



LORD SELKIRK SCHOOL DIVISION

LSSD
Back to School
Guidelines

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The purpose of this document is to provide an overview on how Lord Selkirk School Division will proceed in welcoming our students back to school. The priority is to assure that our students and staff are returning to a safe environment. LSSD continues to work closely with Public Health and Manitoba Education to make sure we are implementing current public health requirements.

The proposed plan is designed to be a flexible document that allows for a focus on safety, health and well-being along with student learning and success. Continuous and ongoing communication with all of our stakeholders is critical in order to address the challenges and obstacles that may arise.

On July 30th, 2020, the provincial government announced that on September 8th, in-class learning will resume for all students in the province. Communication, screening protocols, enhanced hand hygiene, physical distancing and the use of cohorts will be a focus for schools in keeping our students and staff safe.

Return to School in LSSD

- **Kindergarten to Grade 9 students will return to school for five days of in-class instruction per week (full instructional week).**
- **Students in Grades 10-12 will return to in-class full day instruction every second day (50% capacity within the school). Remote learning will occur on the other day. The specific nature of the remote learning will depend on the specific course context.**
- **High school students will be invited to return on a half time basis based on our need to follow physical distancing guidelines (more specific information will follow).**
- **Students with special needs in all grades will return for five days of in-class instruction per week (full instructional week).**

Communication

- Lord Selkirk School Division will continue to take direction from Public Health and Manitoba Education. We believe that ongoing and continuous communication with all stakeholders is essential in these unprecedented times.
- We will continue to provide regular updates to our school community as they are received. We will provide information through email, our divisional website and School Messenger.
- Please make sure your contact information is up to date and accurate to ensure you receive timely notifications.

Attending School

- School attendance is mandatory for children aged 7 to 18 in Manitoba. All students are expected to participate fully in learning, even when remote learning is required.
- Remote learning will only be in place for students who have been medically advised not to return to in-class learning due to COVID-19 related risk factors and for students in high school on their 'at home' day.

- Classroom teachers will support the development and provision of at-home learning packages for students who are isolating or quarantined.
- Decisions about school closures in the event of a positive case of COVID-19 will be made on a case by case basis with Public Health leading the response and providing guidance.
- Public Health will advise staff and students if they have been in close contact with a positive case of COVID-19 and if they need to self-isolate or self-monitor, including when they can return to school.

School Calendar

- Manitoba Education has communicated that the school calendar will have three additional days added prior to the Labour Day weekend.
- The school year will start on Wednesday, September 2, 2020 for teachers and on Thursday, September 3, 2020 for educational assistants. September 2, 3 and 4, 2020 will be mandated non-instructional days where schools will have an opportunity to prepare physical spaces and educate staff on Public Health protocols. This will also be a time for staff to collaborate on approaches to recovery learning.
- Students will return to classes on Tuesday, September 8, 2020.
- All professional development days will focus on COVID-19 related priorities and responses.

Non-Instructional Days in LSSD for 2020-21

Wednesday, Sept. 2, 2020

Thursday September 3, 2020

Friday, September 4, 2020

Friday, October 23, 2020

Friday November 27, 2020 (K-9, Parent-Teacher Conferences, format to be determined)

Thursday, February 4, 2021 (10-12)

Friday, February 5, 2021

Friday, March 19, 2021 (K-9, Parent-Teacher Conferences, format to be determined)

Friday, June 4, 2021

Friday, June 25, 2021

Monday, June 28, 2021 (10-12)

Tuesday, June 29, 2021

The School Day Structure

When your child returns to school it is important you have an understanding of what the day will look like and how students will move within the school. Our first priority in LSSD is to make sure each student is safe and has the opportunity to attend school again. Below is an example of how the school day may look. Please note that the school plans will contain specific information about movement in

and out of the building. Each school is different and will require unique approaches. School re-entry plans will be posted on school websites by September 1st, 2020.

- For students who take the bus, the bus driver will pick up your child and they will be assigned a specific seat. **All students (K to 12) who take the bus must wear a mask.**
- Parents who have children who walk to school are asked to remind them to maintain physical distancing requirements, both to and from school.
- Parents who are driving children to school will be required to follow protocols specifically outlined by individual schools for safe drop off/pick-up locations and times.
- Upon arrival there will be a specific procedure to determine when students exit the bus and move into the school to avoid congestion in any one location.
- Students will be instructed to follow all signage such as directional arrows or physical distancing spacing indicators at all times when at school.
- When students enter the building, they will be required to wash or sanitize their hands.
- In some schools students may not be using or sharing lockers and are encouraged to keep personal belongings with them.
- Students will be required to have their own individual supplies. The sharing of supplies is not permitted.
- Schools will organize students and classes into cohorts when physical distancing requirements cannot be met.
- Students will eat lunch in their classroom. There will be no sharing of lunches/food.
- All recesses will occur through staggered movement in and out of the building. Schools will organize zones/areas of play for students that allow them to remain in their cohort.
- At the end of the day, students/classes will be dismissed in a controlled and organized way. Bus students will also be called to buses through a specific procedure.

What are Cohorts?

- Cohorts involve keeping groups of students together and avoiding interactions with other groups. The purpose of cohorts is to limit the mixing of individuals so that if a positive case of COVID-19 is identified, there are fewer possible exposures and contact tracing can be more easily done.
- Physical distancing within the cohort is required to the greatest extent possible. However, it is recognized that this will be difficult within the school setting, especially in our larger schools and for our youngest students.
- Each cohort will participate in school activities without mixing with other cohorts. Whenever possible, students will be kept with the same cohort throughout the day, including lunch breaks and recesses.
- It is preferable that teachers move between classrooms instead of students.
- Administrators will keep records of cohorts that include the student and staff names and locations within the building.

Physical Distancing Requirements

- Two metres of physical distancing is the recommendation from Public Health. When this is not possible, students will remain in their cohorts and must be at least one metre apart. In the event that there is a positive case of COVID-19 in a school, this practice can drastically reduce the potential number of exposed staff and students.
- In classes with high numbers and where social distancing cannot occur, some students may be required to work in alternate locations within the school. They may be taught by other professional staff members.

Mental Health and Well-Being

- The mental health and well-being of students, staff and families is a priority in LSSD.
- Our division recognizes that many staff and students have experienced stress, anxiety, and other forms of trauma and/or mental health concerns during the course of the pandemic.
- The primary focus of our Student Services department will be to support students, families and staff with social-emotional supports and accessing resources in the process of returning to school.
- In order to most effectively support the students, families and staff with re-entering school, Student Services will follow a 3-Step Model including:
 - collecting data collaboratively with schools and the community
 - identifying and assessing individuals and areas requiring additional support planning with school teams
 - providing appropriate resources/interventions
- As LSSD Student Services staff and school-based supports work through the 3-Step Model, teams will continually reflect upon identifying and supporting those individually, in the classroom, school-wide, and within the community.
- Examples of supports Student Services will be focusing on are: regular check-ins with schools (students, staff, families), social-emotional learning in classrooms, providing access to professional development to staff, identifying community mental health and well-being resources, and providing other forms of targeted resources and interventions.

Self-Screening for Students and Staff

- Students and staff will need to self-screen at home, before going to school. Parents and guardians are responsible for ensuring that self-screening measures occur prior to the child arriving at school. <https://sharedhealthmb.ca/covid19/screening-tool/>

Symptoms

- If a child becomes sick at school or is demonstrating symptoms as identified in the screening tool, parents will be contacted and the student will need to go home immediately. Please note that the administrator will have the final say in determining if a student should go home. If parents are not available, emergency contacts will be contacted.
- Students showing symptoms at school will be required to leave the classroom and move to a designated area within the school until a parent arrives for pickup.
- The student will be required to wear a medical mask that will be provided by the school.
- If a student requires the presence of an adult while isolated, a staff member will also be required to wear a medical mask which will be provided by the school.
- If a staff member begins to show symptoms of COVID-19, he or she must immediately inform their supervisor and return home.
- If a person in the household has been diagnosed with COVID-19, is in close contact with anyone diagnosed with COVID-19, or if anyone in the household has travelled out of the province, they are required to consult with Health Links prior to attending the school.
- If an individual has been diagnosed with COVID-19 or is in close contact with anyone diagnosed with COVID-19, they are required to consult with Public Health prior to attending school.

Reporting and Contact Tracing

In the event of a student and/or staff member (or member of the same household) report that they have received a positive test for COVID-19:

- The parent/guardian or staff member will immediately advise the school principal who will then inform the superintendent.
- The superintendent will contact Public Health officials and then collaborate with divisional staff to implement the recommendations of Public Health.
- To facilitate contact tracing, schools will record attendance regularly and accurately and keep records of all cohorts within the school and on buses. They must also keep a log of all visitors and divisional employees that access the building which includes the date, name, entry and exit times and locations being accessed within the building.
- Upon request by Public Health officials, schools will provide contact information of students and/or staff who would be considered “close contacts” of the individual that received a positive test result.
- Public Health is responsible for communicating with “close contacts” and for advising the school community as appropriate. Schools will not communicate such information without specific direction from the superintendent and Public Health officials.

Personal Hygiene

- Hand sanitizer, hand soap and necessary cleaning supplies will be provided to the schools. Hand sanitizing stations will be located at all school entrances for staff and visitors who enter the building.
- Hand sanitizer will be available in every classroom for students to use to avoid congestion at the school entrances.
- Schools will continue to emphasize the importance of regular and thorough hand washing and we ask that parents reinforce these safety measures at home through regular conversations with their child.
- Students and staff will be required to wash and/or sanitize their hands frequently.
Handwashing/sanitizing should occur:
 - at the start of the day and before going home
 - after going to the washroom
 - before preparing food
 - before and after eating
 - after getting hands dirty
 - after wiping noses or handling dirty tissues
 - after coughing, sneezing or blowing nose
 - after cleaning tasks (staff)
- Students will need to be reminded to cover their mouth and nose when coughing or sneezing with a flexed elbow or tissue.
- Students must be reminded to avoid touching their eyes, nose or mouth.

Enhanced Cleaning

- Increased frequency of cleaning and sanitization, particularly high-touch surfaces and common/shared areas, will be required.
- There will be limited use of commonly used school spaces.
- Students will be required to use the touchless water stations to fill their water bottles; water fountains will be turned off.

Transportation

- School buses will be running in September for students eligible for bus transportation. Parents are encouraged to transport their own children if possible.
- Enhanced cleaning of seats and other high-touch surfaces (windows, railings) will occur before each group of students enters the bus.
- Students from the same household or same in-school cohort can sit together on the bus.
- Students will have specific bus entry and exit protocols to avoid large groupings.
- Students (K to 12) are required to wear a non-medical mask while riding the bus and the mask will need to be put on prior to entering the bus.

- Students must remain in their assigned school bus seat as determined by the bus driver.
- Courtesy rides will no longer be made available.
- Students must wash their hands at home before entering the bus in the morning.
- Students will be required to sanitize their hands at the end of the day prior to boarding the bus for the ride home.

Masks at School

- **At this time, wearing masks is mandatory for all staff, students in Grades 4 to 12, and all guests.**
As the public health situation evolves this may change. Students in other grades have the option to wear non-medical masks.
- We encourage parents to provide their child with a non-medical mask (Grades 4 to 12).
- Students and staff who require a non-medical mask will be provided one by the division.
- Non-medical masks **SHOULD NOT** be worn by anyone who:
 - Is unable to remove the mask without assistance (due to age, ability or developmental stage).
 - Has breathing difficulties.

School Events

- Field trips, assemblies, concerts and other special events will not be scheduled unless Public Health requirements can be met.
- All extra-curricular activities must follow current Public Health guidelines and in some cases may need to be cancelled.

Recess Time

- Recess is important for students as it allows them to get fresh air and exercise.
- Public Health indicates that playgrounds and play structures are low risk for transmission.
- Depending on the number of students in a school and the size of the playground, recess times may be staggered and/or involve students playing in designated areas on the playground as determined by the school administrator.
- Contact sports and games will not be permitted.
- The sharing of recess equipment will not be permitted.
- Students are not to bring play equipment from home.

Recovery Learning

- The LSSD recognizes that the planning and preparation for each student’s learning needs requires a collaborative team approach. This is accomplished through conversations with the previous teacher and in some cases, the learning support teacher.
- The June report card comments may also offer valuable information about the “next steps” and if recovery learning is required. In order to tackle any learning gaps, it is essential that teachers engage in ongoing formative assessment to help guide and influence their teaching and to help develop specific learning goals for students.
- There may also be students who were not engaged or who struggled with remote learning. In these instances, school teams will need to meet to discuss specific student needs and to formulate intervention plans. This will be an important part of the early work when school begins in September.
- In LSSD our focus will continue to remain on the development of literacy and numeracy learning. This will occur through the wide range of teaching and assessment practices implemented by our teachers.
- If parents have any questions regarding their child’s academic progress or programming, they are asked to contact their child’s teacher.

Technology

LSSD will continue to leverage information technology resources to support learning for all three planning scenarios.

Our priorities are:

- Providing and supporting communication tools such as Microsoft Office 365, Microsoft Teams, and SeeSaw to support remote learning.
- Ensuring students have access to electronic devices to use while at school and loaning out divisionally owned equipment for students to use at home.
- Reallocating classroom projection systems to support physical distancing and student cohorts.
- Connecting teachers with professional development support to enhance remote learning.

Physical Education, Music and Technical Vocational Education

- Physical education and music may continue with necessary modifications for physical distancing.
- Students will not be required to change their clothes for PE classes as they have done in previous years.
- Schools will ensure that they follow Manitoba’s Restoring Safe Services Sports Guidelines and Guidelines for Vocalists and Instrumentalists:
 - <https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>
 - <https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>
- Technical vocational education can continue, provided Public Health measures and physical distancing requirements are maintained.

- Currently, students will not be permitted to travel to other schools to take part in technical vocational programming.

New Student Registrations

To guide the safe and welcoming registration of new students, the following guidelines apply:

- Families new to LSSD are asked to contact the school by phone or email to arrange a registration appointment.
- Families who are uncertain of which school to register at can contact the Board Office for assistance.
- The school will arrange for an appropriate meeting time (either in-person or online).
- If the family is relocating from a region that warrants a mandatory quarantine or isolation period, they will be asked to verify their travel dates, and quarantine dates and plans. New registrations will only occur after any mandatory quarantine or isolation period has been completed.
- Planning for new students may require additional time to comply with distancing and cohort limitations. Families will be advised by administration that this may take more time to arrange than what is typical.

Volunteers and Visitors

- Schools will need to minimize visitors and volunteers in the building to ensure safety.
- Visitors and volunteers will also be required to self-screen, wear masks, adhere to physical distancing and hygiene practices.

Community Use of Facilities

- Community use of facilities is suspended. This includes all Continuing Education classes and pool use. The exception is licenced child-care centres that operate in schools.

Eating at School

- Students must bring their own lunches to school.
- When lunches are provided by the school, they must be individually wrapped. Schools can continue to offer breakfast and lunch programs with necessary adjustments to ensure Public Health guidelines are in place.
- Schools will have “no sharing policies” in place.

- Vending machines will not be available.
- Hot lunch days and canteens within schools are not permitted at this time.
- The cafeteria at the high school will remain open with modifications in place to ensure safety. Only staff members will be permitted to prepare and serve food.

Library

- Individual schools will make the determination if libraries are to remain open. The location may be needed as an instructional space to accommodate physical distancing of students.
- In schools where libraries remain open, increased frequency of cleaning and sanitization will be required.

Working Together

Collaboration among education systems, schools, staff, families and community members has been key to our ability to thrive under extremely challenging circumstances, and our school teams have done an extraordinary job in ensuring that our students continue to learn and grow. We as a school community must recognize the need for a collaborative and solution-based approach to working through the challenges that lie ahead. In LSSD, we continue to take our direction from Public Health and Manitoba Education to provide our students with the safest return to school plan possible. In the months ahead, we need to be aware that we may find ourselves implementing any or all of the previous scenarios with respect to teaching and learning. Regardless of the scenario (in-class learning, hybrid model and/or remote learning), we will continue to work with all stakeholders to ensure educational care and excellence.