

# Welcoming Students Back

*2021–22 Parent & Community Information*

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*This plan is dynamic. The division will continue to re-work and make adaptations as new information and guidelines become available.  
(A record of updates is on the inside cover)*

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

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All sections updated to reflect Fall 2021 re-opening

# Message from the Administration

## Welcome Back

With the start of a new school year, we are looking forward to welcoming new and returning students to River East Collegiate. We understand you and your child may have questions pertaining to the changes necessary to ensure the safety of all students. We hope that this communication provides the answers to these questions.

In August 2021 Manitoba Education announced the plans for the reopening schools in Manitoba.

Restoring Safe Schools 2021 – 2022: [https://www.gov.mb.ca/asset\\_library/en/covid/k12-guidelines-aug2021.pdf](https://www.gov.mb.ca/asset_library/en/covid/k12-guidelines-aug2021.pdf)

This plan reflects the importance of safety, health and wellbeing while ensuring reasonable plans are in place to minimize the risk of transmission and exposure to the virus in schools.

We are looking forward to welcoming our students September 8, 2021. Thank you for your understanding, co-operation, and patience as we, together, adapt to learning amidst the pandemic. We are committed to a safe return to school for all our students and staff.

As this a changing landscape with the pandemic, please refer to the school website for continued updates.

If you have any questions or concerns, please contact the school.

Ms. S. Dzuba  
Principal

Mr. L. Klassen  
Vice Principal

Mr. C. McDonald  
Vice Principal

# Message from our Superintendent

In August 2021 Manitoba Education announced the plans for the reopening schools in Manitoba: Restoring Safe Schools 2021–2022: [https://manitoba.ca/asset\\_library/en/covid/k12-guidelines-aug2021.pdf](https://manitoba.ca/asset_library/en/covid/k12-guidelines-aug2021.pdf)

The provincial document summarizes the plan for reopening schools in the fall of 2021, which includes:

- Ensuring a safe and healthy environment for all students and staff
- Having all students in class full-time
- Continuing to implement public health fundamentals (self-screening, hand hygiene and staying home when sick)
- Monitoring and implementing additional public health measures and contingency planning, as needed, to address changes in local community or school epidemiology
- Shifting towards addressing the impacts the pandemic has had on the mental health, well-being and learning of students and the school community

With the acknowledgement that we will be living with COVID-19 for the foreseeable future, it is in the best interest of children to be in school, and we must lessen the risks of COVID-19 for students and families to ensure that learning continues for all. In RETSD we will support this by requiring masks for all staff, students and visitors.

Manitoba Education, along with River East Transcona School Division, will continue to work closely with public health, parents, caregivers and students.

In RETSD, and across Manitoba, in-class learning will resume for all students in kindergarten to Grade 12 on September 7, 2021.

Schools in RETSD continue to plan for a safe return to learning for all students and staff. We know that families have many questions and concerns regarding the start of school. Some of these questions will be best answered by your school directly as each school may have some school-specific information for parents and students.

As well, Manitoba Education has created a guide for parents and caregivers that can be found at: Restoring Safe Services: [https://manitoba.ca/asset\\_library/en/covid/k12-GuideForParents-aug2021.pdf](https://manitoba.ca/asset_library/en/covid/k12-GuideForParents-aug2021.pdf)

This plan has been updated based on the current **Pandemic Response Level Yellow—Caution**. Please note: In all cases, except for brief encounters, all staff and students are expected to maintain two-metre distancing person-to-person to the greatest extent possible.

RETSD remains committed to working with parents and caregivers as we navigate the return to school. You are entrusting us with your most valuable commodity, your child. By working together, we are confident that your child will experience the best possible return to school.



Kelly Barkman  
Superintendent/CEO  
River East Transcona School Division

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# 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**. 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, non-medical cloth masks are mandatory for any parent or visitor who needs to enter the school. Everyone (including all students and staff) are required to wear a mask when in a school or other RETSD building or bus.

Whenever possible, parents, visitors or caregivers are asked to email or call the teachers, school or administrators when you need to talk as opposed to coming to the school. While schools are open, parents are encouraged to continue the practice of only supporting essential in-person visits.

Access to the school is limited. Please call the school for an appointment (204.338.4611). Parents, visitors, or caregivers will report to the front door at the appointment time and will then be escorted to the office. All visitors must wear a non-medical ask while in the school and practice social distancing.

**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 schools.** 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.

While community user groups, and school use permits can resume, the exact details of RETLife, City of Winnipeg programming and other community users will be determined as the year progresses and school needs are determined.

Contact information for all visitors and community users **MUST** be maintained for contact tracing purposes and all divisional and public health guidance/direction related to COVID must be followed (including mask wearing).

## Classroom Transition, Cohorts, Student Movement Plans

**RESPONSE LEVEL YELLOW–CAUTION**—In-class learning will resume for all students on September 8, 2021. **River East Collegiate will resume in class learning. We will have a combination of cohorts and cross cohort learning. We will begin the year by students travelling to classrooms.**

**Each cohort will consist of 3 classrooms. When a student enters the school they must report directly to their designated classroom and remain in the classroom. Students will not be permitted to congregate in the hallways. Students are permitted to arrive at school 10 minutes prior to class and must leave the school when the class has ended.**

**Once in the school students are to follow directional signage that will be visible in the hallways and stairs.**

The movement of people within a school will be minimized as much as possible and it is critical to maintain physical distancing as much as possible.

Cohorts involve keeping groups of students together and avoiding interactions with other groups. Physical distancing within the cohort is encouraged to the greatest extent possible. Given the full return of students to in school learning, it is understood that in many cases 2 metre distancing may not be attainable nor 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 efficient. Cohorts are required for K-6 and in RETSD given that cohorts were planned for in the spring, to the greatest extent possible, we will maintain cohorts through to grade 8. It is understood that there will be variability and exceptions in grade 7 and 8 however these should be limited.

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 at each school. Whenever possible when cohorts are in place, different entry/exit times are being scheduled. Whenever possible in K-8, students are to enter the school upon arrival to ensure they are staggered and will be released in a similar manner at the end of the day

### COVID-19 Signage

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

Additionally, RETSD will be providing all schools with divisionally branded mask requirement signage.

## Transportation

**RESPONSE LEVEL YELLOW—CAUTION**—Buses will be running at regular capacity and assigned seating is an expectation. Fee- for-service will not be offered until such time as ridership and capacity are determined.

While drivers will wear a disposable medical mask, all school bus passengers 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.

To accommodate limitations to wearing a mask at school or on a school bus, information regarding the child's limitations to wearing a mask must be provided to the school. While a medical note is not required, details such as the date a parent/ guardian consulted with a health-care provider regarding their child's ability to safely wear a mask, and your child's medical limitations with wearing a mask, is required. Please see the school for the necessary documentation.

For those who would like to use a face shield, it must be done in combination with a face mask. A face shield is not a replacement for a non-medical mask.

For more details about face mask exemptions, see the linked document:

Guidance for Mask exemptions in Schools: [https://www.edu.gov.mb.ca/k12/covid/docs/mask\\_exemption.pdf](https://www.edu.gov.mb.ca/k12/covid/docs/mask_exemption.pdf)

## River East Collegiate Parking

A limited number of student parking spaces are available through a lottery process at the start of the school year. All students submitting their names for a student parking spot will be required to show a valid driver's license. Parking spots obtained through the lottery are non-transferrable. Please note that no student may park elsewhere on REC property (no parking in staff sports/visitor spots/turnaround loop etc.) Unauthorized parking on Chief Peguis grounds is also prohibited. Offenders will be towed away at the owner's expense from these locations. Only students with a valid student parking pass may park in the designated student parking lot. Students pay annual parking fees. Any student who brings a car to school is expected to drive in a safe and responsible manner. Failure to do so will result in suspension of parking passes.

Ballots for the Student Parking will be available from the office at the beginning of the school year. (Please listen to announcements) Students are not to park in the staff parking lot at any time. Parking passes change from year to year. Students must hand in the previous year's pass to apply for parking privileges. Deadline September 14, 2021.

## 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

See a more detailed description on the RETSD website: <https://sharedhealthmb.ca/covid19/screening-tool/>

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

It is especially important to clean your hands:

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

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

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

## Use of Personal Protective Equipment (PPE)

### RESPONSE LEVEL YELLOW–CAUTION

Masks offer an added layer of protection. All students, teachers, staff and visitors are mandated to wear a non-medical mask in all schools, other RETSD buildings and buses. Extra masks will be made available at all schools, sites and buses throughout the school year for those who do not have their own.

**While mask breaks will be permitted at appropriate times (when seated and/or eating), masks are to be worn by students in all indoor school environments including during physical education. Masks can be removed when students are outdoors and consistently maintaining distancing. Teachers can have a station in physical education where students can briefly take off their mask indoors provided distancing is maintained and there is limited/no movement.**

Parents are strongly encouraged to talk to their children about how to wear a non-medical mask. To put on a mask safely, perform hand hygiene. Place the mask on the face carefully so it covers your mouth and nose, handling it with the strings or elastic ear loops as much as possible, and mold the nose bridge to ensure it does not move while it is on. Avoid touching the mask once you have put it on. If the mask needs to be adjusted, hands should be cleaned before and after adjusting the mask. Never pull the mask down below the nose, mouth or chin. Never dangle the mask from one ear or both ears. To remove the mask safely, remove it from behind using the strings or elastic ear loops. Do not touch the front of the mask. Perform hand hygiene after removing the mask. Non-medical masks should be laundered daily.

Some students might require specific interventions or supports that cannot be delivered from a distance. Precautions related to these types of supports vary depending on the needs of the individual student. School staff will be in contact with the families of students who may require this support while at school.

Staff must wear non-medical masks and may wear PPE as appropriate and where physical distancing cannot be maintained in order to support additional student needs.

To accommodate limitations to wearing a mask at school or on a school bus, information regarding the child's limitations to wearing a mask must be provided to the school. While a medical note is not required, details such as the date a parent/guardian consulted with a health-care provider regarding their child's ability to safely wear a mask, and your child's medical limitations with wearing a mask, is required. Please see the school for the necessary documentation.

For those who would like to use a face shield, it must be done in combination with a face mask. A face shield is not a replacement for a non-medical mask. For more details about face mask exemptions, see the linked document: Guidance for Mask exemptions in Schools: [https://www.edu.gov.mb.ca/k12/covid/docs/mask\\_exemption.pdf](https://www.edu.gov.mb.ca/k12/covid/docs/mask_exemption.pdf)

## Protocol for Students Who Exhibit Symptoms

If a student develops symptoms while at school, they will be isolated in a predetermined isolation space. Where a separate room is not available, students will be kept at least two metres away from others. A mask will be provided for and worn by the child exhibiting symptoms (noting masks are required by everyone in schools and other RETSD buildings). 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 (*What Should I Do if My Child is Sick?, When Can Students Attend School?*) once it has been determined that it is safe to do so by their health care provider or public health. If that child has a positive test, further direction will be provided by public health.

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

In the event of a confirmation of a case of COVID-19 connected with a class, public health will lead the response and provide guidance. Public health will advise staff and students if they have been in close contact, if they need to self-isolate or self-monitor and when they can return to school.

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

Classroom teachers will support the development and provision of at-home learning packages for students who are isolating or quarantined as directed by public health.

## Cleaning & Sanitization Schedule

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

To increase cleaning and sanitation, we are:

- 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.
- Providing hand sanitizer in all areas of the schools as required
- Ensuring adequate supply of liquid soap and hand towels in all locations. Ensuring all air hand dryers are in working order
- Procuring disinfectant wipes for IT equipment to ensure shared devices are cleaned in between users

# SCHOOL ROUTINES

## School Physical Setting

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

## Student Attendance

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

Schools will provide reasonable accommodation for students who have medically complex conditions based on a recommendation of limitations provided by a health-care provider for these students to not attend school. A medical note is required and helpful in better understanding the specific accommodation, as well as preparing for the safe return of the child to school as per regular school practices in supporting students with health needs (not specific to COVID-19).

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](mailto:homeschooling@gov.mb.ca)

## Timetable

The below noted timetable descriptions are general in nature. School-specific information will be available from your child's school beginning on August 23, 2021 (please contact the local school office as schools will open at varying dates).

### Senior Years

#### **RESPONSE LEVEL YELLOW—CAUTION—In-class learning resumes for all students.**

The senior years schools are working on adjusting timetables to reflect the provincial programming, curriculum, and safety guidelines. While students are not cohorted in senior years most schools have built timetables to pivot to cohorts if the need arises. Consequently, some timetables may have cohort based aspects to them. River East Collegiate has developed a blended timetable that includes cohorting.

*Student initiated timetable changes may be limited.*

## Locker Breaks

### Senior Years

Respecting the need to ensure additional physical distancing measures and cohorting, locker breaks, in the traditional sense, will be adjusted. Recognizing the importance of breaks to overall student well-being, schools will build in breaks which ensure students stay in their assigned cohorts (middle years) or move directly to the next assigned class following the directional markings. Hallway traffic will be monitored to mitigate congestion. Students will not be permitted to linger in the halls or at lockers. Locker use will be discontinued. Students are strongly encouraged to keep all personal belongings with them.

## Lunch Hour

Students who normally go home for lunch will continue to do so. Upon returning to school, students will follow the appropriate school guidelines for accessing the schoolyard, designated areas, and school entry.

Students who stay at school for lunch will eat lunch in the cafeteria. Food must not be shared, and students are to supply their own food and utensils. Microwaves will be available.

To support a safe noon hour break, utensils should be used, shared food containers will be removed from eating areas and if single serve packets of condiments are being used, they will be provided directly to students. Whenever possible, prepackaged snacks will be served directly to students.

Students are strongly discouraged from going off site at lunchtime and congregating at local establishments. Parents are encouraged to speak with their child about this important precaution.

### Hot Lunch Programs/Canteens/Cafeterias

Hot lunch programs, as well as cafeteria use/sales, may continue however it is imperative to avoid overcrowding.

Only school staff will handle, prepare and serve food, following all safe food handling protocols. This is inclusive of hot lunches etc.

In all cases, it is critical to ensure proper hand hygiene practices.

### Breakfast & Snack Programs

Recognizing the important role that schools play in the overall health and well-being of students, where possible, breakfast and snack programs will continue. Schools should carefully consider and where possible, limit the number of external personnel who come into the school to support these programs. All visitors must sign in and are required to wear masks.

## Assemblies

While assemblies and gatherings are permitted, whole school student assemblies and gathering are not being permitted in RETSD. Smaller grade-specific or cohorted assemblies are recommended.

## Field Trips

All field trips/out of school excursions are permitted as long as the activities follow current public health recommendations and orders at the time.

While the recent Public Health orders permit overnight camps in cohorts up to 15, in RETSD, overnight trips remain prohibited. 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.

## Volunteers

Since we are in the early stages of re-opening, volunteers will not be permitted. Guest speakers and presenters are encouraged to be accessed electronically. If this is not feasible, providing all Public Health guidelines are adhered to, and the presenter is directly linked to curriculum (this is inclusive of student-specific programming and well-being supports), they can attend the site. 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 everyone in RETSD schools, buildings and buses.

## 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:

- Requiring masks. Mask wearing will be especially important any time students are not seated or are engaged in group work or one-on-one interactions with a staff member. RETSD views mask wearing as an important strategy to support health and safety of all as well as a key to the re-introduction of collaborative group learning experiences that have been impacted by the pandemic.
- Maintaining social distance and hygiene within the classrooms
- Cohorting students in kindergarten to Grade 8

**RESPONSE LEVEL YELLOW—CAUTION—Given that to the greatest extent possible a two-metre distancing requirement is desirable and encouraged within the parameters of all students engaged in in-school learning, schools will be aggressively ensuring that excess furniture is removed from classrooms to support the distancing. The division has provided schools and maintenance staff with detailed instructions to achieve this.**

### Returning to In-Class Learning

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

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 on-going learning, your child's teacher will employ the following approaches:

- Initial assessments will be conducted to provide a starting point for teachers; however information will continue to be collected
- Teachers will plan for instruction using this information
- Students will be provided with a variety of opportunities to learn and to demonstrate understanding
- Teaching will be focused on goals of building independence and self-motivation so that students have the skills to move to remote learning if required
- Recognizing the uncertainty of the situation, teaching will be planned to ensure that learning continuity is in place for students should further disruptions arise
- The focus of learning will be on understanding, not assignments

### The Possibility of Remote Learning

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

## Assessment & Reporting

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

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

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

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

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

## Subject Areas & Specialist Classes

All curriculum areas are important and build students' literacy and numeracy knowledge. Schools will continue to offer all subjects.

In senior years, students and caregivers need to be aware that there might be fewer electives and graduation plans will need to be revisited.

Programming options such as HSAP/community referenced instruction/ work experience /CareerBridge that involve programming that make take place outside of the building is permitted. Specific details will be provided regarding mask use as workplace requirements may vary by sector.

## Extracurricular Activities

Activities are permitted based on established processes and must follow public health guidelines. 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 day.

## Music Programming

Music programming is an important part of a well-rounded education. Music programming in RETSD will include:

- In Middle Years and Senior Years, singing is permitted so long as distancing is followed, and masks are worn.
- The sharing of music stands, and sheet music is permitted, provided good hand hygiene practices are followed.
- Instruments, including accessories (e.g. drum sticks, mallets) should not be shared. If sharing instruments and accessories is required for equity purposes, then they will be thoroughly cleaned between users.

## 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.

## Bring Your Own Device (BYOD)

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

Encouraging students to use personal devices in classrooms:

- Supports the transition between in-class and remote learning
- Extends teaching and learning opportunities using technology
- Provides opportunity for modelling 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 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:

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

RETSD BYOD Student Guidelines:

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

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

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

## Student Access to Devices & the Internet

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

Students who were provided with a loaner device will be 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

Students can share equipment as needed however, it is imperative to ensure hand hygiene before and after use.

If possible, staff should limit the use of shared resources. When this is not possible, adequate, and appropriate cleaning must be available.

## 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:

Taking Care of Yourself: [www.edu.gov.mb.ca/k12/covid/docs/mpsg\\_taking\\_care.pdf](http://www.edu.gov.mb.ca/k12/covid/docs/mpsg_taking_care.pdf)

Resources for Students and Adults: [www.edu.gov.mb.ca/k12/covid/docs/mpsg\\_resources.pdf](http://www.edu.gov.mb.ca/k12/covid/docs/mpsg_resources.pdf)

Kids Help Phone: <https://kidshelpphone.ca/>

Stress Hacks at: <https://stresshacks.ca/>

## COMMUNICATION

### Microsoft Teams

All RETSD schools use Microsoft Teams as our teaching, learning and communication platform. Your child’s teacher will be working, in the first weeks, to ensure that your child can access Teams so that should schools move to remote learning, your child is positioned to continue their learning. A parent support document for Teams can be found here:

[https://www.retsd.mb.ca/Lists/Publications/Family%20and%20Guardian%20Guide%20to%20Microsoft%20Teams%20\(2\)%20\(1\).pdf](https://www.retsd.mb.ca/Lists/Publications/Family%20and%20Guardian%20Guide%20to%20Microsoft%20Teams%20(2)%20(1).pdf)

### Stay Informed

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

**Divisional Website**—The RETSD divisional website has a section for COVID-19 updates that is clearly visible and regularly updated with any communication and documents. Parents are referred to the website through school communication.

<https://www.retsd.mb.ca>

**Divisional Social Media Accounts**—Current information is provided in a timely manner through Twitter and Facebook.

<https://twitter.com/RETSDschools>

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

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

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

At a school level, the following structures support communication:

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

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

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

### **RIVER EAST TRANSCONA SCHOOL DIVISION CODE OF CONDUCT (refer to RETSD Policy manual)**

RETSD's Code of Conduct revised - RETSD's Code of Conduct is central to the division's commitment to fostering safe, caring and inclusive schools. Originally created in 2008, the code was recently revised to more closely align it with the new Code of Conduct produced by Manitoba Education and Advanced Learning. The main changes include a revised definition of bullying and the addition of new technology terms. The code has been included in this mailing and will also be included in our School Handbook. The code can also be found on the division website at

[http://www.retsd.mb.ca/Lists/Publications/code\\_conduct.pdf](http://www.retsd.mb.ca/Lists/Publications/code_conduct.pdf)

### **MISSION STATEMENT**

To fulfil our purpose and in our journey toward our vision, River East Transcona School Division is committed to providing relevant, progressive educational programming and supportive services in a safe, stimulating learning environment.

### **CODE OF CONDUCT**

The purpose of the code of conduct is to promote a safe and inclusive school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect.

River East Transcona School Division staff, students, parents/guardians and community members will promote the development of beliefs and attitudes that foster a safe, caring and inclusive learning environment. Staff, students, parents/guardians and community members are to behave in a respectful manner and comply with the code of conduct.

- An active student voice will be encouraged in all schools.
- Community-school initiatives will be encouraged.
- A continuum of supports and services will be utilized to address the unique academic and behavioural needs of students.
- Problem-solving and conflict management skills will be developed.
- Parents/guardians will initiate dialogue regarding their child through the classroom teacher or school administration.

### **ROLES AND RESPONSIBILITIES**

The division believes that all staff, students, and parents/guardians have a responsibility to maintain a safe, caring and inclusive environment.

#### *Principals will:*

- act as the disciplinary authority over the conduct of students while they are at school, on their way to and from school, and while being transported via school bus.
- address unacceptable student conduct including bullying, cyberbullying and abuse of another student.
- notify the parents/guardians of a student as soon as reasonably possible when it's believed that the student has been harmed as a consequence of unacceptable behaviour.

### *Staff will:*

- provide relevant learning experiences based on the diverse needs of students.
- approach the education of students in a respectful manner.
- provide a classroom environment that is safe, caring and inclusive.
- participate in creating a positive school culture.
- communicate information about student progress, attendance and behaviour to students, parents/guardians and administration.
- respect and demonstrate consideration for other cultures.
- respect confidential information about students and staff.
- support and implement proactive and reactive intervention strategies offered through a continuum of supports and services.

### *Students will:*

- be polite, respectful and co-operative to all people within the school community.
- develop self-discipline.
- resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school staff.
- demonstrate and support a safe, caring and inclusive school environment.
- respect that fellow students have a right to a school environment that is free from violence.
- respect school property and the personal property of others.
- dress appropriately according to the RETSD dress code policy.

### *Parents/guardians will:*

- recognize the authority of the school staff to provide a safe, caring and inclusive environment.
- communicate regularly with the school staff and advocate for their child's success.
- ensure regular, punctual attendance and contact the school staff when their child is absent.
- support and work collaboratively with school staff to ensure their child's success and appropriate behaviour.
- encourage the peaceful resolution of conflict and discourage disrespectful, violent or aggressive behaviour to solve a problem.

## **PROACTIVE STRATEGIES**

The teaching and learning of expected student behaviour forms the cornerstone of a proactive, preventative approach. School plans will reflect outcomes related to a positive school culture and staff and parents/guardians will encourage participation in activities that promote a safe, caring and inclusive environment.

The following are the key components in promoting a positive school climate. School staff will:

- participate in creating a positive school culture.
- implement a continuum of school wide behavioural supports.
- develop, maintain and strengthen their working relationships with parents/guardians, community members and organizations.
- employ active supervision.
- implement validated prevention and intervention programs.

## **INTERVENTION STRATEGIES**

The division believes that effective student management teaches students appropriate behaviour and incorporates an appropriate range of consequences.

The division will apply a wide range of consequences for behaviour that interferes with safety, learning and work. Which consequences are applied will depend on the severity of the incident, the diverse needs of the student and the frequency of the behaviour. The following is a list of some options available when working with students regarding their behaviour:

**Informal interview** - School staff talk with the student to reach an agreement regarding the student's behaviour. The parents/guardians will be contacted as required.

**Parental involvement** - Contact might be made with the parents/guardians to discuss the specific behaviour of the student and steps that are necessary to change the behaviour, unless directed otherwise by police. The nature of contact could vary from a telephone conversation to a formal conference at the school with the parents/guardians, the student and school staff.

**Student involvement** - Students who are 18 years of age or older must give their consent before parents are informed of the student's misconduct.

**Formal interview** - A conference is held with the student, the school team and the parents/guardians to develop a plan for changing the student's behaviour.

**School based student services personnel involvement** - School based student services personnel may consult with divisional support staff when developing a behaviour intervention plan (BIP). Parents/guardians will be involved.

**Detention** - The student is detained at school for inappropriate behaviour. When such detention exceeds 15 minutes beyond the regular school hours or causes a student to miss a school bus, the parents/guardians will be informed.

**Withdrawal from classroom setting** - The student is temporarily removed to an alternate, supervised location to complete his/her assignments when inappropriate behaviour is deemed to have a negative impact on the classroom environment.

**Removal of privileges** - The student's privileges are removed under certain circumstances. This removal can include access to the library, cafeteria or lunchroom, or participation in extracurricular activities.

**Restitution** - The student and/or parents/guardians are required to compensate for damages caused by the student.

**Behavioural/performance contract** - In some instances, the student may be required to meet specific behavioural outcomes that are identified in a written contract. Such expectations are developed and agreed upon by the school, the parent/guardian and the student. Such an agreement is documented, with copies provided to all concerned parties.

**Divisional based student services staff involvement** - Division based student services staff might become involved to assist in developing appropriate proactive and reactive approaches for unacceptable behaviour. This plan might include a level of counselling or supports for the student that is beyond the school staff's capabilities. Parental/guardian permission will be obtained for assessments and/or interventions.

**Outside agency involvement** - In some circumstances, the student's behaviour may involve violation of the law (e.g., drugs, theft or assault) and police involvement will be required; parents/guardians will be informed immediately of any such action unless police direct otherwise. Other circumstances may require a referral to Manitoba Child and Family Services, or other community based programs/agencies. In all circumstances, the safety of the student and others will be the key factor for determining such action.

**Suspension** - Suspension is the temporary stopping of a student's right to attend school. When a student's conduct is deemed injurious to the welfare of the school or injurious to the school's educational purpose, suspension is sometimes necessary to ensure the safety of other students in the school. Suspensions are applied when other disciplinary measures have been found to be ineffective or when the student's behaviour disrupts the learning of others, endangers fellow students, teachers or school officials, or damages property.

**In-school suspension** - School administrators might assign a student to an in-school suspension. Teachers will provide students with appropriate work during the in-school suspension. Parents/guardians will be contacted when such action is taken.

**Out-of-school suspension** - The following staff may approve an out of school suspension:

A teacher may suspend a student from class for not more than two days.

A principal may suspend a student from school for not more than five days.

A superintendent may suspend a student from school for no more than six weeks.

**Expulsion** - Expulsion is applied when a student's behaviour has been a serious danger to other students, teachers, school officials or school property, or when the behaviour has been shown to be habitual. Expulsion is a function of the board of trustees.

**Threat assessment** - The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community.

All high-risk behaviours will be taken seriously and high-risk students will be assessed accordingly. When a high-risk threat to self-harm or to harm others occurs, it is essential to assess safety, put in place the required interventions to ensure safety, analyze appropriate next steps and determine appropriate consequences.

No student who has posed a threat of harm to him/herself or to others will be permitted to attend school until safety is assured.

## APPEAL PROCESS

River East Transcona School Division recognizes that on occasion, concerns may arise. Parents/guardians of students may raise their concerns, or appeal decisions, as follows:

**Appeals of Disciplinary Decisions** - Students and parents/guardians must follow the school board's established appeal process:

- a) The decision of a teacher is first to be discussed with the teacher. If the parties are unable to come up with an agreeable solution, this decision may be appealed to the principal.
- b) The decision of the principal may be appealed to the assistant superintendent.
- c) The decision of the assistant superintendent may be appealed to the superintendent.
- d) The decision of the superintendent may be appealed to the board of trustees. A letter outlining the concerns should be sent to the board of trustees in care of the board chairperson.
- e) Exceptions are suspensions in excess of five days and expulsions. In these cases, the appeal goes directly to the board of trustees. These are explained below.

### **Appeals of suspensions or expulsions**

For suspensions over five days, the parent/legal guardian has the right to make representations to the board of trustees. The board of trustees has the authority to confirm or modify the suspension, or reinstate the student.

The Parent/legal guardian has the right to appeal a student expulsion to the board of trustees.

### **SAFE AND CARING SCHOOL ENVIRONMENT**

As citizens, we share a responsibility to work together to provide school environments where all students feel safe and respected, thereby allowing them to reach their full potential. River East Transcona School Division is committed to fostering inclusion for all people.

The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba. The Safe Schools Charter (Province of Manitoba, S.M. 2004. c. 24) sets forth guidelines that apply to students and staff regarding behaviour. Behaviours that will not be tolerated in schools and that will be dealt with immediately include, but are not limited to, the following:

- bullying: a behaviour that is intended to cause, or should be known to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person.
- cyberbullying: bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or email.
- abusing physically, sexually or psychologically, in writing, verbally or otherwise.
- inappropriate use of electronic mail, the Internet, digital cameras, cell phones, cell phones equipped with digital cameras, text messaging sent by cell phone or pager, and other personal electronic communication devices including accessing, uploading, downloading or distributing material that the school has determined objectionable, students taking photos, video recordings, audio recordings and images of staff or students on school property without the permission of authorized school personnel.
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code.
- using, possessing or being under the influence of alcohol or illicit drugs at school.
- gang involvement on school property.
- possessing a weapon as "weapon" is defined in Section 2 of Canada's Criminal Code.

### **SEARCH (Refer to RETSD Policy JIH)**

The River East Transcona School Division supports its teaching and administrative staff in the maintenance of proper order, discipline and decorum on school premises, within divisional facilities, and also during the course of any divisional or school-approved activity, on or away from the school campus.

Further, the River East Transcona School Division recognizes that students are entitled to privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect students.

To this end, the River East Transcona School Division empowers the principal (or designate) to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles. The school division will publicize its search policy annually.

Please refer to the REC School Handbook or the divisional website to view the SEARCH PROCEDURES document. ([RETSD Policy JIH-R](#))

# What Should I Do if My Child is Sick?



Students should stay home from school if they are sick, no matter how mild the symptoms. If your child comes to school with any COVID-19 symptoms, the school will immediately isolate the student and call parents to pick them up.

If students have one symptom from the Column A or two from Column B, they should immediately get tested for COVID-19.

## Column A

Do you have a new onset, or worsening, of any ONE of the following symptoms?

- Fever > 38°C or think you have a fever or chills
- Cough
- Sore throat/hoarse voice
- Shortness of breath/breathing difficulties
- Loss of taste or smell
- Vomiting or diarrhea for more than 24 hours

## Column B

Do you have a new onset, or worsening, of any TWO of the following symptoms?

- Runny nose
- Muscle aches
- Fatigue
- Conjunctivitis (pink eye)
- Headache
- Skin rash of unknown cause
- Nausea or loss of appetite
- Poor feeding (if an infant)

## When Can My Child Return to School?

If your child gets tested for COVID-19 and is:



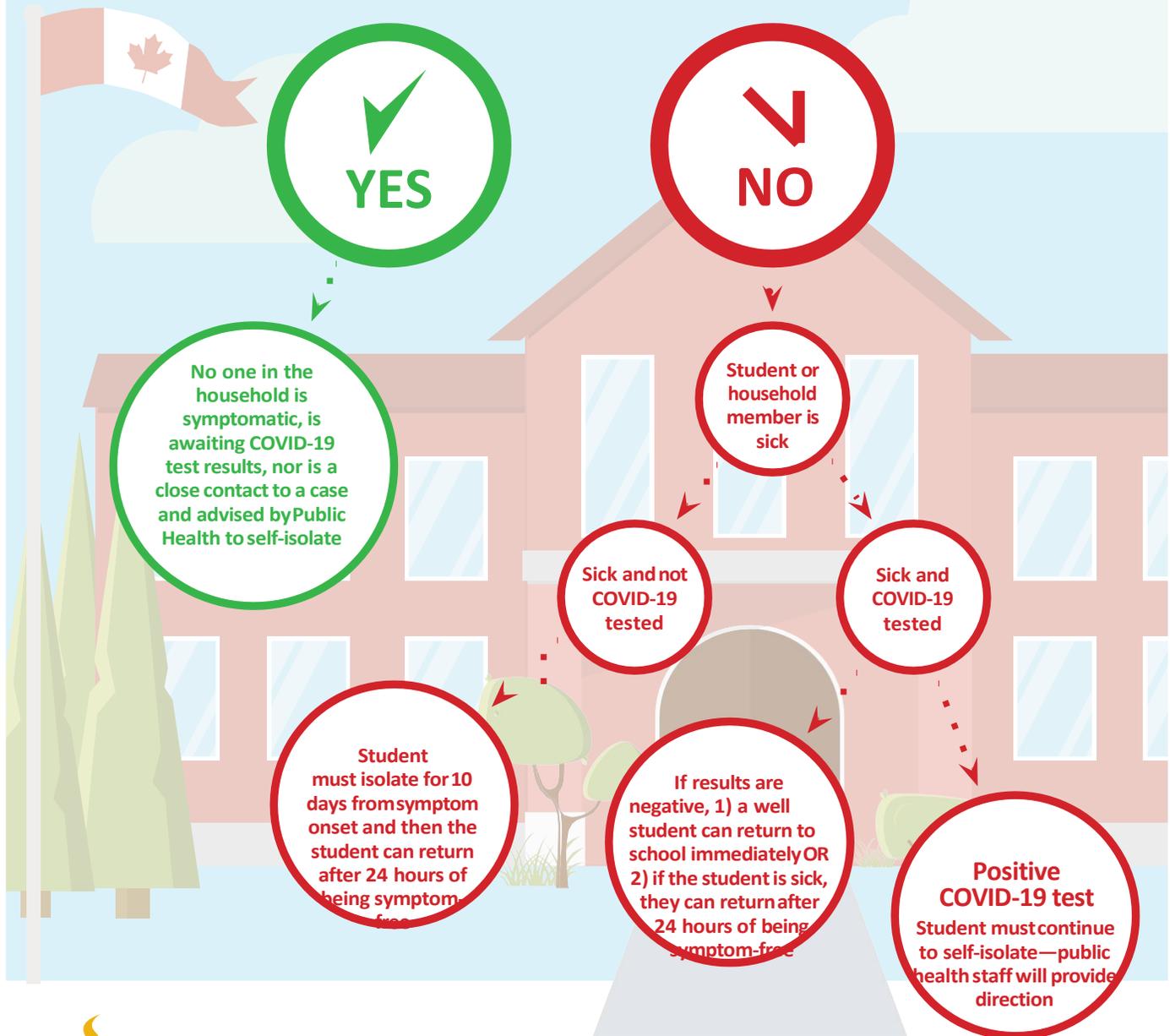
**Negative:** They can return to school after 24 hours of being symptom-free.



**Positive:** Public Health will provide guidance regarding what is required before your child can return to school.

If your child is sick and you decide not to get tested for COVID-19 the student must self-isolate for 10 days from symptom onset plus 24 hours of being symptom-free before returning to school.

# When Can Students Attend School?



# *creating student success*

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