

October 30, 2020

Version 1.05

Updated Sections: Classroom Transition, Cohorts, Student Movement Plans; Transportation; Use of Personal Protective Equipment (PPE); Timetable; Lunch Supervision Programs; Field Trips; Out-of-School Education Excursions; In-Class Learning; The Possibility of Remote Learning; Subject Areas & Specialist Classes

Sherwood School Plan for Welcoming Students Back

In this plan you will find the divisional information for parents, with Sherwood specific information in each section. Please be sure to call us or email if you have any questions.

All information in here is current as of the time of writing. With the ongoing situation being very fluid, changes will likely occur. Please watch your email and check the school and divisional websites for updates.

We look forward to being together again in learning, in a safe and careful manner.

Message from our Superintendent

On July 30, 2020 Manitoba Education announced the plans for the reopening schools in Manitoba: https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-stage-2.pdf

The plan reflects 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 schools.

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.

Manitoba Education, along with River East Transcona School Division, will continue to work closely with public health, parents, caregivers and students. The provincial, and divisional, plans are based on policy and public health directions that have been approved by the Chief Provincial Public Health Officer.

In RETSD, and across Manitoba, in-class learning will resume on September 8, 2020.

- Kindergarten to Grade 8 students, and all students with additional needs in all grades, will return for five full days of in-class instruction per week.
- Students in Grades 9–12 will return for up to five days per week of in-class instruction.

As well, Manitoba Education has created a website to answer many of the questions parents may have: <http://edu.gov.mb.ca/k12/covid/index.html>

RETSD is 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.

Based on the current public health directives, the **RESTRICTED LEVEL ORANGE** is in place for all schools in RETSD beginning on Monday October 26. 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. Cohorts remain in place.



SCHOOL PREPAREDNESS

School Access, Community Use and 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, masks are mandatory for any parent or visitor who needs to enter the school when physical distancing of two metres is not possible.

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

Access to the school is limited. **Upon arrival, please call the school phone number (204 667 0413, and posted on the window by the front door) and staff will meet you. Appointments are greatly appreciated to limit the number of people in the building at any given time.**

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/>

If for any reason you do not pass the Shared Health Screening Tool before your visit, please do not enter the building. Call us, and we will set up an alternate method for meeting.

Hand sanitizing stations will be set up at the main entrances of schools. Everyone entering the school is expected to 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.

Given that Manitoba Education has made it clear that the community use of schools is to be suspended, all community programming is being reviewed. Most programming will be suspended at this time. Specific details regarding each program will be communicated to the organizers and the schools involved.

Classroom Transition, Cohorts, Student Movement Plans

(Update) RESTRICTED LEVEL ORANGE—Students will NOT be moving between buildings. Students in Grades K–8 whose parents elect for in-class learning will remain at their home school. Temporary remote learning students for Grades K–8 will also be connected to their home school. Grades 9–12 students will continue in a blended model as is current yellow practice. Students with additional needs at all grade levels will be prioritized for in-class learning.

The movement of people within Sherwood School will be minimized and it is critical to maintain physical distancing as much as possible. Whenever possible, staff will change rooms and students will remain in their cohort in the assigned area. Classrooms will remain as a group (cohort) and cross classroom activities will not be scheduled. For the purposes of outdoor spaces, our cohorts will be three classes in total, with designated areas for play/work. This keeps us below the government mandated cap of 75 per cohort.

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. However, it is recognized that strict physical distancing at all times, particularly with young children, is not practical in the school setting. The purpose of cohorts is to limit the mixing of students and staff so that if a child or employee develops an infection, there are fewer possible exposures and contact tracing can be more easily done. The maximum cohort size is 75 students. Our cohorts at Sherwood will each be between fifty and sixty students, plus staff.

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. As well, different entry/exit times are being scheduled. 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.

At Sherwood, we will be using the following staggered entrance schedule:

Students whose last names begin with A to J will start school at 9:05 Please ensure that you do not come earlier than this time. Students will line up (socially distanced) at their assigned doors for entry. Our grade 5 class and grade 4 class will line up at the doors nearer the back of the school (playground access). Our Kindergarten class and grade 3/4 class will use the doors by the parking lot. Our grade 1 and 2/3 class will use the front doors. This is designed to minimize the number of bodies at any given door. Parents are asked not to wait with their children as this will increase congestion at the doors and make social distancing much harder. There will be signage at these doors.

Students whose last names begin with K to Z will start school at 9:15. Please ensure that children do not arrive prior to this time. They will use the same doors and line up areas (socially distanced) at the first group to arrive.

In order to minimize mixing of cohorts, we ask that all students and families use their assigned doors at all times and do not come early to play.

At end of day, students whose last names begin with A to J will be dismissed from their assigned doors at 3:30. Students whose last names begin with K to Z will be dismissed at 3:40.

Due to significant limitations on our ability to supervise outside prior to and after school, with staggered entry and exit, WE STRONGLY ENCOURAGE THAT STUDENTS DO NOT ARRIVE AT THE SCHOOL ANY EARLIER THAN THEIR DESIGNATED START TIME, AND THAT THEY GO STRAIGHT HOME AT THEIR DESIGNATED DISMISSAL TIME. This truly is the safest choice. As well, in the case

of inclement weather, students cannot come in early and sit in the hall as has been our past practice. Arriving at the correct time, and ensuring students are dressed for inclement weather (rain), is strongly advised.

COVID-19 Signage

Sherwood School will have directional marking on the floors in the hallways, and social distancing stickers will be on our floors. It is impossible to cover all areas and scenarios, so we will also be reminding students about the importance of social distancing, and ask that any parents who do access the school be mindful of that at all times as well.

Transportation

We understand that the province's guidelines for school bus transportation will impact many families in the division, however, at this time Sherwood School does not have any students impacted by this. The following information is being shared divisionally.

(Update) RESTRICTED LEVEL ORANGE—School buses will continue to operate as in yellow. Masks are required on buses for bus drivers, students and any other passenger on the bus. Bus drivers are to wear disposable medical masks. Parents and caregivers are strongly encouraged to transport students if they are able.

RETSD will schedule bussing according to provincial guidelines while also ensuring physical distancing requirements are in place.

RETSD school buses will be operating at **less than full capacity due to physical distancing requirements.**

To meet our **obligations**, our plans include the following:

- Supporting transportation for students with additional needs who require individualized programming support
- 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 our Fee-for-Service school bus transportation

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

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

Students will sit in assigned seats. These seats will be the same seats used every day. Where possible, students will be seated

one student per seat. If this is not possible, students from the same household or in-school cohort can be seated together.

To assist in making student drop off and pick up as safe as possible when we welcome our students back

in September we are asking all parents to follow the school specific directions and consider having their child walk to school or ride a bike. Most schools in RETSD have bike racks. If you need to drive your child to school, please consider talking to your child about a regular pick up or drop off location that is two blocks away from the school.

Guidelines for Transportation to Schools:

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

Self-Screening, Symptom Monitoring Process & Personal Hygiene

Students must stay home if sick or displaying symptoms. Monitoring for symptoms and exposure is to be done using the COVID-19 Shared Health Screening Tool. Symptoms may include:

- Cough
- Headache
- Fever/ chills
- Muscle aches
- Sore throat/ hoarse voice
- Shortness of breath/ breathing difficulties
- Loss of taste or smell
- Vomiting, or diarrhea for more than 24 hours
- Runny nose
- Fatigue
- Nausea or loss of appetite
- Conjunctivitis (pink eye)
- Skin rash of unknown cause_

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

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

It is especially important to clean your hands:

- After coughing or sneezing
- When caring for a sick person

- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty
- You should also cover your mouth and nose with a tissue when coughing or sneezing, or you can cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands or use an alcohol-based hand cleanser.
- <https://www.gov.mb.ca/covid19/prepareandprevent/index.html>

We ask all Sherwood families to be diligent in checking and monitoring for symptoms daily. While we do have a plan in place to isolate any children who appear ill and have them picked up right away, the best way to minimize the risk is to stay home if any of these symptoms are present.

Use of Personal Protective Equipment (PPE)

(Update) RESTRICTED LEVEL ORANGE—Please be assured that all staff who are working across cohorts or schools **MUST wear disposable medical masks**. This includes school staff and divisional staff such as substitute teachers.

Masks offer an added layer of protection. Students in Grade 4 and above, as well as teachers and staff, are mandated to wear a non-medical mask in common areas throughout schools and when physical distancing of two metres is not possible. Younger students can wear masks too, and Sherwood School strongly encourages this. Masks are mandated when on school buses for all students in Grade 4 and above. Masks are strongly recommended for students in lower grades on the bus.

Extra masks will be made available at all schools throughout the school year for those who do not have their own. Parents are strongly encouraged to talk to their children about how to wear a non-medical mask in advance of their first day of school. Practicing at home will help them to be successful at school.

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 may wear PPE as appropriate and where physical distancing cannot be maintained in order to support additional student needs.

https://www.edu.gov.mb.ca/k12/covid/support/supports_non_distance.html

Protocol for Students Who Exhibit Symptoms

If a student displays or develops symptoms while at school, they will be isolated in a predetermined isolation space. A mask will be provided for and worn by the child exhibiting symptoms. The student's parent/caregiver will be notified to come and pick them up immediately and instructed to call Health Links at 204.788.8200 or 1.888.315.9257.

A sick child can return to the school once it has been determined that it is safe to do so by their health care provider or public health. If that child has a positive test, further direction will be provided by public health. Please let the school know about the positive result promptly.

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, and 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

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

To increase cleaning and sanitation, we are:

- Hiring additional custodial aides to ensure more frequent cleaning during the day when students are present
- Suspending facility and community use permits to accommodate increased cleaning requirements
- Providing hand sanitizer in all offices and entrances of school buildings
- Ensuring adequate supply of liquid soap and hand towels in all locations. Ensuring all air hand dryers are in working order
- Procuring disinfectant wipes for IT equipment to ensure shared devices are cleaned in between users

Sherwood will minimize the use of shared spaces and equipment, and when it is not possible to do so, these will be sanitized between groups.

SCHOOL ROUTINES

School Physical Setting

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

Student Attendance

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

Families who choose to educate their children at home can find more information about homeschooling by contacting:

Homeschooling Office

Manitoba Education and Training

1567 Dublin Ave. Winnipeg, MB R3E 3J5

Phone: 204.945.8138

Email: homeschooling@gov.mb.ca

Timetable

(Update) RESTRICTED LEVEL ORANGE—Parents will have the option of electing for temporary remote learning or in-class learning. Students with additional needs will continue to be prioritized for in-class learning five days per week to ensure that those who cannot manage remote learning independently receive the supports they need. Cohorts remain in place. Except for brief encounters, all staff and students are expected to maintain two metre distancing person to person to the greatest extent possible.

For the most part, timetables will stay as is. There may be some adjustments to keep cohorts together, and information about individual class schedules will be shared once the year is underway. Please note that we may need to make some changes as the year goes on. This will be communicated to parents through classroom teachers. Sherwood School will provide all students as much time as possible for structured physical activity, outdoor experiences, and arts education.

Teachers will move classrooms while the students remain, for the most part, in their designated room or with their cohort.

Staggered/staged starts and exits have been shared in this document. Different entry/exit times have been scheduled. Students who arrive at school prior to the designated entry time (strongly discouraged) are to wait /play, using physical distancing, on the schoolyard in their cohort's assigned area only). Staff will bring students into the school based on their staggered entry plan. Please note that due to the large number of designated spaces for play on the playground, there will not be staff supervision available. For this reason we **STRONGLY ENCOURAGE THAT STUDENTS DO NOT ARRIVE AT THE SCHOOL ANY EARLIER THAN THEIR DESIGNATED START TIME, AND THAT THEY GO STRAIGHT HOME AT THEIR DESIGNATED DISMISSAL TIME.** This truly is the safest choice.

Recess

Recess is an important part of child development. Play, structured and unstructured, is central to student well-being. Recognizing this, recess will be maintained. To ensure the additional physical distancing measures and cohorting are supported. An outdoor space has been designated for each class. Additionally, each class will have its own bag of equipment specified for them for recess, which will be cleaned at the end of the day. These individual bags will be stored in the classrooms.

Due to the small student population at Sherwood, we will have two recess cohorts. Each cohort will have an assigned side of the building for recess, and within that side we will be designating areas for classes to play. Students are encouraged to minimize contact with students outside of their classrooms.

Lunch Hour

(Update) Parent Run Lunch Supervision Programs

Given that the Restricted Level Orange timeline is not defined and that families in K–8 have the flexibility to move between temporary remote learning and in-school learning, programs will continue to operate. At this time, the division is not recommending programs refund fees due to the temporary and fluid nature of the situation.

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. PLEASE ENSURE THAT STUDENTS DO NOT RETURN PRIOR TO THE START OF THE AFTERNOON AS WE ARE ATTEMPTING TO MINIMIZE THE NUMBERS OF CHILDREN ON THE PLAYGROUND. As well, those students who have not paid lunch program fees are not eligible to be supervised by the lunch supervisors, so it is imperative that they not return early.

Students who stay at school for lunch will eat lunch in their cohort classroom. Food must not be shared, and students are to supply their own food and utensils. There is no access to microwaves.

Information about lunch fees and registration will go out in the first week of school. Please be patient. We are working on making sure that we have proper supervision in place and will know more when we know the actual numbers of students staying.

The Sherwood school breakfast program will not be starting up at the beginning of the year. More information on this will come to families in the first few weeks of school.

Play Structures /Schoolyard

Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures. All play structures and swing sets are open. Students will be washing hands prior to and immediately after recess.

Assemblies

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

Field Trips

(Update) RESTRICTED LEVEL ORANGE—All field trips and out of school excursions are not permitted. This is inclusive of day trips.

While educational **day** field trips can take place providing that public health guidelines can be met, given the logistical complications (distancing, transportation and the unknown variables off-site) the division is strongly recommending that day field trips not proceed at this time. As such, Sherwood School will not be booking any fields trips in the foreseeable future.

Overnight camps or stays are not permitted until further notice.

Volunteers

In order to ensure schools are as safe as possible, the division is limiting access to the school building. In most situations, volunteers and guest presenters are not permitted to attend school in person. For the most part, access is being prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being. Any visitors and volunteers must adhere to self-screening, physical distancing, and recommended hygiene practices. Visitors or volunteers with any symptoms consistent with COVID-19 should not enter the school. Schools will keep a list of all visitors. To help protect the health and safety of everyone masks are mandatory for any parent or visitor who needs to enter the school when physical distancing of two metres is not possible. Masks are strongly encouraged at all times.

TEACHING, LEARNING & WELL-BEING

In-Class Learning

As has been directed by Manitoba Education, in-class learning will occur with additional public health measures. While the educational programming will continue to be best practice, some logistical changes may be necessary. These changes will include:

- Group work, group projects: Teachers will continue to prioritize collaboration between students. This may include using digital platforms to maintain social distancing
- Limiting shared resources
- Maintaining social distance and hygiene within the classrooms
- Cohorting students where possible

(Update) RESTRICTED LEVEL ORANGE—Given that to the greatest extent possible a two-metre distancing requirement is in place and most desirable, schools will be aggressively ensuring that excess furniture is removed from classrooms to support the two-metre distancing. The division has provided schools and maintenance staff with detailed instructions to achieve this. Sherwood School now has a temporary outdoor storage unit.

Recovery Learning

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

Recovery learning is not a one-time event. It will be viewed as an ongoing process throughout the school year. Learning gaps will be identified and monitored. To support recovery learning, your child's teacher will employ the following approaches:

- Initial 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
- Recovery learning will also encompass social emotional and wellness learning

The Possibility of Blended or Remote Learning

Optional remote learning is now in place.

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

All Sherwood families will receive information at the beginning of the school year and we will be collecting data on device and internet access to aid in the transition if needed.

Assessment & Reporting

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

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

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

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

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

Staff at Sherwood School will be engaged in ongoing assessment of student needs, learning, social emotional well-being, etc. throughout the school year.

Subject Areas & Specialist Classes

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

Electives may be scheduled when possible and maintaining cohorts of students. In senior years, students and caregivers need to be aware that there might be fewer electives and graduation plans will need to be revisited.

After reviewing the Manitoba High School Athletics Association return to School Sport Plan, the division is delaying the start of **all** extra-curricular sport. We have made the decision based on the on the following:

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

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

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

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.

Sherwood students will not be changing for gym at this time. Please ensure that students come to school dressed in comfortable clothing that will permit participation in physical education activities. A pair of indoor shoes is still required.

(Update) RESTRICTED LEVEL ORANGE:

- No wind instruments are permitted in band/music class (this is the current RETSD practice)
- No choirs or singing is permitted (this is the current RETSD practice)

Music programming is an important part of a well-rounded education. Music programming in RETSD will follow all public health and education advice. Singing is not presently permitted in school. Taking this into account music programming will continue with consideration given to physical distancing, proper hygiene, reducing shared supplies and proper cleaning and sanitation. Band programming will look different with students being asked to do more instrumental practice at home while in class learning focuses on the many other aspects of music education. When instruments are used, teachers will ensure that health precautions are adhered to. Since public health advice does not permit singing, choral programs will be focusing on other musical elements and providing practice opportunities for home where appropriate.

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

Student Specific Programming

As is the case for all students, students with additional needs from K-12 will be receiving in-class learning as prescribed by the province. Programming for students with additional needs may include a student specific plan, such as an Individual Education Plan (IEP) or an Adapted Education Plan (AEP). This collaborative planning will be led by the school team and, as needed, supported by divisional staff. If students with additional needs are not able to physically distance, provincial and divisional protocols will guide the necessary next steps. These can be found at:

https://www.edu.gov.mb.ca/k12/covid/support/supports_non_distance.html

Bring Your Own Device (BYOD)

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

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 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/yourretsd/Policies/Documents/GBEE.pdf>

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

At this time, we are asking families to not send devices. Classroom teachers will be in touch if/when devices may be brought to school. Please be aware that in the event that a student brings a device to school it should be clearly marked with their name. The school cannot be responsible for any loss or damage to the device, and teachers can only trouble shoot with devices with regard to specific classroom uses.

Student Access to Devices & the Internet

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

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

To ensure all students are ready for a possible move to remote learning, **based on need, each school will identify students** who would benefit from the opportunity to have the school division provide home internet access through BELL/MTS.

Parents/caregivers are advised to contact the school for support

Although the deadline for requesting support with this has passed, the division may be able to accommodate late requests. Call the school if you require more information.

Protocol for Shared Equipment

Wherever possible, schools will limit the use of shared resources. When this is not possible, adequate, and appropriate cleaning will be required. To support these practices, your child's teacher will:

- Carefully assess the classroom layout and shared spaces
- Remove materials that are harder to clean and sanitize
- Consider how to offer materials for individual use
- Have 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

All Sherwood students will receive a baggie of basic school supplies on the first day of school. These will be for their individual use only and not shared with other students. We ask that students not take these home at any time. As the year goes on additional personal use supplies will be added. There will be no communal supplies in the classrooms.

At this time, we will not be sending books home for home reading. Families are encouraged to use books already at home, online resources, and the public library for materials. Books read in the classroom will be touched by only one child and then taken out of circulation for a period of time to ensure safety.

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.

At Sherwood a large part of our programming and school experience will be focused on student mental health and well-being. We have planned many lessons and activities to assist with this. Parents who have any specific information or concerns to share are invited to contact the school office at 204 667 0413 or call or email the classroom teacher directly.

Parent and student resources can be found at:

UNICEF: <https://www.unicef.org/coronavirus/supporting-your-childs-mental-health-during-covid-19-school-return>

World Health Organization: https://www.who.int/docs/default-source/coronaviruse/healthy-parenting/english-tip-6-covid-19-parenting.pdf?sfvrsn=232558c1_8

Kids Help Phone:

<https://kidshelpphone.ca/>

Stress Hacks at:

<https://stresshacks.ca/>

COMMUNICATION

Microsoft Teams

All RETSD schools use Microsoft Teams as our teaching, learning and communication platform. Your child's teacher will be working, in the first weeks, to ensure that your child can access Teams so that should schools move to remote learning, your child is positioned to continue their learning. Parent information on supporting your child with Teams is forthcoming and will be shared shortly.

It is important for all Sherwood parents to familiarize themselves with Teams as well. In this way parents can support their children as needed. As well, with the current restrictions in place due to COVID 19 we will not be doing large group events. Some of these regular events will likely be done virtually, through Teams. We will be sharing more information with families about our upcoming Meet the Teacher Night soon, for example. This will be moved to the Teams format.

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/retsdschools>

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.

Please be sure to read all emails coming from Sherwood School (emails and E-memos). These will always have the most up to date, timely, school specific information.

At a school level, the following structures support communication:

- School websites
- School social media
- School letters
- School telephone dialers
- Teacher/family communication

Please be sure to read all emails coming from Sherwood School (emails and E-memos). These will always have the most up to date, timely, school specific information. Please ensure that our emails do not go directly to your spam folder. Our school website and calendar will also be excellent sources of information. Information that is classroom specific may come to you by email from teachers, through notes, or a phone call. It is very important that we are able to connect with you at any time.

As well, the division is now requiring FOUR emergency contacts for each student. This is very important for us to have so that we can be sure that we are able to reach someone throughout the school day. Please be sure to include these on your verification forms which will go home on the first day of school.

Concern Protocol

Your child's school will always try to make the learning experience a positive, safe and happy one for its students. However, if you have a concern or an issue, please don't hesitate to let the school know. Open communication between home and school is very important to us. In the event you have a concern, please follow the process below:

- a. Talk to the person most directly involved—your child's teacher. If you must leave a message, provide a day and evening phone number where the teacher can reach you.
- b. If talking to the teacher doesn't resolve the issue, talk to the principal.
- c. If you've talked to the principal, but the issue has not been resolved over a period of time, call the superintendent's department at 204.667.7130 or email communications@retsd.mb.ca.
- d. If you disagree with the decision of the superintendent's department, you can make an appeal in writing to the board of trustees.

Policy KE—Concern Protocol:

<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>