

Elton Collegiate
Welcoming Our Students Back
Return to School Plan
Fall 2020

Introduction

This document will outline the Fall 2020 “Back to School Plan” for Elton Collegiate. This plan was developed in accordance with the Manitoba Education “Welcoming Our Students Back: Restoring Safe Schools” document, the “Restart Pandemic Response System” document and the Rolling River School Division Return to School Plan. Please note that all of the practices and guidelines found in this document are directed by Manitoba Public Health. They are designed to ensure the safety and well being of our students and staff. Also note that these plans may change as determined by Manitoba Public Health.

The health and safety of our students and staff is the number one priority and our plan will reflect that. There will be many procedures and protocols implemented to help ensure the safety of everyone at the school. We want our students to be aware that school will be different than usual in many ways. We need our students to cooperate fully with the new procedures and protocols to ensure that everyone will remain safe and healthy.

RRSD is implementing a full return to school for all students. This means that all students will be in school every day. Division-level remote learning will be in place for students who have been medically advised not to return to in-class learning due to COVID-related risk factors. If we switch to remote learning at some point during the school year, students will need to participate fully. Students will be assessed on their work, reflective of their performance and learning.

Schools are currently in the “Yellow (Caution)” Level. This means we are in class full time, with increased public health measures, particularly to accommodate physical distancing requirements. We are implementing many changes to our school which you will see in the “Elton Collegiate School Plan Chart.” We are prepared to switch to remote learning based on the Pandemic Response Plan. Public Health will determine which learning scenario we are in at any given time.

The first day of school for students is Tuesday, September 8. We will be taking some time on the first day, and over the course of the first two weeks to teach and train our students on the health and safety protocols that we are implementing. We know that our students will respond positively to these procedures and protocols. We also realize that some students may be feeling some anxiety about returning to school. Please trust that we will do our best to make everyone feel safe and comfortable. We feel confident in the health and safety procedures and protocols that we have in place.

Students should not hesitate to talk to a staff member if they have any questions or concerns about the safety protocols. We are here to help and support. We will get through this by working together and supporting one another. We are Elton Sabres!

Following are some of the ways that our school will be different:

- All staff and students must stay home when sick or exhibiting symptoms of a cold, flu, or COVID-19. Parents should assist students with self-screening every morning.
- Masks must be worn at all times by students and staff when in the school and on the bus. Two washable masks will be provided to all students and staff.
- School bus seating will be assigned. Boarding and exiting the bus will be done with physical distancing. Plexiglass barriers will be used at reception desks and in classrooms.
- Extra handwashing and sanitizing stations will be set up and monitored to ensure students use them. Students must sanitize hands before entering the building and before entering and exiting classrooms.
- Personal protective practices (mask use, physical distancing, cough into arm, hand hygiene) are expected of all staff and students consistently.
- Increased cleaning and disinfecting will occur throughout the school day, especially frequently touched areas. Deep cleaning will occur when students are not present.
- Choir class is suspended. Wood and brass instrument use is suspended.
- Extra-curricular activities are suspended. There will be no games or practices after school.
- Students will be divided into two cohorts. Students will remain in their own cohort. Teachers will be moving between classrooms instead of students to the greatest extent possible.
- Students are encouraged to bring a water bottle, with water from home, with their name on it. Water filling stations will be available, but the fountains will be turned off.
- Visitors to the school will be restricted. Parents may visit the school by appointment only.

*Please see the “Elton Collegiate – School Plans Chart” for more detail.

We are looking forward to seeing the students again on Sep. 8. Although things will be different, it will be nice to have everyone back in the building again. Our staff will be treating our students with the same calmness and kindness as always. Our small school provides an environment where students can feel comfortable and assured that they will be taken care of. We will continue to build positive relationships and make connections with our students. This makes Elton Collegiate a wonderful environment for everyone. We will provide our students with the best education that we can. We thank you very much for your patience and understanding as we work through this challenging situation.

Elton Collegiate – School Plans Chart

DETAILS	Manitoba Education: Level 1 – In Class Learning (planned for September 2020) Manitoba Pandemic Response System: Yellow (Caution)
Participants	<ul style="list-style-type: none"> - All students are expected to attend school every day, unless the student's absence is the result of student compromised immunity or anxiety stemming from COVID-19 (doctor's exemption is required) - Remote learning is not an option - Homeschooling is an option for those not wanting to attend
School Day Structure	
Timetables	<ul style="list-style-type: none"> - Core courses will remain largely unchanged - Grade 9's and 10's have been assigned to group A or B (they will stay with that group for all core courses) - Grade 11's have been assigned to group A or B for ELA and History (other courses as per course selection sheet) - Grade 12's have been assigned to group A or B for ELA (other courses as per course selection sheet) - Some changes to electives may be necessary to meet public health guidelines - Some electives may be removed or added or changed - Students may be placed in different electives than what they signed up for - Jazz Band, Choir and one section of Concert Band have been removed from the timetable - Teachers move rather than students (some student movement from classroom to classroom will still be necessary within cohorts) - Sabre Success will be temporarily discontinued - Movement/ snack breaks will be built into the schedule
Arrival/ Dismissal	<ul style="list-style-type: none"> - Grade 9&10 students enter and exit through the north doors (walk across the front of the school to access) - Grade 11 students enter and exit through the east doors (walk around south side of the school to access) - Grade 12 students enter and exit through the main doors - Drop-off/ pick-up times may be staggered - Physical distancing will be required at all times (including before entering and exiting the building) - Students must sanitize hands upon entering the building

	<ul style="list-style-type: none"> - Students proceed directly to their first class upon arrival - Students keep all personal belongings with them at all times - lockers will not be provided
Movement of Students	<ul style="list-style-type: none"> - Students will be placed in one of two cohorts (grade 9&10 is one cohort; grade 11&12 is the other) - The grade 9&10 cohort will remain in the north/south wing throughout the day; The grade 11&12 cohort will remain in the east/west wing throughout the day; Students will not enter the other cohort at any time - There will be some movement of students within the cohort - Multiple movement/ snack breaks will be incorporated into the school day - Students will eat lunch in an assigned classroom; Students may also eat outside - Students will remove their mask to eat lunch; Students will be spread out over multiple classrooms during lunch break (or outside); Students need to be a minimum of 2 meters from other students at all times during lunch break (in the classroom, hallway and outside) - Students need to physically distance at all times, including during lunch break - Students and staff are required to wear masks at all times (except while eating and outside) - Students and staff may remove their mask when outside, if physically distanced by 2 meters - Students need to sign in and out when entering and exiting during the school day (aside from regular arrival and dismissal times. - Students in grades 9-11 that are entering the school at other times of the day (aside from regular arrival time) should ring the doorbell (a staff member will meet them at their designated entrance)
Academic Program	
Classroom Configuration	<ul style="list-style-type: none"> - Classrooms will be set up so that physical distancing can occur - Students will be a minimum of one meter apart in each classroom - Plexiglass barriers will be placed on tables to provide additional protection - Frequently touched surfaces will be disinfected regularly
Instruction	<ul style="list-style-type: none"> - Students and staff are to build handwashing into the daily routines and during the following times: <ul style="list-style-type: none"> • Upon entry to a room • Before snack/ lunch • After snack/ lunch • After use of toilet • After being outdoors

	<ul style="list-style-type: none"> - Consistent remote learning platforms will be used to ensure a smooth transition to a different learning scenario - The curriculum focus is essential learnings in core subject areas - Elective courses are still being offered for credit acquisition - All after school extra-curricular activities are cancelled - Some school sports teams may offer small group training during lunch break (TBD)
Assessment and Reporting	<ul style="list-style-type: none"> - Teachers will use their professional discretion to determine appropriate formative and summative assessment practices as per the RRSD grading guidelines policy - Reporting will occur as per scheduled reporting periods identified on the RRSD school calendar - Grade 12 provincial tests are scheduled to proceed as normal
School Supplies and Personal Belongings	<ul style="list-style-type: none"> - Students should label all of their personal belongings - Sharing of belongings is not permitted - Students should bring a water bottle to school labeled with their name on it - Students and staff will be required to wear a mask at all times within the school - All students will still receive a dedicated device to facilitate learning (grade 10-12 students will use their ipad, grade 9 students will receive a new laptop)
Alternate Learning Spaces	
Gym	<ul style="list-style-type: none"> - P.E. will take place outdoors as much as possible, but the gym will be utilized as well - Distancing requirements will be in place inside the gym - Each cohort will have its own entrance/ exit door to the gym - Students will not change for P.E. class - Students will leave their belongings in a safe, designated area during P.E. class - Students and staff will be required to sanitize hands upon entry to the gym - Sharing of equipment will be limited - Equipment will be cleaned and sanitized after each use
Library	<ul style="list-style-type: none"> - The library will be accessible for students - Limit of four students - Increased cleaning and sanitation will be in effect
Common Area/ Canteen	<ul style="list-style-type: none"> - There will be no assemblies or large gatherings of any kind - The canteen will be closed at all times - Microwaves will not be available for student use

Transition to School	<ul style="list-style-type: none"> - A virtual tour of the school will be available - Emergency response practice drills will take place in the classroom (physical distancing will be ensured) - Visitors to school will be limited - Parents and guardians must make an appointment to enter the school - Parents and students are responsible to self-screen every morning before leaving for school - Students should not come to school if they are sick
Student Well-Being	<ul style="list-style-type: none"> - Supports are available inside the school and through outside agencies - Online supports are available - School Based Student Services teams will offer a hybrid of individual counselling services: both online and in-person as circumstances warrant. - Universal social-emotional learning curriculum will continue to be offered via classroom instruction, online classroom presentations, pre-recorded sessions. - Student Services Teams are available for consultation with staff members about their student concerns and referral to external community supports if required. - Capacity Building resources for Mental Health and Well Being have been provided by Manitoba Education for students, staff families. The resources and online counselling supports can be accessed through the RRSD website: https://www.rrsd.mb.ca/news/whats_new/covid-19__resources_to_support_mental_health - VTRA protocols already exist in RRSD schools. - Transition planning protocols exist in RRSD and the processes have been completed (grade to grade and student specific) to ease school re-entry and help maintain a flow to education that has been disrupted by the pandemic.

Revised School Day Schedule – Fall 2020

9:00 a.m. – 10:05 a.m. – **Period One**

10:05 a.m. – 10:15 a.m. – ***Staggered Break**

(10:05 a.m. – 10:10 a.m.)

(10:10 a.m. – 10:15 a.m.)

10:15 a.m. – 11:20 a.m. – **Period Two**

11:20 a.m. – 11:30 a.m. – ***Staggered Break**

(11:20 a.m. – 11:25 a.m.)

(11:25 a.m. – 11:30 a.m.)

11:30 a.m. – 12:30 p.m. – **Period Three**

12:30 p.m. – 1:10 p.m. – **Lunch Break**

(students eat in assigned classroom or outside; physically distance 2 meters in lunch room, in hallway and outside)

1:15 p.m. – 2:15 p.m. – **Period Four**

2:15 p.m. – 2:25 p.m. – ***Staggered Break**

(2:15 p.m. – 2:20 p.m.)

(2:20 p.m. – 2:25 p.m.)

2:25 p.m. – 3:25 p.m. – **Period Five**

(3:15 p.m. – 3:20 p.m. – Grade 9 & 11 dismissal)

(3:20 p.m. – 3:25 p.m. – Grade 10 & 12 dismissal)

Classroom Assignments by Location – Fall 2020 – Semester One

	Grade 9 (A)	Grade 9 (B)	Grade 10 (A)	Grade 10 (B)	Grade 11	Grade 11	Grade 12	Grade 12	SPARE
Period 1 (9:00-10:00)	Math 10F Room 6	SS 10F Room 3	ELA 20F Room 4	Science 20F Room 5	Pre-Cal 30S Room 104		ELA 40S Room 105	Ess. Math 40S Room 106	107 108 Band
Period 2 (10:30-11:30)	ELA 10F Room 6	Math 10F Room 3	Science 20F Room 4	Geo 20F Room 5	Ess. Math 30S Room 104		ELA 40S Room 105		107 108 Band
Period 3 (11:30-12:30)	DAYS 1,3,5: Keyboard (Martens) – Room 3&4 Keyboard (Ryan) – Room 5&6 French 10/20 – M.P.R.		DAYS 2,4,6: L/W 9 – Room 4 L/W 10 – Room 5 Art – Room 6 & lunch room		History 30S Room 104	Foods Room 106	Pre-Cal 40S Room 105		107 108 Band
Lunch	Room 1 & 6	Room 3 & MPR	Room 2 & 4	Room 5 & Canteen	Room 104 & 105 & 106		Room 107 & 108 & Band Room		
Period 4 (1:15-2:15)	P.E. 10F Gym/Room 6	Sci. 10F Room 3	A/P Math Room 4 & 5				Law 40S Room 105 & 106	Chem 40S Room 104	107 108 Band
Period 5 (2:25-3:25)	DAYS 1,3,5: Band – Lunch Room Promo (Payette) – Room 3&4 Promo (Geekie) – Room 5&6		DAYS 2,4,6: D.P. (Martens) – Room 3&4 Comp. Sci. (Lamont) – Room 5&6 Drama – M.P.R.		Chem 30S Room 104	P.E. 30/40 Gym/ 105	Psych. 40S Room 106		107 108 Band