practical in the school setting. The purpose of cohorts is to limit the mixing of students and staff so that if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done. Our cohorts are as follows:

Cohort 1: Kindergarten, Grade 1A, Grade 1B

Cohort 2: Grade 2A, Grade 2B

Cohort 3: Grade 3A, Grade 3B

Cohort 4: Grade 4/5A, Grade 4/5B, Grade 4/5C

All pedestrian traffic inside the facility should follow the same concepts as the “rules of the road” and the directional markers. People briefly passing one another in hallways without six feet of physical distance is not considered high risk but will be minimized by staggered/staged starts and exits. Upon arrival, students will move to their designated entry area (see map below) and remain 2 metres apart waiting to enter through the assigned doors. Students will use the same doors at recess times and at the end of day dismissal.

- Cohorts involve keeping groups of students (classes) together and avoiding interactions with other groups. Physical distancing within the cohort is required to the greatest extent possible.
- The movement of cohorts will be minimized when possible, teachers and staff will move between classrooms instead of students.

COVID-19 Signage

Signage has been placed throughout the school to remind staff and students about physical distancing, best handwashing practices, etc. Decals have also been placed throughout the building including physical distancing markers, directional arrows to direct hallway traffic as well as tape to mark of areas as a reminder of physical distancing.

TRANSPORTATION TO AND FROM SCHOOL

To assist in making student drop off and pick up as safe as possible when we welcome our students back in September, we are asking all parents to follow the school specific directions.

School Bus

All school bus passengers in Grade 4 and over, as well as the driver, are required to wear a non-medical mask. These masks should be put on before getting on the bus and taken off after exiting the bus if removal is appropriate for the setting.

Non-medical masks are strongly recommended for students in lower grades.

Students will sit in assigned seats. These seats will be the same seats used every day. Where possible, students will be seated one student per seat. If this is not possible, students from the same household or in-school cohort can be seated together.

Dropping Off/Picking Up Students

If you are driving and dropping your child off at school, please use our drive thru **“Stop and Go”** drop off lane (formerly visitor parking) closest to Henderson Hwy. A staff member will be waiting to assist you to guide the children from your car onto school grounds. For the safety of our children, please **DO NOT park or exit your car in this lane during morning drop off (9:25-9:35 a.m.) and after school pick up (3:45-4:00 p.m.)**. If you would like to park and walk your child to school, please park on Henderson Hwy. The bus loop and staff parking lot are off limits.

Dismissal of Students

Students will have a staggered dismissal at the end of the day in order to limit hallway traffic. Students in the YMCA Before and After School program will be dismissed first, followed by students who are being picked up by their parents. Again, we will have staff to assist you in **“Stop and Go”** pick up lane (formerly visitor parking). Bus students will remain in their classroom until an announcement is made to head outside as buses arrive at the school.

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 as well as hand sanitizer stations at the main entrances. Common spaces are subject to more frequent cleaning by school custodial staff.

In order to help maximize safety:

- As stated by the province, students in Grade 4 and 5, 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 are also encouraged to wear masks.
- Two metre physical distancing is required to the greatest extent possible.
- Signage and floor markings will indicate directional traffic flow inside the school, where lines form and where to stand both inside and outside of the school building. Teachers will review and reinforce physical distancing guidelines and procedures with students
- water fountains that are not touchless are closed off or bagged so that they cannot be used.

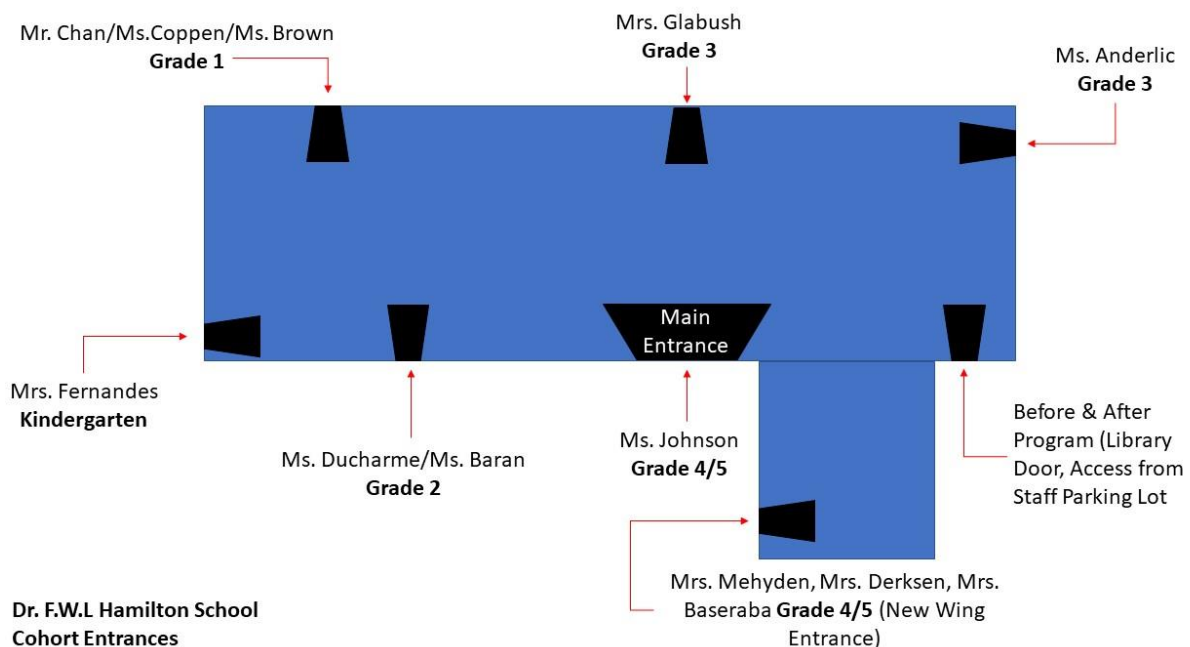
- The bottle re-fill station will continue to be available. Students must supply their own bottle, and these should not be shared. Please ensure your child's name is on their bottle.

Entry/Exit Procedures – Start and End of School Day

Students should not arrive before scheduled classes (9:25 a.m.) and they should leave immediately following dismissal. In the event students arrive at school prior to the designated entry time, they are to wait, using physical distancing, on the schoolyard in their cohort's assigned area. Staff will bring students into the school. Play structures are closed before and after school.

Students will use the following doors for entry and exit:

- Kindergarten (Fernandes)- North Door facing the play structure
- Grade 1A (Brown) & 1B (Coppen/Chan) - North East Door (back field)
- Grade 2A (Baran) & 2B (Ducharme) – North West Door (facing Henderson Hwy)
- Grade 3A (Anderlic) – South Door (students will wait in the back field by the basketball court)
- Grade 3B (Glabush) – South West Door (back field)
- Grade 4A (Bas/Der) & 4B (Mehyden) – New classroom doors (south end of the building)
- Grade 4/5C (Johnson) - Main entrance



Dr. Hamilton Timetable

9:25-9:35	Staggered Student Entry at designated doors	
	GROUP A (Grades K-2)	GROUP B (Grades 3-5)
9:40-10:10	Period 1	
10:10-10:40	Period 2	
10:40-10:55	Recess	Snack
10:55-11:00	Recess Transition	
11:00-11:15	Snack	Recess
11:15-11:45	Period 3	
11:45-12:15	Period 4	
12:15-12:40	Lunch Recess	Lunch
12:40-12:45	Lunch Transition	
12:45-1:10	Lunch	Lunch Recess
1:10-1:40	Period 5	
1:40- 2:10	Period 6	
2:10-2:25	Recess	Snack
2:25-2:30	Recess Transition	
2:30-2:45	Snack	Recess
2:45-3:15	Period 7	
3:15-3:45	Period 8	
3:45 -3:55	Staggered Student Dismissal at designated doors (bussed students will be called when bus arrives)	

Picking Students Up During the School Day

If you need to pick up your child during the school day, please call the school office or send a note or email to the teacher ahead of time. When you arrive please wait outside the front doors and call the school (204-661-2500) and your child will meet you outside.

Recess Breaks

Recess is an important part of child development. Play, structured and unstructured, is central to student well-being. Recognizing this, recess will be maintained. To ensure the additional physical distancing measures and cohorting are supported, staggered recess schedules have been established to ensure safety. Play zones have been created for students in various cohorts to play. Additionally, each cohort will have its own bin of equipment specified for them for recess, which will be cleaned at the end of the day.

Lunch Hour

Students who normally go home for lunch will continue to do so. Due to the staggered schedule of cohort groups these students are asked not to return to school until 1:10 p.m. for afternoon classes.

Students who stay at school for lunch will eat lunch in their cohort classroom. Food must not be shared, and students are to supply their own food and utensils. Microwaves will not be available. Hot lunches and milk sales will be suspended until further notice.

Play Structures

Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures. All play structures and swing sets will be open during recess times, however, a reminder will be closed immediately before school when students are waiting to enter the building or after school when they are waiting to be picked up by parents or school bus.

Student Attendance

Students are expected to attend in-class learning and fully participate. Please call the school (204-661-2500) if your child will be absent for the day. If your child has been medically advised not to return to school, please 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

Assemblies

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

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) we will not plan any field trips at this time.

Volunteers/Visitors

In order to ensure our school is 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 consider when physical distancing of two metres is not possible.

If you need to pick up your child during the school day, please call the school or send a note or email to the teacher and office ahead of time. When you arrive please wait outside the front doors and call the school (204-661-2500) and your child will meet you outside.

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 are also encouraged to wear masks. Masks are mandated when on school buses for all students in Grade 4 and above. Masks are strongly recommended for students in lower grades on the bus.

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 and to practice this at home.

Non-medical/reusable masks should be laundered daily.

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:

- Facility and community use permits have been suspended to accommodate increased cleaning requirements
- Hand sanitizer has been provided at entrances

- Custodial staff will ensure an adequate supply of liquid soap and hand towels is available.
- Disinfectant wipes will be available for IT equipment to ensure shared devices are cleaned in between users
- Classroom teachers have access to cleaning products clean high touch areas throughout the day
- Custodial staff will regularly clean washrooms

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

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. If you choose, you may send unscented hand sanitizer for your child to use. There are signs placed throughout the school students of good handwashing practices and cough/sneeze etiquette. Teachers will also reinforce this in classrooms.

Protocol for Students Who Exhibit Symptoms

If a student develops symptoms while at school, they will be isolated in an isolation space in the office area. 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.

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.

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:

- Outdoor classroom learning will occur for our students. Please send appropriate outdoor clothing (hats, sunscreen, an extra change of clothing etc...) as we anticipate we will be spending most of our learning time outdoors as long as weather permits.
- 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
- Cohorting 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 informal and formal 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 on providing assignments or work packages

The Possibility of 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, the school 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

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

Music

Music programming is an important part of a well-rounded education. Music programming in RETSD 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 sanitation. When instruments are used, teachers will ensure that health precautions are adhered to. Since public health advice does not permit singing, choral programs will be focusing on other musical elements and providing practice opportunities for home where appropriate.

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

Physical Education

Physical Education will continue for all students. Regular exercise and outdoor programming is very important during this time. When possible, classes will be held outdoors. Please ensure that your child is prepared for classes outside and has appropriate clothing. Change rooms will not be used. The Phys ed teacher will lead classes to and from Phys ed classes to supervise physical distancing practices.

Library

We will have a “Travelling library” in the fall, with library staff coming into classes to arrange for book exchanges. Once a book is signed out and returned, it will be shelved for a minimum of 48- 72 hours before being put back into circulation. At the start of the year, our Teacher Librarian will be focusing on setting all students up on TEAMS so that we can continue to embed technology into our learning. Inquiry will continue to be a strong focus throughout the year. Home Reading will continue in all classrooms. Classroom teachers have the same safety procedures in place as the library.

Student Specific Programming

As is the case for all students, students with additional needs from K-12 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

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. Teachers will be in contact with you when it is appropriate to send devices to school in order support the possible transition of in-class and remote learning. If you choose to send a device with your child, make sure that the devices is clearly labeled with your child’s name.

[Students will be responsible for any lost, stolen or damaged personal devices, just as they are for any other personal items they bring to school. The division is not responsible for any additional costs students may incur.](#) These devices will only be used as directed by the classroom teacher to:

- Support the transition between in-class and remote learning
- Extending 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/yourrets/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 with parental input 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](#)

[World Health Organization](#)

[Kids Help Phone](#)

[Stress Hacks](#)

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 shortly.

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](#).

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 website – www.drh.retsd.mb.ca
- School E-memo
- Teacher/family communication

Concern Protocol

Your child's 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 does not 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@retsdb.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/yourretsdb/Policies/Documents/KE.pdf>

Policy KE-R—Concerns and Complaints Process:
<https://www.retsd.mb.ca/yourretsdb/Policies/Documents/KE-R.pdf>

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