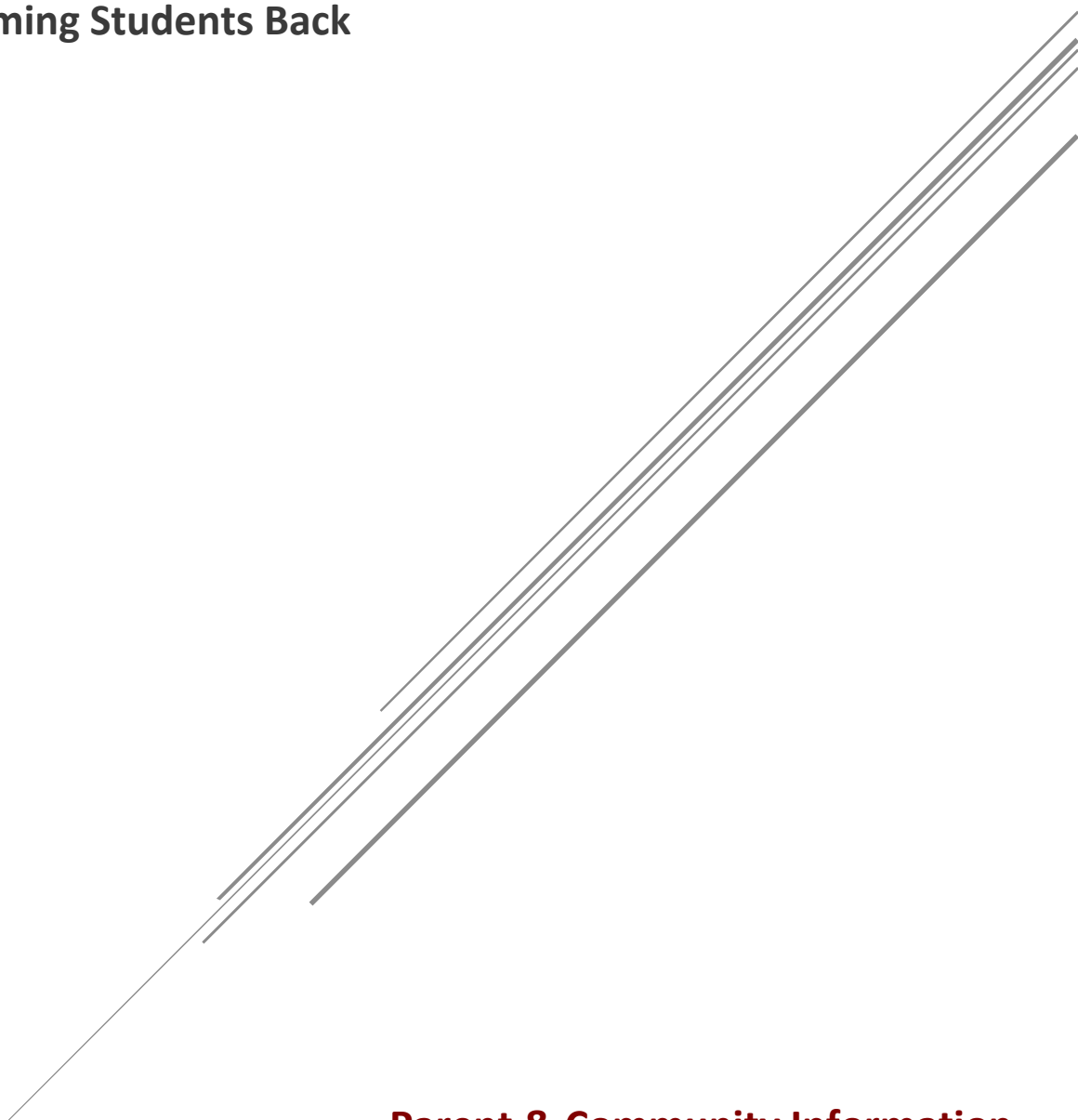


KILDONAN-EAST COLLEGIATE

Welcoming Students Back



Parent & Community Information
2020-2021



Kildonan-East Collegiate

Table of Contents

| | |
|---|-----------|
| Principal’s Message..... | 4 |
| SCHOOL PREPAREDNESS..... | 5 |
| School Access, Community Use & Entry Process | 5 |
| Classroom Transitions, Cohorts, Student Movement Plans | 5 |
| COVID-19 Signage | 6 |
| Transportation | 6 |
| Self-Screening, Symptom Monitoring Process & Personal Hygiene | 7 |
| Use of Personal Protective Equipment (PPE)..... | 8 |
| Protocol for Students Who Exhibit Symptoms | 8 |
| Protocol if there is a Positive Case in the School..... | 9 |
| Cleaning & Sanitization Stations | 9 |
| SCHOOL ROUTINES | 9 |
| School Physical Setting..... | 9 |
| Student Attendance | 10 |
| Timetable | 10 |
| Class Breaks & Lockers..... | 11 |
| Lunch Hour | 11 |
| Cafeteria Use..... | 12 |
| Breakfast & Snack Programs | 12 |
| Assemblies | 12 |
| Field Trips..... | 12 |
| Out-of-School Education Excursions..... | 12 |
| Volunteers..... | 12 |
| TEACHING, LEARNING & WELL-BEING | 13 |
| In-Class Learning | 13 |
| Recovery Learning..... | 13 |
| The Possibility of All Remote Learning..... | 13 |
| Assessment & Reporting..... | 13 |



Kildonan-East Collegiate

| | |
|--|-----------|
| Subject Areas & Specialist Classes | 14 |
| Music & Band Programming | 14 |
| Extracurricular Sport & Activities..... | 14 |
| Student Specific Programming..... | 15 |
| Bring Your Own Device (BYOD)..... | 15 |
| Student Access to Devices & the Internet | 16 |
| Protocol for Shared Equipment | 16 |
| Well-Being, Wellness & Supports Checks | 16 |
| COMMUNICATION | 17 |
| Microsoft Teams | 17 |
| Stay Informed..... | 17 |
| Concern Protocol | 18 |



Kildonan-East Collegiate

Principal's Message

Welcome Back to all KEC Students and Staff!

We are excited to begin school on September 8th.

Please read through this document for information about the adjustments we have made with a focus on the importance of safety, health, and well-being, while ensuring reasonable plans are in place to minimize the risk of transmission and exposure to the virus in our school. You will also find useful information in these documents about our newly designed school timetable for students.

These adjustments have been made following the plan shared by Manitoba Education at the end of July 2020: **WELCOMING OUR STUDENTS BACK: Restoring Safe Schools**

We will continue to communicate regularly with our community when we need to adjust this plan. Adjustments will be based upon direction from Manitoba Education and River East Transcona School Division. All plans are designed adhering to public health directions approved by the Chief Provincial Public Health Officer.

We continue to plan as the beginning of school is fast approaching. We know families may have lots of questions and concerns as we embark on this new adventure of re-defining a Senior Years school. More information, including student schedules, will be coming soon on the Student and Parent Portal prior to school starting on September 8, 2020.

If you have a question or concern, please contact the school.

We are committed to working with parents and caregivers as we navigate the return to school.

Stay Well,

D.F. MacFarlane



Kildonan-East Collegiate

SCHOOL PREPAREDNESS

School Access, Community Use & Entry Process

Restricting access to our school building is a strategy to reduce the probability of an infected person entering the school. Kildonan-East Collegiate (KEC) is 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**. All parents or visitors are expected to use the self-screening tool prior to coming to the school. Masks are mandatory for any parent or visitor who needs to enter KEC.

The safest way to communicate is via email or phone. We ask that parents, visitors, or caregivers reach out to teachers, the school or administrators by these means when you need to talk. Please do not come to the school without first making a formal appointment. Contact information is located on our KEC school website: [Kildonan-East Collegiate contact information](#)

If it is absolutely necessary that a parent or visitor access the school, **please watch for clear direction upon entry in the form of signage and directional floor markings. The office staff will provide further information and will guide you through the interaction safely.**

Everyone who enters KEC 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: [Manitoba Health Covid 19 Screening tool](#)

Hand sanitizing stations will be set up at entrances to KEC. Everyone who enters the school should sanitize their hands.

Keeping potentially sick or infected or symptomatic people out of the building helps to reduce the probability of community-based transmission of the virus. **Any person who exhibits signs and symptoms of illness is asked to refrain from entering KEC and to seek applicable health testing.** KEC has an identified, private isolation space reserved for anyone who displays Covid-19 symptoms.

Manitoba Education has instructed community use of schools be suspended. All community programming is being reviewed, and most will be suspended at this time. Specific details regarding each program will be communicated to organizers who have accessed KEC for community use in the past.

Classroom Transitions, Cohorts, Student Movement Plans

The movement of people within KEC will be minimized and it is critical that students and staff make every effort to maintain physical distancing. Whenever possible, staff will change classrooms and students will remain in their assigned cohort space. If students do move to a different learning space during the day, their main classroom door will be locked to protect their belongings.

Cohorts involve keeping groups of students together and avoiding interactions with other groups or cohorts. Physical distancing within the cohort is required to the greatest extent possible, including separation between desks. We recognize that it is not always possible to maintain strict physical distancing throughout the entire school day. The purpose of cohorts is to limit the mixing of students



Kildonan-East Collegiate

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. The maximum cohort size is 75 students.

COVID-19 Signage

Manitoba Health has provided signage that will be posted in a variety of areas at KEC to communicate public health best practices. Click on this link: [Signs you will see at KEC](#)

Transportation

The provincial guidelines for school bus transportation may impact some KEC families. RETSD will schedule bussing according to provincial guidelines while ensuring physical distancing requirements are in place. As a result, RETSD school buses will be operating at less than full capacity. In order to meet all obligations, plans for transportation include the following:

- Supporting transportation for students with additional needs who require individualized programming.
- 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 Fee-for-Service school bus transportation.
- Assigning as many students as possible, under the public health guidelines, to buses. The details of each bus route will be posted on the parent portal the week of August 31, 2020.
- The division will be asking parents who are not intending to have their child(ren) use their allocated seat on the bus to contact transportation so that we can reallocate the seat to other eligible students.

All school bus passengers, 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.

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

We acknowledge that some KEC families will need to implement alternate transportation plans. Please encourage your child to walk or ride a bike. Student parking will also be available at a rate that reflects the amount of time that students are required to learn at the school. If driving your child is the only option, please arrange a drop-off and pick-up location at least one or two blocks away from the school. The bus loop, staff parking lot, and student parking lots are NOT to be used as drop-off and pick-up points. Thank you for helping us to keep our school grounds safe.

Guidelines for Transportation to Schools: [Manitoba Education reopening transportation guidelines](#)



Kildonan-East Collegiate

Self-Screening, Symptom Monitoring Process & Personal Hygiene

Students and staff must stay home if sick or exhibiting 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

[Manitoba Health Covid 19 Screening tool](#)

Public health orders are to be followed at KEC. To reduce 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 sanitizer can be used if 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 food preparation
- Before eating
- After toilet use
- When hands are visibly dirty

When coughing or sneezing, you should cover your mouth and nose with a tissue, or you can cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash or sanitize hands.

[Manitoba Government: Prepare and Prevent Covid 19](#)



Kildonan-East Collegiate

Use of Personal Protective Equipment (PPE)

Masks offer an added layer of protection. KEC students, teachers and staff are mandated to wear a non-medical mask when they enter the school, in all common areas, (hallways, washrooms, office, etc.), and whenever physical distancing of at least two metres is not possible. Masks are also mandated on school buses.

Families should consider masks to be an essential component of a student's wardrobe. Extra masks will be made available at school should anyone not have their own.

Parents are strongly encouraged to talk to their children about how to properly 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. Handle the mask using the strings or elastic ear loops as much as possible, and press to 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. Never pull the mask down below the nose, mouth or chin. Never dangle the mask from one 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. KEC staff will contact families of students who may require this support while at school. Staff will wear PPE as appropriate and where physical distancing can not be maintained in order to support additional student needs.

[Manitoba Education: Covid 19 Supports - Non distancing](#)

Protocol for Students Who Exhibit Symptoms

If a student develops symptoms while at school, they will need to be isolated in the space we have designated for that purpose. Should our isolation space be occupied, symptomatic students will be kept at least two metres away from others. A mask is required by the symptomatic student at all times.

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 the child has a positive test, further direction will be provided by public health.



Kildonan-East Collegiate

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/cohort, 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 the school.

Decisions about class/cohort or school closures will be made on a case-by-case basis with public health leading the response and providing guidance.

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 Stations

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

To increase cleaning and sanitation, KEC is:

- Deploying additional custodial aides to ensure more frequent cleaning during the day when students are present.
- Ensuring hourly cleaning of washrooms, as well as high-touch areas, during the school day.
- Suspending facility and community use permits to accommodate increased cleaning requirements.
- Providing hand sanitizer at school entrances and in the main office of our building.
- Ensuring adequate supply of liquid soap and hand towels in all locations that offer them, and ensuring all air hand dryers are in working order.
- Procuring disinfectant wipes for IT equipment to ensure shared devices are cleaned 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, and a plan is in place to ensure these supplies are sustained. Additionally, soap and water are readily available. Common spaces will be subject to more frequent cleaning by school custodial staff. In order to help maximize safety, we have closed off water fountains so they cannot be used.

Students are encouraged to bring their own filled water bottles to school. Bottle re-fill stations will continue to be available. Students must supply their own bottle, and these should not be shared.



Kildonan-East Collegiate

KEC has completed a RETSD COVID-19 Safety Plan document which supports our school-specific plans for the safe return of students. In addition to this, all KEC staff are required to complete a series of online COVID-19 safety courses before students return to the building.

Student Attendance

Students are expected to attend in-class learning on their scheduled days. Engagement on remote learning days is also expected. Full participation is required this school year, even if all learning is mandated to become remote at some point. Teaching, learning and assessment will be ongoing. KEC 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

We have adjusted our school timetable to reflect the provincial programming, curriculum, and safety guidelines. All KEC students have been scheduled into a cohort to maintain physical distancing measures and to reduce person-to-person contact. This approach is designed to increase safe daily attendance and to limit cohorts of students from mixing.

Each cohort will be assigned a designated door through which to enter and exit the school. This information will be posted to our KEC website before students return, and we will have staff members outside to direct students to the correct door on the first few days of school.

All students will be assigned to a classroom. To minimize the risk of transmission, students are expected to remain in their assigned classroom space for most of their subjects. Students are asked to arrive at school as close to their assigned class time as possible, and to report directly to their classroom space. In the event that students arrive prior to the designated entry time, they are to wait, using physical distancing, on the schoolyard in the vicinity of their assigned entry door.

There will be no congregating of students in hallways. It is important that students leave the building and school property immediately following their last scheduled class. There are **no student spares** in the schedule.

Student schedules will reflect a combination of in class and remote learning. KEC has developed the following:



Kildonan-East Collegiate

Students will physically attend school every other day. On Day 1, half of our student population, across all grades, will learn at school while all other students learn remotely. The reverse will apply on Day 2. On some days, a blend of both at school and remote learning may be required.

KEC is moving from a 5 to a 6 period school day. Students will enter the building in planned stages in order to reduce person-to-person contact, and will spend varying amounts of time at the school. Generally, students will attend during the times listed below, but some class groups will be scheduled with exceptions. Student schedules will be available on the parent and student portals before students return. Please view schedules in advance, as this will give the clearest direction about when students are in the building and what room number they should report to.

| | | |
|------------|------------|--------------|
| Grade 9's | Period 1-4 | 8:30 – 12:55 |
| Grade 10's | Period 2-5 | 9:37 – 2:03 |
| Grade 11's | Period 4-6 | 11:52 – 3:10 |
| Grade 12's | Period 5-6 | 1:00 – 3:10 |

Given that we will be using the Day 1/2 cycle, the parent and student portals will also instruct you as to which days of the week are Day 1 and which days are Day 2, so that students will be able to determine which days they are to be learning at school.

Students with individualized programming will be in school for full days, every day.

Due to schools being required to assign cohorts, there will be no timetable changes for this school year. Students, parents and caregivers must be aware that this approach will limit student course options. KEC will work with students and families to ensure that graduation plans are in place.

Class Breaks & Lockers

Respecting the need to implement cohorts and physical distancing, KEC will not be assigning lockers for this school year. Locker breaks, in the traditional sense, will not be permitted. Students must keep all of their personal belongings with them as much as possible. We understand that breaks are important to overall student well-being. Teachers will build in movement, mental, and nutritional breaks while ensuring students remain in their assigned cohort spaces.

Lunch Hour

Because the school day will be somewhat abbreviated, **students will not have a designated lunch hour.** Nutritional breaks will be offered throughout the days that students are in the building. During this school year, we will have no cafeteria services, nor will students have access to microwaves. Lunches and snacks that are brought to school should be “ready to eat” and sharing of food will not be permitted.



Kildonan-East Collegiate

Cafeteria Use

Cafeteria use and sales are suspended until further notice. These changes are being made to support cohorting and physical distancing measures, while reducing congregation and access to shared materials/spaces.

Breakfast & Snack Programs

Recognizing the important role that schools play in the overall health and wellbeing of students, where possible, KEC will continue to offer breakfast/snacks. This will be done following all safety procedures, and without allowing outside organizations or volunteers into the building to assist with preparation or distribution.

Assemblies

In order to ensure cohorting and physical distancing, assemblies and large gatherings are not permitted at this time. Virtual alternatives to assemblies and large gatherings will be explored.

Field Trips

Following the strong recommendation from RETSD, KEC is discontinuing day field trips at this time. Outdoor community walks that ensure cohorting and physical distancing are in place may continue. Overnight camps or stays are not permitted until further notice.

Out-of-School Education Excursions

Beginning in September 2020, RETSD is directing the cancellation of all international and interprovincial travel up to December 31, 2020. This may be extended for the foreseeable future. If your child was scheduled to take part in an international or interprovincial out of school excursion during the first half of this school year, the organizing staff member will be in contact with you.

Volunteers

In order to ensure schools are as safe as possible, RETSD is limiting access to school buildings. In most situations, volunteers and guest presenters are not permitted to visit KEC in-person. For the most part, access is being prioritized to those supporting implementation of health measures and activities that benefit student learning and wellbeing. All visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors and volunteers with any symptoms consistent with COVID-19 should not enter the school. KEC will keep a record of all visitors.

In order to ensure the health and safety of everyone, masks are mandatory for any parent or visitor who needs to enter the school.



Kildonan-East Collegiate

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

Recovery Learning

We recognize that students are returning to school with more varied learning experiences than usual, and we plan 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 teachers will employ the following approach:

- 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 All Remote Learning

Students and families need to be prepared to transition to an all-remote learning model 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 and remotely will be assessed using good assessment practices that focus on the essential understandings of the curriculum. Additionally, students and



Kildonan-East Collegiate

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:

[RETSD Reporting Student Progress policy](#)

[RETSD Assessment Roles and Responsibilities policy](#)

[RETSD Academic Responsibility policy](#)

[RETSD Academic Honesty policy](#)

Subject Areas & Specialist Classes

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

The scheduling of all in-class core and elective courses has been carefully created to align with student cohorting. Students and caregivers need to be aware that there may be fewer course options than in previous year, and that graduation plans may need to be revisited.

For students in Technical Vocational programs, courses have been scheduled to maximize hands-on learning when students are in class, with most theoretical learning happening on remote learning days.

Students in Grade 9 and 10 will be scheduled to take Physical Education at school. Manitoba Physical Education Return to School Guidelines will be followed. [Manitoba Physical Education return to school guidelines](#)

Music & Band Programming

Music programming at KEC will continue, and will follow all public health and education advice such as physical distancing, proper hygiene, reducing shared supplies and proper cleaning and sanitation. Singing is not presently permitted in school, meaning that our choral program will be offered remotely, and will incorporate additional musical elements. Band programming will require some adjustments. Students may be asked to do more instrumental practice at home while in-class learning may include a focus on other musical elements. [Manitoba Government Covid 19 Music Guidelines](#)

Extracurricular Sport & Activities

After reviewing the Manitoba High School Athletics Association return to School Sport Plan, RETSD is delaying the start of all extra-curricular sport across the division. This decision was based on the following:

- A focus on ensuring that schools are open, and that students, staff, and families are feeling confident with the new routines.
- The need to ensure that all sport can adhere to school health expectations including cohorting, the use of volunteer coaches, the use of changerooms, and the extension of the school day.

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



Kildonan-East Collegiate

- No cross-cohort practices or activity.
- No practices or competitions outside of the school day.

In addition to extracurricular sport, KEC is not able to offer any other extracurricular activities or clubs outside of the school day, or that would cross student and teacher cohorts. Some teachers may choose to explore extracurricular experiences in a remote/virtual setting.

Please know that we value the physical, mental, and emotional health benefits of sport and other extracurricular groups, and we will strive to find alternate ways for students to have access to those benefits throughout the school day.

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: [Manitoba Government Covid 19 supports - non distance](#)

Bring Your Own Device (BYOD)

BYOD is a divisional technology initiative whereby teachers are actively pursuing and refining ways to integrate student supplied technologies into the curricula they teach. Each student is encouraged to bring their own device to school to use in their learning environments.

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 bring their own device, it means that they are invited and encouraged to bring a device if one is available and they are comfortable doing so. 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 Employee Computer Technology Use policy](#)

[RETSD Computer Technology Use policy](#)



Kildonan-East Collegiate

Student Access to Devices & the Internet

To ensure all students are equipped to learn remotely, based on need, KEC will identify students who would benefit from being provided with loaner devices from the division that are to be returned at or before the end of the school year.

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

To ensure all students are equipped to learn remotely, based on need, KEC 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 watch for the technology section of the verification form being sent home with their child, and can contact the school for further support.

Protocol for Shared Equipment

Wherever possible, KEC staff will limit the use of shared student resources. When this is not possible, adequate and appropriate cleaning will be required. To support these practices, your child's teachers 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 are core elements of our re-opening planning. It is foundational in ensuring a return to a welcoming environment that supports learning.

KEC staff members will be physically present to guide students as they return to our school building. Teachers will take time to connect with their classes as everyone learns and adjusts to what school is going to look like this year. Whether in-person or remotely, teachers will check-in with students regularly, and can enlist additional wellness resources and support staff when required.

KEC values the expertise of parents/caregivers as it relates to their own children. Parents and caregivers know their children best. To support all the adults supporting children, KEC acknowledges and will commit to the following statements:

- We believe that no one has all of the answers about the impact of this pandemic, but as a team, we can steer through the pandemic together.



Kildonan-East Collegiate

- We depend upon collaboration from adults to support the social-emotional impact of the pandemic on students.
- We are open to the concept that students are returning to school with the weight of experiences that they might not have shared yet.
- We understand that students will only be as healthy as the adults around them.
- We will 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 need to talk about their feelings, and feel comfortable asking questions. If answers are not known, it is okay to say so and to look for resources together that can answer their questions.

We all need to reassure children that schools are safe for them when they consistently follow preventative practices, including environmental cleaning, frequent hand hygiene, proper use of PPE, and routine screening.

Parent and student resources can be found at:

[Unicef: Supporting your child's mental health during covid 19 school return](#)

[World Health Organization: Healthy Parenting during Covid 19](#)

[Kids Help Phone](#)

[Stress Hacks](#)

COMMUNICATION

Microsoft Teams

KEC, along with all RETSD schools, uses Microsoft Teams as our teaching, learning and communication platform. Your child's teachers will be working, during the first few weeks, to ensure that your child can Access Teams. This is important, as every KEC student is required to engage in some of their courses remotely. It will also make for a smoother transition should schools be required to move to an all remote structure. Parent information about supporting your child with Teams will be shared shortly.

Stay Informed

Both KEC and RETSD are committed to keeping our community informed and engaged. At the 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. [RETSD website](#)



Kildonan-East Collegiate

Divisional Social Media Accounts: Current information is provided in a timely manner through Twitter and Facebook. [RETSD schools Twitter](#) and [RETSD 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 KEC electronically or by hard copy for families who require/request this option.

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

At the school level, the following structures support communication:

KEC School Website: [KEC School Website](#)

KEC School Letters: Sent to families via email or by hard copy if required/requested

KEC School Telephone/Email automated system

TYLER Portals: Notices and announcements will be posted here

Two-way Communication: Communication between teachers and parents/caregivers is the best starting point

Concern Protocol

The staff at KEC strive to make the learning experience a positive, safe and happy one for our students. However, if you have a concern or an issue, please do not hesitate to let the school know. Open communication between home and school is very important to us. If 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@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.

[RETSD Concern Protocol](#)



Kildonan-East Collegiate

This is a living document and will be updated regularly to ensure it remains current.

AUGUST 28, 2020: Initial Publication