

# MINNEWASTA RETURN TO SCHOOL PLAN

IN CLASS LEARNING, BLENDED  
LEARNING, AND REMOTE  
LEARNING SCENARIOS

UPDATED OCTOBER 14<sup>TH</sup>, 2020

TO BE UPDATED REGULARLY WITH THE LATEST  
INFORMATION



# DIVISIONAL PLAN

- While the following pages indicate the procedures and plans our school will be using, the division has created a plan for the schools to follow/base their plans from.
- If you would like more information on the divisional plan, please follow the link below and refer to the Western School Division Reopening Plan – August 2020 document as you scroll towards the bottom of the screen:
  - <https://www.westernsd.mb.ca/Division/Pages/COVID-19.aspx#/=>

# MINNEWASTA IN-CLASS LEARNING PLAN



# MENTAL HEALTH AND WELL-BEING

- Returning to school will require time to address students' social and emotional needs.
- All staff have a role to play in supporting student's mental health and well-being.
- A blended model of support with both in-person and virtual supports may be available:
  - Office Hours
  - Crisis Support
  - Clubs/Groups
  - Clinical Counselling (as appropriate)
- Support for students at key transition points with re-engagement support and opportunities to be welcomed by and connected to other students.
- Provide learning opportunities for staff to help identify student's specific needs & appropriate supports during the return to school.

# SAFETY PLANNING

- Students and staff are required to self-screen and stay home if they are exhibiting symptoms of COVID-19.
  - Parents and caregivers are required to self-screen their children before boarding the bus or entering the school.
- If a child becomes ill or is showing symptoms, the child will be taken to our isolation room in the school where they will wait to be picked up.
- Parents and guardians are asked to call the office when they have arrived to pick a child up (appointments, music lessons, etc.). The office will notify the classroom teacher who will then have the student walk to the front of the school to be picked up. This will help limit the amount of visitors coming in and out of the building. Parents/caregivers are asked to stay in their vehicles/outside during all circumstances to avoid congestion.
- Hand sanitizers will be placed at each entry/exit door for each cohort and will be used upon every entry and exit for each child.
- Distance markers will be located on the floor outside of the bathrooms as well as outside the school doors to promote physical distancing in the hallway and while coming into the school:
  - Bathrooms in the gym can have 1 student at a time.
  - Bathrooms in the main hallway can have 2 students at a time.

# SAFETY PLANNING CONTINUED

- Students will be divided into “cohorts/groups” to reduce the exposure to others and other groups. There will be 6 cohorts total at Minnewasta School.
  - Student desks/seats will be placed at a minimum of one meter apart in their cohort groups.
  - Total occupancy levels for students will be posted on classroom doors
- Each cohort will use separate exit and entrance doors into the school.
- Our playground will be divided into 3 sections. Each cohort group will remain in one designated section during recess and lunch breaks to ensure contact with other cohorts does not happen.
  - The locations for recesses will rotate so all students get a chance to experience each area equally.
- Music classes will happen in the student's homeroom classrooms. Physical Education will happen outside whenever possible.
- If parents/guardians are needing to set up an appointment to meet with a teacher or administrator, please call ahead. Appointments are recommended to take place over the phone to help limit visitors coming in and out of the building.

# SAFETY PLANNING CONTINUED

- Hand hygiene will be encouraged and, when possible, supervised during the school day. Staff will supervise young children when using alcohol-based hand sanitizer.
- Staff, volunteers, and participants will wash their hands frequently with soap and water for at least twenty seconds at the following times:
  - At the start of the day and before going home
  - After going to the washroom
  - Before preparing food
  - Before and after eating
  - After getting hand dirty
  - After wiping noses or handling dirty tissues
  - After coughing, sneezing, or blowing nose; and
  - After cleaning tasks (staff)
  - **STAFF THAT MOVE BETWEEN COHORTS WILL REQUIRE PROPER HAND HYGIENE BEFORE GOING INTO THE NEXT CLASSROOM**

# CLEANING

- Increased frequency of cleaning, disinfecting, and sanitizing, particularly high-touch surfaces and common/shared areas, will be required.
  - Disinfect commonly touched surfaces frequently, at least twice daily (e.g., doorknobs, light switches, electronic devices, chairs, desks, art supplies, toys, games, gym equipment, tools, and equipment).
  - Increase monitoring of hand cleaning supplies to ensure an ample supply at all sinks in washroom and kitchen areas.
  - Staff will have a shared responsibility to assist in keeping their own work, students work/work areas, and high touch areas clean and sanitized.
- Targeted areas for deep cleaning:
  - Student work areas
  - Designated washrooms
  - Entrance/Exits
  - Photocopier
  - Isolation room
  - Other identified high touch areas
  - Soap and hand sanitizer – all soap and sanitizer dispensers will be regularly checked and replenished as needed.
  - Washrooms deep cleaning will occur 3x/day (mid-morning, mid-afternoon, and end of day).



# PERSONAL PROTECTIVE EQUIPMENT

- Students (Grade 4 and up), teachers, staff members, visitors, and volunteers are required to wear non-medical masks in areas where physical distancing of 2m is not possible.
  - Students under Grade 4 can also use non-medical masks.
- All school bus passengers and the driver, are required to wear a non-medical mask. These should be put on before loading and taken off after the offloading if removal is appropriate for the setting.
  - Parents are asked to provide reusable masks for their children. Masks will be provided to students and staff who need them. Inventory will be monitored to ensure adequate supply.
  - Non-medical masks should not be worn by anyone who:
    - Is unable to remove the mask without assistance (e.g., due to age, ability or developmental status).
    - Has breathing difficulties.
    - Is under two years of age.
  - A medical (surgical or procedural) mask is required when unable to maintain 2m or 6ft from a child who is exhibiting signs or symptoms suggested of COVID-19.

# SHARED AND COMMON SPACES

- Access to the school will be monitored to avoid congestion.
- If cohorts or groups are together in a large space, 4m of distance between groups will be maintained (i.e., two groups can be in the same room provided the groups do not intermingle and 4m of space is possible between the two groups).
- Washrooms to be cleaned frequently.
- Outdoor activities will be encouraged.
- Travel will be limited within the school throughout the day.
  - When travel is necessary all classrooms must walk along the wall directly to **their right** to avoid contact with groups from other cohorts.
  - When meeting another group in the hallway, stay against wall to ensure a minimum of 2m distance.
- Avoid sharing items to the greatest extent possible. Parents should label their own child's belongings.
- Students are encouraged to keep personal belongings with them. Locker/hook use will be limited or discontinued.
- Toys, crafts, and books that are not easily cleaned will be removed.
- Field trips, assemblies, and other large events will not be scheduled unless public health requirements can be met.

# INDIVIDUALS WITH SYMPTOMS

- If symptoms develop while at school, the person will be isolated in the Minnewasta Isolation Room.
  - The student/staff member will be provided with a medical mask to be worn by sick individual, unless there are safety issues that prevent the individual from wearing a mask.
  - The isolation room will be restricted to authorized staff and students.
  - Few people will be allowed in the room and it will be disinfected frequently.
  - Names of all persons who enter the room will be documented.
  - Schools will ensure furniture and other surfaces in this room can be easily disinfected.
  - Parents or caregivers will be called to pick up their child immediately. They can call Health-Links or the child's health care provider for direction, if required.
  - Students will be walked out of the building from the room to persons driving them home.
  - Communicate potential contaminated areas with custodial staff for immediate disinfection.
  - If a staff member or volunteer in a school becomes symptomatic, they will immediately isolate themselves from other staff and students, notify their administrator, and go home to monitor symptoms.
  - Below is a link to the fact sheet from the government of Manitoba explaining the procedures individuals should take when experiencing any COVID-19 symptoms:

[https://www.gov.mb.ca/asset\\_library/en/covid/factsheet-isolation-selfmonitoring-recoveringhome.pdf](https://www.gov.mb.ca/asset_library/en/covid/factsheet-isolation-selfmonitoring-recoveringhome.pdf)

# VISITORS AND VOLUNTEERS

- Minnewasta School will minimize visitors and volunteers in the building. When their presence is necessary, visitors, and volunteers must first self-screen and adhere to physical distancing and hygiene practices in place for students and staff.
- Community use of schools will be suspended, with the exception of childcare centers operating in schools.

# TRANSITION DAYS

- Students will return to school for Transition Days on September 8<sup>th</sup> and 9<sup>th</sup> at Minnewasta School. Kindergarten staggered entry will take place on September 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>.
  - Transition times will be scheduled online where parents/guardians can sign up for a time for their child.
  - The transition meeting is to build a relationship between the core team (Teacher, Student, and Parent).
    - All public health measures should be followed.
    - Masks are required for adults during transition days when entering the school and in common areas. If you are meeting with the teacher and 2m distance can be maintained the mask may be removed.
      - Please complete a prescreen before attending the meeting. Please do not attend the meeting if you are experiencing symptoms. The prescreen document/poster can be found below:
        - [https://www.gov.mb.ca/asset\\_library/en/coronavirus/COVID-19-poster-1.pdf](https://www.gov.mb.ca/asset_library/en/coronavirus/COVID-19-poster-1.pdf)
    - Questions will be asked to gain a better understanding of the student's strengths, interests, and challenges.

# COHORTS/GROUPS

- Students will be divided into 6 cohorts for the upcoming school year. This means that children will be placed into groups to ensure mixing with other groups does not happen.
  - Children in like-cohorts are still asked to maintain up to 2 meters distancing when at all possible. Space between seating in classrooms will be, at minimum, one-meter distancing.
  - Students, when outside at recess with their cohort, are still advised to keep distance between them and other students even if they are in their class.
- **Cohort 1** – Mrs. Bergen Gr. 1/ Mrs. Hamm Gr. 1/ Mrs. Zacharias Gr. 1
  - **Cohort 2** – Mrs. Huang-Chiappetta Gr. 2/ Mrs. Fehr Grade 2/ Mr. Prokopetz Gr. 2
  - **Cohort 3** – Mr. N. Lovatt Gr. 3/ Mrs. R. Klassen Gr. 3/ Mrs. Robertson Gr. 3
  - **Cohort 4** – Ms. Kulbaba Gr. 4/ Mrs. Thomson Gr. 4/ Mrs. Yake Gr. 4
  - **Cohort 5** – Ms. Rose Gr. 3/ Mrs. Wicks Gr. 1 / 2
  - **Cohort 6**
    - **A.** Mrs. Barrett AM K/ Mr. Mardli AM K
    - **B.** Mrs. Barrett PM K/ Mr. Mardli PM K

# COHORT 1



- Comprised of Mrs. Bergen's Grade I class, Mrs. Hamm's Grade I class, and Mrs. Zacharias' Grade I class.
- Classrooms are located down the West hallway.
- Students will enter and exit through the West doors (pictured).
- Students will use the bathrooms in the main hallway (only 2 students will be permitted at a time and markers will be in place for physical distancing outside of the bathroom door).

# COHORT 2



- Comprised of Mrs. Fehr's Grade 2 class, Mrs. Huang-Chiappetta's Grade 2 class, and Mr. Prokopetz' Grade 2 class.
- Classrooms are located down the East hallway.
- Students will enter and exit through the East doors (pictured).
- Students will use the bathrooms in the gymnasium (only 1 student will be permitted at a time and markers will be in place for physical distancing outside of the bathroom door).



# COHORT 3



- Comprised of Mr. N. Lovatt's Grade 3 class, Mrs. R. Klassen's Grade 3 class, and Mrs. Robertson's Grade 3 class.
- These classes are in portable classrooms located North of the school building.
- Students will enter and exit the school through the North-West door (pictured) located by the gymnasium. When students arrive to school, they will go directly to their portable classroom without entering the main school building. When students leave school, they will do so directly from their portable classroom.
- Students will use the bathrooms in the main hallway (only 2 students will be permitted at a time and markers will be in place for physical distancing outside of the bathroom door).

# COHORT 4

- Comprised of Ms. Kulbaba's Grade 4 class, Mrs. Thomson's Grade 4 class, and Mrs. Yake's Grade 4 class.
- Ms. Kulbaba's class and Mrs. Yake's class are in portable classrooms North of the school. Mrs. Thomson's class is in the main building.
- Students will enter and exit the school through the North-East door (pictured) located by the gymnasium. Ms. Kulbaba's students and Mrs. Yake's students will go straight to their portable classroom when they arrive at school. They will also leave school from their portable classroom. Mrs. Thomson's class will arrive to school and exit from school through the North-East doors. Markers to be in place for physical distancing.
- Students will use the bathrooms in the gymnasium (only 1 student will be permitted at a time and markers will be in place for physical distancing outside of the bathroom door).



# COHORT 5

MINNEWAS  
SCHOOL



- Comprised of Ms. Rose's Grade 3 class and Mrs. Wicks' Grade 1/2 class.
- Classrooms are in the central area of the school. Ms. Rose's class will be in the Library and Mrs. Wicks' class will be in the Music room.
- Students will enter and exit through the front doors of the school (pictured).
- Students will use the bathrooms in the main hallway (only 2 students will be permitted at a time and markers will be in place for physical distancing outside of the bathroom door).

# COHORTS 6A AND 6B

- Comprised of Mrs. Barrett's Kindergarten class and Mr. Mardli's Kindergarten class.
  - As Kindergarten students only come for half days, 6A will be considered the morning cohort and 6B will be considered the afternoon cohort.
  - Classrooms are located down the West hallway.
  - Students will enter/exit through the exit door at the back of Mrs. Barrett's classroom (pictured).
  - Students will use the bathroom in Mrs. Barrett's classroom (only 1 student will be permitted at a time and markers will be in place for physical distancing outside of the bathroom door).



# RECESS/BREAKS PREPAREDNESS

- Public health advises that playgrounds and play structures are low risk for transmission. There are no recommended specific requirements for cleaning play structures.
- Separate equipment will be available for each cohort and cleaned between recess periods.
- Our playground will be divided into 3 sections to avoid contact between cohorts.
- Contact sport engagement will be minimized to facilitate social distancing.
- Ensure hand hygiene is performed before and after recess (sanitization or hand washing).
- Non-medical masks can be removed during outdoor play to provide a mask-free break.
- Students must bring their own lunches or provided lunches must be individually wrapped in disposable containers. Schools can continue to offer breakfast and lunch programs with necessary adjustments to ensure health guidelines are in place.
- Children are not allowed to share food or water bottles at Minnewasta School.

Phys-Ed

Middle Section

East  
Section

West Section

Minnewasta School

Mapbox



# RECESS AND LUNCH BREAKS

- Lunch routines as well as recesses will be staggered to limit the amount of students on the playground.
  - 3 cohorts will eat inside between 12:00 p.m. and 12:25 p.m. while the other 2 cohorts will be outside for recess (Cohort 6 does not stay for lunch breaks).
  - At 12:25 p.m. the students from outside will come inside to eat. The students inside will begin cleaning up at 12:25 p.m. and then head outside for recess at 12:30 p.m. Students will return to regular class instruction at 12:55 p.m.
    - The playground will be divided into 3 sections. Children will stay with their cohort group in one section to make sure they don't interact/come in close contact with students in other cohorts.
  - The morning recess and afternoon recess will happen at two different times.
    - Morning Recess:
      - 10:15 a.m. to 10:30 a.m. (3 cohorts will be outside in their own sections during this time)
      - AND (5-minute buffer for students to come in from outside)
      - 10:35 a.m. to 10:50 a.m. (3 cohorts will be outside in their own sections during this time)
    - Afternoon Recess:
      - 1:50 p.m. to 2:05 p.m. (3 cohorts will be outside in their own sections during this time)
      - AND
      - 2:10 p.m. to 2:25 p.m. (3 cohorts will be outside in their own sections during this time)

# RECESS SCHEDULE

## LOCATION TO ROTATE BETWEEN 3 SECTIONS OF THE PLAYGROUND

### Morning Recess Schedule

- 10:15 a.m. – 10:30 a.m.
  - Cohort 1
  - Cohort 2
  - Cohort 5
- 10:35 a.m. – 10:50 a.m.
  - Cohort 3
  - Cohort 4
  - Cohort 6

### Afternoon Recess Schedule

- 1:50 p.m. – 2:05 p.m.
  - Cohort 3
  - Cohort 4
  - Cohort 6
- 2:10 p.m. – 2:25 p.m.
  - Cohort 1
  - Cohort 2
  - Cohort 5



# BEFORE SCHOOL / AFTER SCHOOL ENTER/EXIT

- Before School 8:30 a.m. – 8:50 a.m.
  - All children will come in through their own cohort specific entrance/exit doors.
  - They will go straight to their classroom and into their assigned spot.
  - Students will be at their own spots to do activities (reading, writing, drawing).
  - Supervision for classrooms will be in place.

**PARENTS: Please do not send or drop off children before 8:30 a.m. If possible, a drop-off of as close to 8:50 a.m. would be ideal!**

**PARENTS ARE ALSO ASKED TO REMAIN IN THEIR VEHICLES DURING DROP OFFS AND PICKUP.**

**IF DROPPING OFF A STUDENT LATE PLEASE CALL THE OFFICE. THE OFFICE WILL THEN NOTIFY THEIR CLASSROOM TEACHER AND THE TEACHER WILL MEET THE STUDENT AT THEIR DESIGNATED ENTER/EXIT DOORS**

- **After School (staggered exits)**
  - 3:20 p.m. – Cohort 3 and 4 bus students will leave through their entrance/exit doors and maintain physical distancing on the way to the bus. Cohort 3 will exit around the West side of the building to the front of the school, Cohort 4 will exit around the East side of the building to the front of the school. Students will maintain physical distancing on the way to the bus.
  - 3:25 p.m. - Cohort 1 and 2 bus students will leave through their entrance/exit doors at opposite sides of the school and maintain physical distancing on the way to the bus.
  - 3:27 p.m. – Cohort 5 and 6 bus students will walk to the bus while maintaining physical distancing (A teacher from Cohort 6 will walk with their students).
  - 3:40 p.m. - Any remaining students in all Cohorts walking or being picked up from school, will leave from their entrance/exit doors.

# LUNCH HOUR SCHEDULE

## LOCATION TO ROTATE BETWEEN 3 SECTIONS OF THE PLAYGROUND

### Cohorts 1, 2, and 5

- 12:00 - 12:25 eat lunch in their own classrooms
- 12:25 students clean up
- 12:30 students go outside for recess
- 12:55 students return to their classrooms through designated entry/exit doors

### Cohorts 3 and 4

- 12:00 - 12:25 students go outside for recess
- 12:25 students return to their classrooms through designated entry/exit doors
- 12:30 - 12:55 eat lunch in their own classrooms
- 12:55 students clean up

# MINNEWASTA BLENDED LEARNING PLAN



# BLENDDED LEARNING

- As indicated in the Western School Division School Re-Opening plan, the Blended Learning scenario will be enacted by the province and Public Health will provide directions on the changes from Scenario #1 (In-Class Learning).
- Microsoft Teams will be the primary platform used by Minnewasta School teachers for all conferencing with students in real-time. Microsoft Teams and SeeSaw are options teachers will use to deliver/collect/assess assignments completed by the students.
  - During the first few days of in-class learning to start this school year, teachers will provide students with logins/passwords for Teams and if necessary, for SeeSaw.
  - These logins/passwords will also be provided to parents to practice with at home in the event blended learning or remote learning takes place.
  - Students will be given opportunities to practice using these online platforms in case school switches from in-class learning to blended or remote learning. This will ensure students are prepared for any scenario that is enacted.
- Technology will be dispersed to those students that need it (iPads, laptops, etc.).

# MINNEWASTA REMOTE LEARNING PLAN



# KEY INFORMATION ABOUT REMOTE LEARNING

- This scenario will be enacted by the Province and Public Health orders will provide additional directions on changes from scenario #1. This plan is founded on the following principles:
  - Supporting continuous instruction,
  - Providing access for all students
  - Maintaining connectedness to the community.
- Throughout the suspension of classroom learning, Minnewasta School teachers will continue to provide students with instruction that is designed to build upon the learning trajectory already established in the classroom. They will do so using one or more of the remote learning options identified in this plan:
  - 1) Division Provided Instructional Materials with Teacher Support
  - 2) Teacher Led Hybrid Instruction
  - 3) Teacher Led Full Digital Instruction

# LEARNING EXPECTATIONS

- Students are expected to continue remote learning and complete assigned work.
- Teachers will continue to direct learning and will continue to work a full school day each day.
- Teachers will facilitate at-home learning to support students with online platforms, printed materials, and outreach for students who are at risk.
- Beyond delivering daily instructional materials and preparing for assessments, teachers will have regular, personal communication with students, parents, caregivers, and other partners in support of student achievement. This connection will occur by phone, Microsoft Teams, and email, as well as by mail for those without phones and computers.
- A My Learning at Home portal is available to provide resources and support to students, parents, and caregivers. The site is available in English, French, and French Immersion formats at: <https://www.edu.gov.mb.ca/k12/mylearning/index.html>
- Teachers will use their professional judgment to determine the appropriate amount of learning time and the format of student assessments.
- Teachers will temper assessment of learning needs by grade level.

# LEARNING EXPECTATIONS CONTINUED

- Teachers will continue to set goals for students and assess progress.
- All students will receive final grades and a report card in June. Reporting of final grades will follow Manitoba Provincial Report Card Policy and Guidelines.



# MINNEWASTA PLATFORMS FOR REMOTE LEARNING

- Minnewasta Teachers will have direct access to technology that will allow them to have live conferencing/meeting capabilities with their students.
- Online conferencing will be done through Microsoft Teams. This will allow teachers to have direct video conferencing available with each student to focus on their academic needs as well as social-emotional needs.
  - In addition to Microsoft Teams some classroom teachers may choose to use the platform SeeSaw. This application will not be used for conferencing but may be used as a platform for students to submit assignments and have their work assessed.
- During the first few days of in-class learning this year, teachers will be required to provide students with login information (for Microsoft Teams and SeeSaw if necessary), share that login information with parents, and practice with each student logging in/out. Students will also be able to use some of the platform's key features so that if remote learning is enacted students will be well equipped and comfortable with using them!

# K-8 LEARNING AND ASSESSMENT

- Teacher-directed learning will focus on literacy and numeracy, with opportunities for science and social studies, physical education and health education, and the arts through cross-curricular planning.
- Teachers will plan a minimum average of five hours per week of curriculum-based learning for students in K–Grade 4, and 10 hours per week for students in Grades 5–8.
- At Minnewasta School, teacher-directed learning will be implemented to provide education for students through Microsoft Teams, SeeSaw, and print-based learning.
- Learning can be done through hands-on activities, print materials, and/or online platforms.

# MINIMUM LEARNING EXPECTATIONS

## Minimum Learning Expectations

Grade	Real-time Online Instruction	Independent Work	Total Student Learning Hours/Day	Learning Focus
K	Teachers will connect with the student, along with parents/ caregivers, a minimum of once per week to facilitate connection and provide support and play-based learning ideas.	1-2 hours/day of play based learning.	1-2 hours/day	Play-based learning.
1-4	5-6 hours/week	2.5 hours/day	3.5 hours/day	Math, ELA, Social Studies, and Science. Physical Education, Health, Music, and Art will be integrated into the four (4) key subject areas.
5-8	7-8 hours/week	3 hours/day	4.5 hours/day	Math, ELA, Social Studies, and Science. Physical Education, Health, Music, and Art will be integrated into the four (4) key subject areas.
9-12	2 hours/course/week	1 hour/course/day	1 hour & 25 minutes /course/day	Instruction will follow the full curriculum to ensure full credit attainment.

# OPTIONS FOR REMOTE LEARNING

- There are several options for remote learning based on the level of technology access/other circumstances that may be different based on the student's home.
- These options provide a wide range of abilities to meet the students' needs and are all teacher directed.
- Technology will be provided for families that do not have it after a completed survey to find out where the technology is needed. These devices are the property of the WSD and will need to be returned at the conclusion of remote learning.
- Families are asked to have conversations with their child's teacher if the option they are working in does not function well with their needs.

# **OPTION 1: DIVISION PROVIDED INSTRUCTIONAL MATERIALS WITH TEACHER SUPPORT**

- Teacher-developed print packages of work will allow students to work independently.
- Arrangements will be made with families for work package pick-up and drop-off.
- Teachers will connect with families via phone or email to provide student feedback.

*Recommended for students that have little to no technology access.*

# OPTION 2: TEACHER LED HYBRID INSTRUCTION

- A model of instruction that can occur at any time.
- Teachers curate and provide materials in digital platforms and/or by print package which students work on independently and then submit.
- Student communication will be through electronic means (Office 365, See Saw, email, etc.) and/or phone.

*Recommended for students who may not have consistent access to live learning opportunities.*

# **OPTION 3: TEACHER LED FULL DIGITAL INSTRUCTION**

- Full digital instruction where there can be live interactive teaching and learning.
- Teachers design the learning based on where they left off the previous day and what students are working on.
- Resources are housed online (Office 365 or SeeSaw). This may include videos, live instruction, and demonstrations.
- Student communication will be through electronic means (Office 365, See Saw, email, etc.) and/or phone.

*Recommended for students who have consistent and stable technology access.*

# BEST PRACTICES FOR REMOTE LEARNING

- **Primary Goal:** Provide students with opportunities to continue their trajectory of learning. This should consist of providing students with access to content, support, and feedback.
- **Establish Structure:** Begin by orienting students and families to the new environment and creating structure with a focus on maintaining human interactions.
- **Plan for Assessment:** Consider assessment opportunities when you begin planning in accordance with our divisional assessment procedures. Understand the Province has issued certain directives around students' grades and marks due to COVID-19.
- **Continuous Improvement:** Maintain a focus of continuous improvement. Practices should evolve as learning continues.
- **Supporting Teachers:** School leaders should work to ensure all teachers have the resources, support, and flexibility needed to promote student learning to the best of their ability..
- **Supporting Students and Families:** Teachers should be flexible regarding expectations and processes for student learning, with the understanding that online learning capacity and conditions will vary across students.
- **Students with Exceptional Needs:** Teachers should – to the greatest extent possible – attempt to achieve the outcomes listed in individualized plans with the support of the school Resource Team.



# SHARING OF RESOURCES

Our goal is to generously share school resources and materials to assist students/families with remote learning.

- Books and other resources should be lent to families to assist with learning. Teachers are to document the resources that are provided.
- Where families do not have access to technology, the division will lend appropriate devices to families.
- Distribution of resources will begin as soon as possible.
- All equipment and resources must be returned to school once school resumes.

# LIMITED USE OF SCHOOLS

- The Province has released Limited School Use Guidelines.
- School facilities are open for limited use, where physical distancing and public health orders can be followed.
  - Students at Minnewasta School may be allowed to enter in small groups assuming physical distancing measures (established by Manitoba Public Health and the Province of Manitoba) can be met.
  - Students may enter the building for those that need extra support in certain areas of the curriculum in Literacy and Numeracy.
  - Students that had limited access to technology and therefore limited submissions for assessment may be invited to come to school for an appointment time as well.
  - Minnewasta appointment times will vary in length, but for the most part, will be in 1-hour increments.

# LIMITED USE OF SCHOOLS CONTINUED

- Scheduled students can access school Wi-Fi and/or computer equipment.
- Counselling access and emergency phone access may be provided for students.

## Schools:

- Classroom learning will be suspended until further notice. However, schools are now open for staff and specific programs.
- At all times, public health orders and social distancing guidelines must be adhered to.
- Classroom learning is suspended and there are limited opportunities for students to be supported at school.
- Playgrounds are open and accessible.
- Staff are required to self-screen as per Provincial Health orders. Ill staff members shall not report to work and will access sick leave provisions.

# STUDENT ACCESS DURING LIMITED USE

- Students should be invited to Minnewasta during scheduled times after re-entry plans have been finalized, and provided that operational and public health requirements can be met. Minnewasta School may invite some students for additional school visits and special programs as referenced in the guidelines.
- Participating in any in-person activities will be optional for students and families.
- As the number of students eligible to be at Minnewasta during the limited use phase is monitored students will have access based on the following criteria:
  - Crisis Counseling/Supports
  - Academic help for students who are at risk of failing or not graduating
  - Students with exceptional needs (IEP's)
  - Students who will benefit from intervention (academic/behavioral/psychological)
  - English as an Additional Language students
  - Psychological Assessment
  - Access to technology / Wi-Fi
  - Personal guidance counseling
  - Academic help for students who want to increase their mark/grade
  - Speech and Language Assessment
  - Academic help for advanced students

# MAXIMUM NUMBER OF PEOPLE DURING LIMITED USE

- The number of people allowed at Minnewasta School during the limited use phase will be based on regulations/recommendations from Manitoba Public Health and the Government of Manitoba.
  - Students and Staff will need to maintain two metres of physical distance at all times.
- Teachers and students may meet in small group or one-on-one settings to conduct student assessments, provide clinical supports, administer recovery and remedial learning plans, and provide therapeutic services.

# MINNEWASTA LIMITED USE LOGISTICS

- School offices will manage student access/bookings based on the prioritized need.
- Students will be scheduled by appointment. Parents will be informed of the screening and entry protocols at this time.
- Staggered times may be considered.
- When possible, outdoor classroom or opportunities are encouraged.
- The number of students per class must adhere to social distancing guidelines.
- Schools will ensure they have a designated isolation room in the event of illness.
- Screening as per public health guidelines. Staff supervising screening should have access to masks and gloves.
- All students in a segregated cohort will enter and exit a single designated door to the building.  
If possible, staggered entry times will be provided to students to prevent congestion.
- Appropriate signage must be posted at the door.

# LOGISTICS CONTINUED

- Floor markers must be in place both inside and outside to promote social distancing.
- Hand-sanitizer must be used upon entering the school. Hand-sanitizer must be available at the entry door.

## Washrooms:

- Schools will designate bathrooms to each segregated cohort group. Designated bathrooms may not be shared by different segregated cohorts.
- Schools shall close every 2nd stall or urinal in each washroom to aid in the efficiency of cleaning and to support social distancing practices.
- Deep cleaning will occur 3x/day (mid-morning, mid-afternoon and end of day).

## Restricted Areas for Students:

- Computer labs.
- Isolation room (unless a student is ill).
- School offices (by appointment).
- Libraries may be accessed following public health guidelines and adhering to the maximum number of students allowed at a school site.

# MINNEWASTA PLAN CLOSING

- Thank you for taking the time to read through and observe the procedures, plans, and regulations that we will have here at Minnewasta School for the upcoming school year.
- Everyone wishes that we could go back to the way things were. This school year will look much different than any other school year that your students have had.
- Our staff wants you to know we are excited to have your children back to school and our core values of building strong relationships and academic strength remain the same. We will focus on your children and their needs as we would any other school year. We also want to thank you for your continued support!

**We are in this together!**

