

Up-to-Date Information

As the COVID-19 situation evolves, ensure to visit up-to-date information and resources from the Manitoba Government [COVID-19 Education Plan](#) and [River East Transcona School Division](#) website regarding current public health guidance and COVID-19 protocols for schools.

Welcoming Students Back 2021-22

The River East Transcona Division Plan [RETSD Welcoming Students Back 2021-22](#) & Restoring Safe Schools - Welcoming Our Students Back provincial document [Restoring Safe Schools Manitoba 2021-2022](#) are two documents with a great deal of information we encourage our school community to review.

John W. Gunn

In-class learning will resume for all students at John W. Gunn on September 8, 2021.

- School attendance is mandatory for children aged 7 to 18 in Manitoba. All students are expected to participate fully in learning, even when remote learning is required.
 - Division-level remote learning will be in place for students who have been medically advised not to return to in-class learning due to COVID-related risk factors.
 - Grades 6, 7, 8, and students with special needs will be in-class full days, 5 days per week while we are Level Yellow (Caution).
 - For the most part, timetables will stay as is. This respects the diverse programming, curriculum, and safety guidelines.
 - We will provide all students as much time as possible for structured physical activity, outdoor experiences, and arts education.
 - While cohorts are required for Grade 6 and given that cohorts were planned for in the spring, to the greatest extent possible, schools will maintain cohorts through to Grade 8.
- Facemasks/Personal Protective Equipment (PPE)**
- The province has made it mandatory for all students and staff to wear a facemask when physical distancing is not possible and while in common areas in the school setting (unless there are medical issues or required accommodations that prevent the student from wearing a mask).
Reduce the Risk and Prevent the Spread
 - Mask breaks will be provided
 - Please see COVID-19: How to wear a non-medical mask or face covering properly
 - Masks will be provided for students who are unable to bring one from home. Bus Transportation
 - All school bus passengers are required to wear a non-medical mask, as well as the drivers, are required to wear a non-medical mask (unless there are medical issues or required accommodations that prevent the student from wearing a mask).
 - Masks should be put on before getting on the bus and taken off after exiting the bus if removal is appropriate for the setting. • If a student forgets a facemask, a limited supply of disposable facemasks will be available on the bus. Please ensure students have their personal mask each day

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Student Self-Screening, Symptom Monitoring & Illness

Students must stay home if sick or displaying symptoms. Students/families are required to participate in daily symptom screening and monitoring. The COVID-19 Screening Tool can be found at the link below as well as in the quick links section of the division website and all school websites.

If a student develops symptoms while at school, they will be isolated in a predetermined isolation space (Conference Room). When a separate room is not available, students will be kept at least two metres away from others. The student's parent/caregiver will be notified to come and pick their child/children immediately and instructed to call Health Links at 204.788.8200 or 1.888.315.9257.

A sick student 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 student has a positive test, further direction will be provided by public health. Shared Health COVID-19 Screening Tool [COVID-19 Screening Tool](#)

Hand Hygiene

- Hand Sanitizer and hand cleaning solutions will be available at access points throughout the school and in classrooms. Staff and students will clean their hands frequently at the following times:
 - o at the start of the day and before going home
 - o after going to the washroom o before preparing food
 - o before and after eating o after getting hands dirty
 - o after wiping noses or handling dirty tissues

- o after coughing, sneezing, or blowing nose
- o before and after putting on and taking off a mask

Physical Distancing in Middle Years Schools (6 - 8)

- Except for brief encounters, two metres of physical distancing will be practiced to the fullest extent possible in all parts of the school throughout the school day. Students in Grade 6 – 8 are required to be in distinct cohorts to reduce the risk of virus transmission throughout the school day. Mask wearing is required.
- Signage and floor markings will indicate where lines form and where to stand both inside and outside of the school building.
- It is recommended that learning will take place outdoors as much as possible.

Timetable

- Students will be placed in cohorts. Teachers will be encouraged to participate in cross-curricular projects/inquiry-based learning as reflected in the JWG School Plan and supported by planned professional development for staff members throughout the 2021 – 2022 school year.
- Teachers will move classrooms while the students remain, for the most part, in their designated room or with their cohort.
- **Student-specific timetables are available on the Parent Portal.**

Cohorts

- Cohorts involve keeping groups of students (e.g., classes) together and avoiding interactions with other groups. Physical distancing within the cohort is required to the greatest extent possible.
- Whenever possible, students and staff will remain together with the same cohort throughout the day, including lunch breaks.
- Schedules and transitions will be staggered to reduce mixing cohorts in shared spaces (such as hallways and the gym).
- The movement of cohorts will be minimized, when possible, teachers and staff will move between classrooms instead of students.
- Daily records will include names of students, staff and visitors who were in contact with each cohort.

- **Student-initiated cohort changes will not be possible.**

Grade 6 Cohorts

- ♣ 6A/6B/6E – Ms. Smolinski/Mrs. Lewicki/ Mrs. Zaharia
- ♣ 6C/6D – Mrs. Cheys/Mr. Morrison

Grade 7 Cohorts

- ♣ 7A/7B – Mr. Warnica/Mrs. Britton
- ♣ 7C/7D – Ms. Huang/ Mr. Forsyth
- ♣ 7E/7F – Ms. Hanuschuk/ Ms. Bernasconi

Grade 8 Cohorts

- ♣ 8A/8B – Mrs. Kaegi/Mr. Pomaranski
- ♣ 8C/8D – Mrs. Gerus/Mrs. Cornelisse
- ♣ 8E/8F – Mr. Neumann/Mrs. Occhino

Student Services Support – Mrs. Findlay (Grade 6) Mrs. Bretecher (Grade 7) Mr. Camuyong (Grade 8) Ms. Lebrun (Grade 8) Mr. Wankling (Gr. 6 -Grade 8)

Communication

Parents/caregivers are encouraged to monitor the JWG school website for any new information that may arise [JWG](#) and the parent portal for information about their child/children.

Teachers will also be utilizing Microsoft Teams, emails, school letters, phone-calls and teacher/family communication. Please be sure all contact information is current.

Drop-off Traffic at School

- Due to the anticipated higher traffic at drop-off and pick-up at school, it is imperative that everybody adheres to the Drop off and Go practices in place. No vehicles are to enter the parking lot between 8:30 – 9:30 AM or between 3:00 – 4:00 PM.
- It is important that students do not arrive at school before their designated times.
- **Please avoid using the Church Parking lot for drop-off and pick-up.**

Entry-exit plan

Our plan will include staggered entry and staggered exit of students beginning immediately on September 8th. We will be utilizing all three entrances /exits to JWG every day to limit student interaction. (see Map)

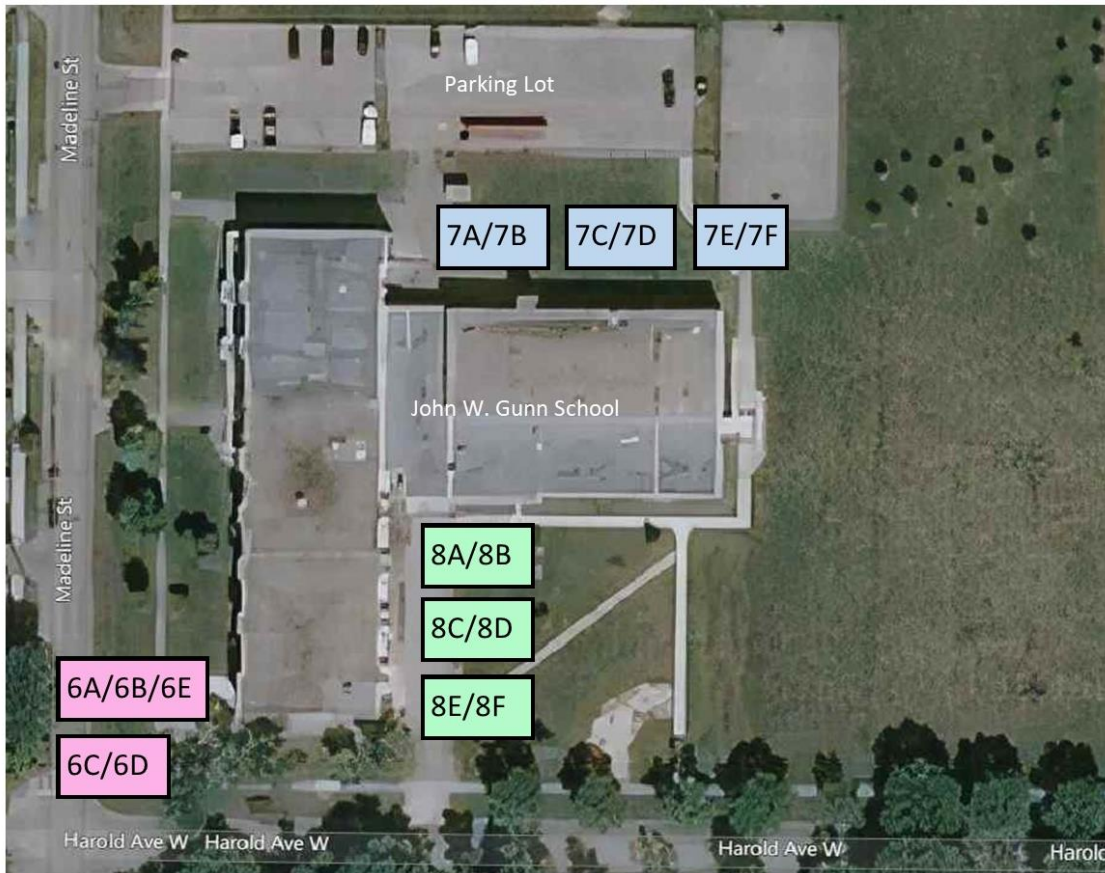
- Madeline St. doors will be for Grade 6 students
- Parking Lot door will be for Grade 7 students
- Front Entrance doors will be for Grade 8 students

The homeroom teacher will be contacting each home to indicate what class your son/daughter will be in for the 21-22 school year. You can also find out your student's the class by logging in to the Parent Portal to look at your child's schedule.

There will be EIGHT cohorts at John W. Gunn with students' interactions being restricted to their cohorts only.

- **Grade 6:** 6A/6B/6E and 6C/6D (2 cohorts)
- **Grade 7:** 7A/7B and 7C/7D and 7E/7F (3 cohorts)
- **Grade 8:** 8A/8B and 8C/8D and 8E/8F (3 cohorts)

Starting September 8th areas outside of the entrances will be marked to indicate each cohort staging area.



COHORT	ENTRANCE/EXIT	START-TIME	DISMISSAL TIME
6A/6B/6E*	Madeline Street	8:30am	3:05pm
6C/6D*	Madeline Street	8:35am	3:10pm
7A/7B	Parking Lot	8:30am	3:00pm
7C/7D	Parking Lot	8:35am	3:05pm

7E/7F	Parking Lot	8:40am	3:10pm
8A/8B	Harold Street	8:30am	3:00pm
8C/8D	Harold Street	8:35am	3:05pm
8E/8F	Harold Street	8:40am	3:10pm

*Students who use the bus will be accommodated accordingly based on their bus schedule.

Programming Specifics:

Music/Band

- Wind instruments and indoor singing are permitted. Middle Years Band programs that have been provided with instrument Personal Protect Equipment (PPE) are expected to make use of the equipment. Personal music PPE (slitted masks) are also to be used as directed. Specifically, Instrumentalists, except for flute players, will be provided with a Gator triple-layer bell cover consisting of two layers of hand washable non-woven polypropylene fabric and a removable MERV-13 filter.
- The filter should not be washed and should be replaced after 90 days of playing.
- Flute players will receive a Protec double-layer washable end cover and a D’Addario DFSM-1-10 Face Shield.
- All other instrumentalists may customize their personal mask for instrument playing.
- In Middle Years, singing is permitted so long as distancing is promoted, and masks are worn.
- Teachers must assess ventilation (in collaboration with the school custodian), encourage spacing where possible and consider outdoor classrooms as weather permits.
- The sharing of music stands, and sheet music is permitted, provided good hand hygiene practices are followed.
- Instruments, including accessories (e.g. drumsticks, mallets) should not be shared. If sharing instruments and accessories is required for equity purposes, then they will be thoroughly cleaned between users.

Physical Education

While students are in Physical Education masks are required to be worn indoors but not outdoors. Teachers can have a station where students could briefly take off their mask indoors, if need be, provided distancing is maintained and there is limited/no movement. Masks can be removed outdoors if distancing can be predictably maintained. Physical Education should continue for all students. Regular exercise and outdoor programming are very important during this time. Physical Education should follow the provincial health guidelines.

Extracurricular

Extracurricular Activities are permitted based on established processes and must follow public health guidelines. In RETSD this requires cohorting to be maintained in K–6. Team practices can resume in Grades 7–12 and consideration of inter-school play is under review and will consider guidance from Manitoba High School Athletics Association and other partners. 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 public

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Art and the Applied Arts

- Art and Applied Art education can proceed safely within the classroom and labs with safety measures in place. If we understand the risks and control the environment, we can safely engage in Art and Applied Arts education.
- Masks are required for all students and staff.
- Shared tools can be used and proper hand hygiene before and after use is necessary. There is no need to quarantine shared materials. • Consider outside classes when weather permits.
- Ensure handwashing or hand sanitization before entering the room and before returning to classrooms. Shared Materials • Students can share manipulatives, resources and materials. However, it is imperative to ensure hand hygiene before and after use.

Shared/Common Spaces/Canteen/Lockers

- Entrances and exits will be assigned to student groups (e.g. cohorts, grade levels, student names) to a maximum of 75 students per entry/ exit time.
- If cohorts are together in a larger space, 4 metres of distance will be maintained between each cohort. Cohorts of 75 in common areas (e.g.: allowing 3 classroom cohorts sharing an outdoor play area) will be considered in the future. At this time, class cohorts will remain 4 metres apart.
- Washrooms will be disinfected regularly. Washroom access will be staggered to the greatest extent possible.
- Water fountains are closed. Students are to bring personal water bottles to school each day. Students are encouraged to use the Water Refill Station as needed throughout the day.
- School Library will be open.
- The canteen will initially be closed. These changes are being made to support the additional physical distancing measures and cohorts that are required.
- **Lockers: Will be suspended until further notice.**

Extra-Curricular Programming: Assemblies

- To ensure the additional physical distancing measures and cohorts that are required, assemblies and large gatherings are not permitted at this time. Instead, these activities will be facilitated in cohorts and/or the use of Teams. Lunch Breaks

- Lunch breaks will be staggered throughout the day, and whenever possible children will be kept together with their class or cohort during these breaks.
- **Students are strongly discouraged from going off-site at lunchtime and congregating at local establishments.** Parents are encouraged to speak with their child/children about this important precaution.
- We encourage non-bused children to go home for lunch if possible.
- Students who stay for lunch must **remain on school grounds during the lunch** hour. This will ensure that they remain with the cohort of students, in areas where staff supervision is available, and limit their community-based exposure

Staggered lunch will look as follows:

Grade 6, (ABE) 7 and 8 (ABCD) will eat in their classrooms	11:20 – 11:50
Madeline Doors (Outdoors) (6CD)	11:20 – 11:50
Front Area (Outdoors) (8EF)	11:20 – 11:50
Behind Parking Lot (outdoors) (7EF)	11:20 – 11:50

Grade 6 (CD), 7 and 8 (EF) will eat in their classrooms	11:50 – 12:15
Madeline Doors (Outdoors) (6ABE)	11:50 – 12:15
Front Area (Outdoors) (8A/8B and 8C/8D)*	11:50 – 12:15
Behind Parking Lot (Outdoors) (8AB/8CD)*	11:50 – 12:15

- **To maintain cohorting AB cohort and CD cohort for Grade 7 and Grade 8 will be assigned specific areas outside as they are NOT to cross-cohort.**

Learning materials

- Students will be asked to bring their school supplies with them and have them remain with them throughout the day.

Playground

- Public health advises that playgrounds and play structures are at low risk for transmission. Outdoor activities are encouraged, and outdoor spaces and playground structures can be used.
- Zones will be marked to manage group sizes and avoid contact among groups.
- Contact sports and games, or the use of shared equipment is permitted within cohorts provided mask-wearing and social distancing protocols are maintained.

Cleaning

- Cleaning schedules and protocols will be implemented as per Maintenance direction.
- Cleaning and disinfecting with a focus on high-touch surfaces and common areas, however frequency can return to normal practices. Washrooms are the exception, as they require more intensive cleaning.
- Ample hand cleaning supplies will be available at all sinks in washroom and kitchen areas.
- Custodial staff will be responsible for cleaning and disinfecting at the school.

Visitors and Volunteers

- We will minimize visitors and volunteers at school facilities. When their presence is necessary, visitors and volunteers must first self-screen for COVID-19 symptoms and adhere to physical distancing and hygiene practices in place for students and staff.
- All visitors (e.g., parents/caregivers) are required to wear a mask upon entry into the school.
- The office will be keeping a log of all visitors including location in school, entry and exit time.
- Any in-school meetings of Parent Councils/Advisory groups (e.g., AGM) will be scheduled using Teams rather than in person.
- Any other meetings (e.g., Parents/caregivers with school staff) are to be scheduled using online communication, video, telephone where possible, rather than in person.

Mental Health and Well-Being

- JWG will prioritize mental health and well-being literacy through the focused use of effective mental health strategies in the school environment to help create the conditions for student success and well-being.

- A grade-level Student Services support staff will be assigned to each grade level
- Field Trips/Out of School Excursions**

- All field trips/out-of-school excursions are permitted if the activities follow current public health recommendations and orders at the time.
- While public health orders permit overnight camps in cohorts of up to 15, RETSD will not permit any overnight trips at this point. This is subject to change.
- Presently, in keeping with Government of Canada guidelines, out of Canada excursions are not permitted as all non-essential travel is not advised

Technology:

Microsoft Teams Microsoft Teams is the primary divisional platform for teaching and learning. Microsoft Teams supports inclusivity and good pedagogy. All students should be able to access Teams independently both in-class and at home. Preparing for remote learning requires teachers to use Teams to curate in-class learning.

- Teams is the expected and supported divisional platform. It is expected that schools will ensure that all students, very early in the school year, are able to independently access, manoeuvre and navigate Teams.
- A family and guardian guide to Microsoft Teams is available here • A Teams Digital skills support document can be found here
- 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

Student Access to Technology

Using the Home Computer Technology Access form that was provided to schools upon reopening as part of the verification form, schools were to have determined which students did not have access to appropriate hardware and/or internet connectivity. The timely completion of this data, supported by local knowledge will ensure appropriate supports are in place.

Student/Family Internet Access

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Remote Learning (RL)

There are multiple possibilities for a potential RL, and schools MUST be prepared for this possibility. The shift could be:

- Contained to a classroom or cohort— in such a case the class/cohort may fully switch to RL for a period as designated by Public Health.
- Contained to one school—in such a case, all the non-classroom space will need to be accessed to accommodate the strict 2m distancing requirements. If 2m distancing cannot be maintained using all available space, designated students may be moved to remote/blended learning
- Contained within a feeder/neighbourhood network—in such a case, Grade 9–12 would likely be moved to full remote learning and space in the senior year schools could be accessed by K–8 students to meet the 2m distancing expectation.
- Whole division—in such a case the scale-up of the feeder/neighbourhood network plan would take place.

Schools will need to determine what instruction support materials are needed by students at home to support learning. It would be expected that schools provide, as much as possible, the materials students will need to actively participate in remote learning.

It is expected that students will continue to be engaged in learning regardless of whether learning is in class or remote. As Manitoba Education has stated: “All students are expected to participate fully, even when remote learning is required. Students will be assessed on their work, reflective of their performance and learning.

Given the wide tracks of students possibly moving to remote learning, schools will need to communicate that remote learning (temporary or otherwise) will look differently than face-to-face learning. The daily structure of the classroom cannot be replicated over a screen. Students and teachers will connect as a large group, small groups, or individually during the week, and students should also be prepared to work independently. This will be stated in the Remote Learning agreement.

If schools shift to remote learning, the provincial remote learning standards will apply. They can be found [here](#). The following timelines will be expected:

- Real-time online instruction will be coordinated by the assigned teacher for all students (except kindergarten) registered in the class. Students must be available for the following real-time learning times (synchronous – online classroom):
 - o Grades 5–8: Seven to eight hours of instruction per week
- Independent work: Student assignments will reflect the learning outcomes of the Manitoba curriculum. Assignments will be differentiated to meet the learning needs of students. Independent work can include reading, viewing and responding to pre-recorded videos, and engaging in project-based learning. Some parent/caregiver support may be required. Students will be expected to participate for the following minimum amounts of time (independent work):
 - o Grades 5–8: Three hours per day

As required symptomatic or asymptomatic students may be required by Public Health to isolate. In these cases, as per past practice, classroom teachers will provide learning supports.

Bring Your Own Device (BYOD)

To support the use of technology in teaching and learning for all three scenarios, the Bring Your Own Device 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 an opportunity for modelling and teaching digital literacy practices that are 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 student 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](#)

[RETSD BYOD Student Guidelines](#)

[RETSD BYOD Teacher Guidelines](#)

[EMPLOYEE TECHNOLOGY USE](#)

[INSTRUCTIONAL TECHNOLOGY USE](#)

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 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](#) and <https://www.KE-R-Concerns and Complaints Process>.