



Lincoln Middle School: Return to In-Class Learning Plan- September 2020

The St. James-Assiniboia School Division Return to School Plan can be found by clicking and following [this link](#). 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>.

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.
- Grade 6 students ONLY will be in attendance on September 8th, 2020. Grade 7 and 8 students will begin on September 9th, 2020.
- All students are asked to arrive daily between 8:15 and 8:30 am and go directly to your designated homeroom. School staff will greet and welcome your child at the designated entrances and remind them to head directly to their homeroom. All students and their families will receive a direct email outlining their child's designated entrance and exit locations on or before September 3rd.
- If your child will be arriving at school late after their designated entrance way has been been locked, know that the front entrance near the main office will be open. It is recommended that parents contact the office at 204-837-8397 to ensure a staff member is there to greet them upon their arrival.
- The school day ends at 3:20 PM. At the end of the school day, students who are from Headingley and ride the bus will be directed to leave the building first using their designated doorways and check in with the bus monitors. Once the hallways have been cleared of all those who ride the bus, all other students will be dismissed in a staggered manner. Students are asked to leave school property immediately upon dismissal to avoid the gathering of large groups.



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Facemasks/Personal Protective Equipment (PPE)

- **Students in grades 5-12 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 5-12 will be provided with two reusable facemasks at no cost.
- In scenarios where classrooms are multi-grade (e.g.: grade 4/5, grades 3/4/5), masks will be provided for the whole class.
- 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.
- Pick up dates and times for mask pickups will be communicated directly with registered families in a following email.
- Face masks are to be brought to school daily and worn upon entry, during times of transition and movement within the school in common spaces such as hallways, the library, office spaces and when social distancing 1 metre within their own classroom cohort is not possible.
- All students and SJASD staff are required to 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 5 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.



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- Schools will be implementing protocols and practices to ensure that entry and exit from the school are managed to avoid congestion. Upon arrival, bus students will be greeted and directed to their designated school entrance by members of our Lincoln staff. Bus students will enter the school immediately and go straight to their homerooms.
- At the end of the day, bus students will be dismissed first, exit the building through their designated doorway and make their way to the bus loading area located at the front of the school. Members of the Lincoln staff will be there to greet your child and ensure they are sitting in their own designated seat.

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.



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- 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

- 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. Please ensure your child is dressed for the weather and for being physically active as Phys Ed. and intermittent classroom learning will occur outdoors.

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.



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Each grade will be divided into two cohorts of students. Each cohort will contain no more than 75 students in total:

- Cohort 6A: Mr. Tambakis (6-12) and Mrs. Oliver (6-11)
 - Cohort 6B: Ms. Cleave (6-20) and Mrs. Crawshaw (6-13)
 - Cohort 7A: Ms. Swereda (7-17), Mr. Maxwell (7-07), and Mr. Rivet (7-18)
 - Cohort 7B: Mrs. Beiko (7-15) and Mrs. Sinclair (7-19)
 - Cohort 8A: Mr. McCorrister (8-03), Mr. Wasylowski (8-04) and Mrs. Muldrew (8-05)
 - Cohort 8B: Ms. Stewart (8-27), Mr. Briggs (8-26), Mrs. P. Winsnes (8-29)
- Each cohort will have designated doorways to enter and exit the school as well as staggered times for transition and breaks throughout the day.

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. The need for easy bus entry and departure is an important part to our arrival and end of day routines. Please refrain from picking up your child in front of the school and in our staff parking lot.
- To reduce congestion, the suggested locations are recommended for those who require a ride to and from Lincoln school on a daily basis:
 - Suggested Grade 6 Drop-off and Pickup Location - Grade 6 students will be exiting out the front of the school. The Westwood Community Church located at the corner of McBey and Westwood Drive is an ideal location for grade 6 students to walk to and meet their parent(s).
 - Suggested Grade 7 Drop-off and Pickup Locations - Grade 7 students will be exiting out the back and west side of the school. Crossing the field and using the catwalk to Byron Bay is an ideal pickup location as is the side streets of Banting Drive and Kirkfield Street.
 - Suggested Grade 8 Drop-off and Pickup Locations - Grade 8 students are asked to meet their parents to the east of the school on either Golf Boulevard, Greenacre Boulevard or Country Club Boulevard.
 - For those with siblings at multiple grades, please choose one location that works best for you.

Shared/Common Spaces

- 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. The following doorways will be used for entrance and exit purposes at all times of the day for each cohort. Signage will be posted as a reminder and staff will greet each child to ensure the correct doorway is used:
 - Cohort 6A: The right side of the west front doorway (located closest to the crosswalk).
 - Cohort 6B: The right side of the east front doorway (located closest to the main office).
 - Cohort 7A: The west side door located closest to the Montessori School.
 - Cohort 7B: The south door located behind the school.
 - Cohort 8A: The left side of the west front doorway (located closest to the crosswalk).
 - Cohort 8B: The left side of the east front door (located closet to the main office).



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- Some adjustments to existing classlists and placements will need to be made to ensure our Cohorts are balanced in number and in available classroom space.
- 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. The use of masks will be highly encouraged in these areas.
- Water fountains are closed. Students are to bring personal water bottles to school each day. Bottle refilling stations can be found on the main level of the school next to the main office and in the gym. Please be sure to wash your reusable water bottle daily at home and to refrain from filling your bottle in the washrooms.
- School Library: School libraries will be closed for the first two 6-day cycles in September. Our school librarian, Mr. Brisebois will be sure to make resources accessible to students and staff as well as adhere to all guideline and protocols provided by our board office under the guidance of Manitoba Regional Health.
- Cafeteria and Microwave access: Our student-run canteen will be closed for the month of September and possibly longer. The school canteen will reopen when it is safe to do so. Please also note that there will be no microwaves available for student use until further notice. If students prefer a warm lunch, a thermos is a good alternative.
- Lockers: Students will not have access to a locker for the month of September and possibly longer. Grade 6's will be provided with lockers first to help them adjust to the middle school setting. All other grades will follow when possible. Students are asked to carry the essentials for each day in a backpack that will be kept in their homeroom throughout the day. Please be sure that your child has a binder with paper, dividers, a pencil case with writing materials and essentials, their lunch, a water bottle and clothing to support time outdoors. More specific items will be requested by your child's teachers as the days continue.

Gym/ Music

- Physical education will continue with necessary modifications for physical distancing. When possible, it is likely that this will occur outside. Classes will be scheduled by homerooms and students will only ever combine with their designated cohort groupings when needed. The recommended procedures provided by our divisional physical education coordinator will determine the use and procedures involved during the use of our indoor gym space and equipment.
- Classroom teachers will also ensure that additional physical movement and outdoor breaks occur to support the overall wellness of our students during this time of limited options within our daily schedules.
- 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



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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>

- Band and Choral programs will be paused for the month of September. During this allocated instructional time, students will receive additional numeracy, literacy support, and mental health programming. Alternative Arts programming may also be offered.
- 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 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.
- The Practical Arts programs will be paused for the month of September (e.g.: Home Economics, Woods and Computer Tech). Alternative programming will be offered during this instructional time that supports the mental health and well-being of our students. Introductory concepts from the Practical Arts programs will be introduced when possible with the intention of opening up these options in the future and under the direction of Manitoba Health.

Lunch Breaks (and Recess)

- Lunch and recess 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.
- All Lincoln students are encouraged to go home for lunch when possible to help reduce numbers and possible congestion in common spaces. Students exiting the building for lunch will be able to do so at 11:50 am and return between 12:55 and 1:05 pm using their designated doorways. For those students staying at the school for lunch, Cohort 6A, 7A and 8A will begin their lunch by going outside from 11:55 to 12:20. All other cohorts will remain inside to eat their lunches within their homerooms during this time. At 12:20, Cohorts 6A, 7A, and 8A will then be directed into their homerooms, where they will eat their lunches.



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Once all are inside, students from Cohorts 6B, 7B, and 8B will go outside from 12:25 until 12:50.

- Cohorts will be separated into designated areas of the field away from other grades.

Learning materials

- Students will not use shared supplies. As stated above, all students are asked to carry the essentials for each day in a backpack that will be kept in their homeroom throughout the day. Please be sure that your child has a binder with paper, subject dividers, a pencil case with writing materials and essentials, their lunch, a water bottle and clothing to support time outdoors. More specific items may be requested by your child's teachers as the days continue.
- Separate containers of equipment will be maintained for each class or cohort and shared equipment will be cleaned between each use.
- 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

- 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.
- If an in-person meeting or access to the building is required, please be sure to contact the school by email at lincoln@sjasd.ca or by phone at 204-837-8397 and we would be happy to arrange a time that meets your needs.



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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.
- Along with our student services team, staff members typically connected to Practical Arts and Arts Education programming will also be receiving professional development in mental health education programming such as Project 11 and the Mind-Up curriculum. Students will receive regular instruction in these areas along with regular physical education time.

Recovery Learning

- 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.
- Each student cohort will have additional teachers to support the individualized assessment and support of growth and learning in the areas of numeracy and literacy.
- Time will be spent prior to September 8th to review curricular outcomes from the previous academic year, revise assessment strategies, and implement effective instructional strategies that meet each student's current needs.

We realize that our student's experience as they enter Lincoln Middle School for the upcoming year will be much different than any other year. We are confident that as time progresses and our current reality continues to evolve, we will provide your child with the positive, supportive, and responsive culture they have come to know at Lincoln Middle School. You can count on continuous communication from our school throughout the year as well as a quick and thoughtful response to any of your concerns. Lastly, Be sure to stay up to date with all of our updates and information by reading our weekly "Notes from the Office" email updates, become a follower of our revised Instagram account [@sjasd lincoln lions](#), and by visiting our [SJASD website](#) and [Lincoln school website](#) on a regular basis.

Regards,

Kyle Lizotte and Samantha Amaral

Principal and Vice Principal

Lincoln Middle School



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