

Jameswood Alternative School Return to In-Class Learning Plan- September 2020

The St. James-Assiniboia School Division Plan can be found at [https://www.sjasd.ca/Pages/newsitem.aspx?ItemID=223&ListID=883d0c8d-1c12-4334-9116-1de95f400699&TemplateID=Announcement_Item#/=">. As the COVID-19 situation is evolving, ensure to visit up-to date information and resources from the Manitoba Government and SJASD webpage regarding current public health guidance and COVID-19 protocols for schools. <https://manitoba.ca/covid19/restoring/rss-practice-guidance.html> .](https://www.sjasd.ca/Pages/newsitem.aspx?ItemID=223&ListID=883d0c8d-1c12-4334-9116-1de95f400699&TemplateID=Announcement_Item#/=)

In-class learning will resume for students in SJASD on September 8, 2020.

- 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.
- 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.
- Kindergarten to Grade 8, and students with special needs will be in-class full days, 5 days per week while we are in Level 1.
 - See *In-class learning response level* (see *Welcoming Our Students Back: Restoring Safe Schools* at https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-stage-2.pdf
- Grade 9 to 12 students will begin attending in-class learning on **alternate days for the first 3 weeks of September**. On September 28th, where two metre physical distancing is possible, students may return to in-class learning every day. This will be decided on a class-by-class basis. During the in-class learning day, students will receive instruction and be assigned tasks to complete for the following day of at-home learning. The goal is for students to return for up to five days per week of in-class instruction, if high schools can effectively timetable and implement physical distancing and the use of cohorts to reduce the risk of transmission and support any needed contact tracing. Priority is placed on ensuring as much in-class learning as possible.
- School begins on September 8th. Jameswood Alternative School students will be divided into 2 groups with half of them attending in-class learning Days 1, 3, 5 and the other half attending Days 2, 4, 6 for the month of September as noted above. Beyond September, we will follow public health guidelines and divisional directives while attempting to return all students to in-class learning, every day. Jameswood families will receive student timetables and specific information about first day procedures via email on September 1st.

Facemasks/Personal Protective Equipment (PPE)

- **Students in grades 4-12 are required to wear a facemask when physical distancing is not possible and while in common areas in the school setting** (unless there are medical issues or required accommodations that prevent the student from wearing a mask). <https://manitoba.ca/covid19/updates/prepareandprevent.html>
- All SJASD students in grades 4-12 will be provided with two reusable facemasks at no cost.
- In scenarios where classrooms are multi-grade (e.g.: grade 3/4, grades 3/4/5), masks will be provided for the whole class.

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- Students will receive face masks prior to the start of school. Schools will communicate a plan for the distribution of facemasks prior to the start of school during the week of August 26-September 1, 2020. This is to accommodate families who wish to pick-up facemasks before school starts and for students who will ride the bus on the first day of school.
- Face masks are to be brought to school daily and worn upon entry, during times of transition and movement within common areas of the school such as hallways, office spaces and when physical distancing of 2 metres within their own classroom is not possible.
- Jameswood Alternative School families can come to the back entrance of the building (behind the parking lot) to pick up face masks at the following times:
 - Wednesday, August 26th, 8:30 a.m. – 11 a.m.
 - Thursday, August 27th, 1 p.m. – 3 p.m.
 - Tuesday, September 1st, noon – 2 p.m.
- While the school division is providing face masks for each student, it is recommended that parents consider purchasing additional masks to supplement their child's supply.
- Students in other grades are recommended to wear non-medical face masks when physical distancing is not possible and while in common areas in the school setting (unless there are medical issues or required accommodations that prevent the student from wearing a mask).
- It is required that all SJASD staff wear a mask or face shield when physical distancing is not possible and while in common areas in the school setting.
- As the public health situation evolves, this may change. Please see <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html> for mask wearing information.

Bus Transportation

- **For the month of September 2020, SJASD will transport eligible bus students from the Headingley and Brooklands areas. Students with exceptional needs will also be bused.**
- **All school bus passengers in Grade 4 and over, as well as the driver, are required to wear a non-medical mask** (unless there are medical issues or required accommodations that prevent the student from wearing a mask). These should be put on before getting on the bus and taken off after exiting the bus if removal is appropriate for the setting. Students in lower grades may also wear non-medical masks. Guidelines on how to wear a mask can be found at www.gov.mb.ca/covid19/prepareandprevent/index.html.)
For additional transportation information see <https://www.edu.gov.mb.ca/k12/covid/docs/transportation.pdf>
- If a student forgets a facemask, a limited supply of disposable facemasks will be available on the bus. Please ensure students have their personal mask each day.
- For the short term, parents are encouraged to transport their own children.
- To plan for our busing capacity increase in October 2020, a short electronic survey will be sent to all SJASD families and child care centers that have eligible bus students. The survey is to confirm if you wish your child to be transported on the bus.
- Schools will be implementing protocols and practices to ensure that entry and exit from the school are managed to avoid congestion.

Symptom Screening

- Screen for symptoms every morning. If your child has COVID-19 or flu related symptoms, keep them at home.
- An up-to-date list of symptoms can be found at:
<https://manitoba.ca/covid19/updates/about.html>
- Use the [Self-Assessment tool](#) to check if your child should be tested for COVID-19. Call Health Links at 204-788-8200 or 1-888-315-9257 if you notice symptoms or if you need more information.
- School staff may support screening at school in cases where the student did not self-screen at home.
- Screening protocols are in place for people entering schools.
- **All visitors (e.g.: parents/caregivers, divisional staff) are required to wear a mask upon entering the building.**

Individuals with Symptoms

- If symptoms develop while at school, the student will be isolated or kept 2 metres in distance away from others. A space will be designated in the school.
- The student will be provided with a medical facemask (unless there are safety issues that prevent that person from wearing a mask).
- Parents and/or caregivers will be notified to come pick up their child immediately. **Make sure the school has your current contact information and a back up to call in case you can not be reached.**
- Students with symptoms are advised to immediately isolate and consult [Health Links – Info Santé](#) or their health-care provider. Those with symptoms should be tested.
- If the test is negative for COVID-19, they can return 24 hours after symptoms resolve. If individuals do not get tested, they should isolate for 14 days from symptom onset, and they may return if symptoms have resolved at that time.
- A chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies, is not an absolute requirement for exclusion. As well, children who are crying can exhibit a runny nose. Changing or worsening of chronic symptoms require isolation and contacting Health Links – Info Santé. Staff will exercise judgment based on the symptoms, but when in doubt, err on the side of caution by isolating the child and advising the parent or caregiver to contact Health Links – Info Santé or their health-care provider.
- In the event of confirmation of a case of COVID-19 connected with a class, public health will lead the response and provide guidance, including ensuring appropriate supports are in place to coordinate the response. Public health will advise staff and students if they have been in close contact if they need to self-isolate or self monitor and when they can return to school.
- Decisions about school closures will be made on a case-by-case basis with public health leading the response and providing guidance, including ensuring appropriate supports are in place to coordinate the response.

Hand Hygiene

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- Hand Sanitizer and hand cleaning solutions will be available at access points throughout the school and in classrooms.

Staff and students will clean their hands frequently 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 hands dirty
- after wiping noses or handling dirty tissues
- after coughing, sneezing, or blowing nose
- before and after putting on and taking off a mask
- after cleaning tasks (staff)
- Commonly touched surfaces, including desks will be disinfected at least twice daily.

Physical Distancing

- Two metre physical distancing is required to the greatest extent possible. Signage and floor markings will indicate where lines form and where to stand both inside and outside of the school building.
- It is recommended that learning will take place outdoors as much as possible.
- Jameswood Students will be assigned a seat in each of their classrooms, allowing them to maintain a minimum of 2 metre distance between desks and will be expected to sit in their designated seat every day. Students will not be permitted to congregate in common areas at any time while on school property.
- **Cohorts**
- Cohorts involve keeping groups of students (e.g. classes) together and avoiding interactions with other groups. Physical distancing within the cohort is required to the greatest extent possible. Students within a cohort will have desks arranged 1 metre apart.
- Whenever possible, students and staff will remain together with the same cohort throughout the day, including lunch breaks and recess.
- Schedules and transitions will be staggered to reduce mixing cohorts in shared spaces (such as hallways and the gym).
- The movement of cohorts will be minimized when possible. In the early years and middle years, teachers and staff will move between classrooms instead of students.
- Daily records will include names of students, staff and visitors who were in contact with each cohort.
- Jameswood students will begin the year as 2 separate groups for the month of September.

Drop-off Traffic at Schools

- Due to the anticipated higher traffic at drop-off and pick-up at schools, schools will determine additional designated areas for vehicles to safely drop-off and pick-up students.

Shared/Common Spaces

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- Entrances and Exits will be assigned to student groups (e.g. cohorts, grade levels, student names) to a maximum of 75 students per entry/ exit time. Signage will be posted at every doorway to provide a reminder to students and to ensure the correct doorway is being used. Students are expected to keep 2 metres apart as they enter the doors. Jameswood students will use the rear entrance of the school and follow signage on stairs/hallways to permit physical distancing. At no time should students be moving beyond the double doors in the centre of the hallway both upstairs and downstairs.
- If cohorts are together in a larger space, **4 metres of distance** will be maintained between each cohort. Cohorts of 75 in common areas (e.g.: allowing 3 classroom cohorts sharing an outdoor play area) will be considered in the future. At this time, class cohorts will remain 4 metres apart.
- Washrooms will be disinfected regularly. Washroom access will be staggered to the greatest extent possible. Hand sanitization stations will be located outside of each washroom for students to use prior to entry and exit of the washrooms.
- Water fountains are closed. Students are to bring personal water bottles to school each day. Please ensure students have access to a refilling station. At Jameswood, water bottle refilling stations are accessible to students in the fitness room and in Rm. 217. Students are reminded to wash their reusable water bottle daily.
- School Library: School libraries will be closed for the first two 6-day cycles in September.
- Cafeteria access: For September, the kitchen will remain off limits to students. Students will not have access to microwaves until further notice.
- Lockers: Lockers will be provided upon request only. Students who use lockers must maintain a minimum of 2 metres distance from other students.
- **Gym/ Music**
 - Physical education will continue with necessary modifications for physical distancing. When possible, it is likely that this will occur outside. Students will be encouraged to change for Phys. Ed classes and appropriate time, space and cleaning protocols will be practised. As mentioned, the majority of our classes will be held outside while students deepen their understanding for outdoor education. In the event of inclement weather, we will do a series of physically distanced stations. This will be determined on a day-by-day basis, based on student attendance numbers. Fitness equipment will be cleaned after use.
 - The workout room will be closed for casual use to all staff and students for the month of September and possibly longer.
 - SJASD schools will pause school sports for September 2020 (or until further notice).
 - SJASD will revisit the resumption of individual school sports teams at the end of September. For the resumption of league play to occur, the governing sports organizations must have received return to play approval from public health. See Manitoba's Restoring Safe Services Sports Guidelines.
<https://www.gov.mb.ca/covid19/restoring/sports-guidelines.html>
 - **Senior Years:** Schools must ensure that they follow Manitoba's *Guidelines for Vocalists and Instrumentalists*.
<https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>
 - Due to cohort guidelines, SJASD will pause divisional musical arts programming. At this time, we are limiting the mixing of students from multiple schools to maintain best practices for

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cohorts. In consultation with public health and when safe to do so, SJASD divisional programs may resume.

- Schools must ensure that they follow Manitoba's *Guidelines for Vocalists and Instrumentalists*.
<https://www.gov.mb.ca/covid19/restoring/music-guidelines.html>

School Schedules/ Courses

- Core curriculum and required courses will be prioritized for the return to in-class learning. Electives may be limited in some schools to accommodate physical distancing and scheduling.
- **Senior Years:** Culinary Arts and Human Ecology programming will be paused for the month of September. Alternative programming (e.g.: course theory) will be offered during this instructional time. Vocational programming will continue providing physical distancing and public health protocols can be followed. Schools will communicate specific plans after August 24th
- Students who are registered for Foods and Nutrition will work on theory while at school and will be provided with recipes and food to prepare at home once per week. Students will be required to document their cooking process via video or journal reflection, based on guidelines provided by the teacher.

Lunch Breaks

- Lunch breaks will be staggered throughout the day, and whenever possible children will be kept together with their class or cohort during these breaks.
- Not all schools offer cafeteria service, for those who do, all are closed for September 2020.
- Schools will encourage non-bused children to go home for lunch if possible.
- Schools can continue to offer breakfast, snack and lunch programs with necessary adjustments to ensure health guidelines are in place. Schools will have no-sharing policies in place.
- Jameswood students are encouraged to go home for lunch if possible. Students who remain at school will be provided with a seat in their classroom to eat their lunch while maintaining physical distancing. Congregation in common areas will not be permitted. Students are not permitted to sit or hang out in the foyers, hallways or stairwells or plug charging cords into any electrical outlets.

Learning materials

- Students will not use shared supplies. All students will need to bring a pen, pencil, binder and paper to classes each day. Individual art supplies will be provided to students enrolled in Art class, along with an individual space to store their art supplies.
- Zones will be marked to manage group sizes and avoid contact among groups.
- Contact sports and games, or the use of shared equipment is strongly discouraged.

Cleaning

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- Cleaning schedules and protocols will be implemented as per Maintenance direction.
- Commonly touched surfaces will be disinfected frequently by custodial tasks, at least twice daily. Daily cleaning logs will be kept in all division buildings.
- Ample hand cleaning supplies will be available at all sinks in washroom and kitchen areas.
- Custodial staff will be responsible for cleaning and disinfecting at the school.

Visitors and Volunteers

- Schools will minimize visitors and volunteers at school facilities. When their presence is necessary, visitors and volunteers must first self-screen for COVID-19 symptoms and adhere to physical distancing and hygiene practices in place for students and staff.
- **All visitors (e.g., parents/caregivers) are required to wear a mask upon entry into the school.**
- **Schools are required to keep a log of all visitors including location in school, entry and exit time.**
- Community use of schools will be suspended, with the exception of childcare centres operating in schools.
- Schools will postpone any in-school meetings of Parent Councils/Advisory groups (e.g.: AGM) until after September 30, or until further notice.
- Any other meetings (e.g.: Parents/caregivers with school staff) are to be scheduled using online communication, video, telephone where possible, rather than in person.
- Students will be provided with their timetables on September 1st via email. Parents are welcomed to discuss timetable changes (or address any other concerns or questions regarding school start up) by calling the school to arrange a telephone appointment with guidance or administration. Students are asked to bring their student fee of \$25 on the first day of school. Teachers will collect and issue receipts to students to be brought home to parents. As students were unable to bring home registration forms for the 2020-2021 school year last spring, they will be sent home on the first day of school and must be returned, signed by a parent or guardian, immediately.

Mental Health and Well-Being

- Each school will prioritize mental health literacy through the focused use of effective mental health strategies in the school environment to help create the conditions for student success and well-being.
- At Jameswood we will continue with our Wellness Wednesday programming, alternating the schedule to include all students regardless of which day they attend in-class learning. This programming is based on Project 11, Sources of Strength, and the Circle of Courage teachings and will continue to be a priority for fostering resilience and coping strategies for all students. Additionally, beyond school-based supports, we have access to a school psychologist and social worker to assist with meeting the individual needs of all students.

Recovery Learning

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- Recovery learning is the focus for all Professional Development throughout the 2020/21 school year. Teachers will identify learning needs in a coordinated, collaborative, and intentional way so that accelerated learning can occur. Staff will assess each student's unique starting points and plan responsively. School teams will work collaboratively to analyse and respond to student learning data. Instructional planning and strategies will be based on student's unique academic strengths and next steps required for success.
- A great deal of time and planning took place in June to identify and support students who might require recovery learning time and/or classes for Semester 1 of the 2020-2021 school year. All staff will review curricular outcomes from the previous academic year, revise assessment strategies and implement effective instructional strategies to best support all students.

Welcome Back

We are very excited to welcome our students back to in-class learning! Despite the unusual circumstances of our return to school this fall, it is our hope and expectation that all students will continue to meet their academic and personal well-being goals. We will be here to support them both in-class and while they work from home. If you have any questions for any teachers or myself, please don't hesitate to call or email. It is of utmost priority that we maintain ongoing communication with all students and families. Please also be advised that updates can be found on our school website at <https://www.sjasd.ca/school/jameswood> as well as on Instagram @jasalternative.

Sincerely, on behalf of the Jameswood Alternative School Staff,

Stacy Kent, Principal

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