



# MITCHELL MIDDLE SCHOOL RESTORING SAFE SCHOOLS PLAN SEPTEMBER 2021

## **INTRODUCTION: Restoring Safe Schools**

The purpose of this document is to communicate an overview on Mitchell Middle School plans as we welcome our students back to school this fall. Our first and foremost priority remains the safety and well-being of our students and staff as we get ready to return to classes. This plan is designed to be a fluid document that allows us to focus on safety, health and well-being alongside student learning and success. This document will evolve as we receive further guidance and directions from Public Health and Manitoba Education.

We are committed to continuous and transparent communication with our parents/guardians as we believe information is critical in order to address any challenges and obstacles that may arise in this new learning climate.

We are confident that we have developed systems and structures to ensure students and staff stay as safe as possible with learning being our main focus.

## **Section 1: School Day Structure/Learning Plans**

- The provincial 'Restoring safe schools' document can be found [here](#).
- Hanover School Division communications and policies can be found [at this link](#).
- Mitchell Middle School will follow the usual 6 day cycle as outlined in the [divisional calendar](#).
- This document will provide detail in terms of:
  - Mask Wearing Expectations
  - MMS specific safety precautions
    - Cohorts
  - School organization
    - Recess/Lunch Breaks
    - Entrance/Dismissal
    - Daily Schedule
  - Mental Health and Wellbeing
  - Communication
  - Public Health Orders and Guidance

### **Mask Wearing**

- Current public health orders require that masks be worn in all public indoor spaces.
- All students, staff, volunteers, and guests are required to wear masks in the school in any situation where 2 meters of physical distancing cannot be maintained.
- Mask exemptions that were obtained for students during the 20-21 school year will be honoured during the 21-22 school year. A new form will not be

required.

- Mask breaks can be taken any time 2 meters of physical distancing can be predictably maintained.
- Provincial information about mask wearing can be found by [clicking this link](#) and then clicking “Public Health Measures” on the left side of the screen.

### **Welcoming Students and Families**

- “Meet the Teacher ” this year will be held on September 7, 2021 from 3:00 pm - 6:00 pm as in school, appointment based meetings, very similar to parent teacher conferences. These will be conducted in small groups of students, in 15 minute appointments.
- This 15 minute meeting still has the intention of introductions, greetings, and initial interactions between home and school.
- Families will be able to sign up for an appointment using the Parent Portal, beginning on Wednesday, September 1, 2021 at 4:00 pm.
- Please remember that we are a SCENT FREE school. Any items which come into our school with students, parents, and staff need to be completely scent free. This includes, but is not limited to, hand sanitizers, deodorant, etc. This policy protects the health needs of both staff members and students in our school.

### **Cohorts**

- Provincial health regulations currently require that Grade 5 and 6 students continue to be organized in cohorts during the school day.
- The cohorts in our school have been carefully designed in order to allow the students as much freedom in movement as possible, while maximizing safety protocols for the wellness of our school.
- All of our cohorts meet the maximum of 75 students
- Grade 5 and 6 students will remain in their homeroom for the majority of their day, with teachers coming to the homerooms to teach classes.
- Grade 5 and 6 students will move only for Music and Phys Ed classes. When these classes occur a staff member will supervise the transition to the new classroom to ensure that social distancing is maintained.
- Our daily timetable is structured to ensure natural spacing of students for designated break times and transitions.
- Our Cohorts for the 2021-2022 School Year are as follows:

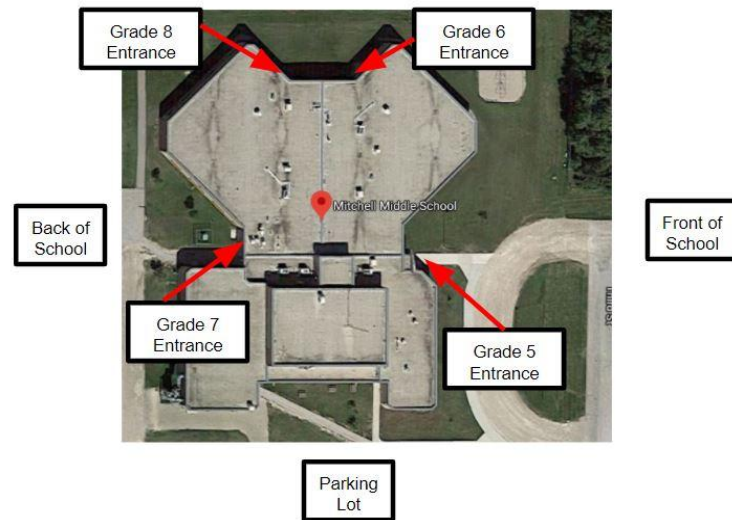
#### **Grade 5 Cohort**

5P - 5J - 5L - 5W

#### **Grade 6 Cohort**

6T - 6H - 6R - 6B

- Current public health regulations do not require Grade 7 and 8 students to be organized into cohorts at this time.
- To assist in managing the flow of student movement in the school, each grade level will have their own entrance.



- We are fortunate to have a school design which allows us to create movement and transition with confidence that the students will be able to maintain their cohorts and spacing.

### Bus Transportation

- School bus transportation will resume.
- Assigned seating will continue, with each bus considered a cohort.
- Mask usage on buses will also follow current public health recommendations.
- Buses will be cleaned on a daily basis.
- Although our regular busing schedule will resume, reducing the number of students on our buses will help to minimize virus exposure to riders. Therefore we strongly encourage alternative transportation where possible.

### Physical Distancing

- When in any indoor location where two meters of spacing is not possible, all students and staff will be required to wear a mask as per Public Health directives.
  - This includes all classrooms and common spaces, such as hallways.
- Opportunities for 2m physical distancing will exist at regular periods throughout the school day, which will give the students mask free opportunities.
- Outdoor education spaces, recesses, technology education and band/music are great opportunities for students to have mask breaks at regular intervals, while adhering to the 2m physical distancing protocol.
- Students between different cohorts must maintain a minimum of 4 meters distance.

### Volunteers and Visitors

- To begin the school year, school based volunteers and visitors will be limited to the following
  - Required coaches for sports teams
  - Instructors for Religious Instruction
- Hanover School Division will reevaluate this policy later in the fall

### Daily Period Schedule

<b>Grades 5 and 7</b>		<b>Grades 6 and 8</b>	
Entrance	8:50 AM	Entrance	8:50 AM
AM Homeroom	9:00 AM 9:10 AM	AM Homeroom	9:00 AM 9:10 AM
Period 1	9:10 AM 9:50 AM	Period 1	9:10 AM 9:50 AM
Period 2	9:50 AM 10:25 AM	Period 2	9:50 AM 10:25 AM
Recess	10:25 AM 10:40 AM	Recess	10:25 AM 10:40 AM
Period 3	10:40 AM 11:10 AM	Period 3	10:40 AM 11:10 AM
Period 4	11:10 AM 11:45 AM	Period 4	11:10 AM 11:45 AM
Period 5	11:45 AM 12:20 PM	Period 5	11:45 AM 12:20 PM
Lunch	12:20 PM 12:45 PM	Recess	12:20 PM 12:45 PM
Recess	12:45 PM 1:15 PM	Lunch	12:45 PM 1:15 PM
Homeroom PM	1:15 PM 1:25 PM	Homeroom PM	1:15 PM 1:25 PM
Period 6	1:25 PM 2:05 PM	Period 6	1:25 PM 2:05 PM
Period 7	2:05 PM 2:45 PM	Period 7	2:05 PM 2:45 PM
Recess	2:45 PM 2:55 PM	Recess	2:45 PM 2:55 PM
Period 8	2:55 PM 3:30 PM	Period 8	2:55 PM 3:30 PM
Dismissal	3:30 PM Walking Students  Bus Students as the busses arrive.	Dismissal	3:35 PM Walking Students  Bus Students as the busses arrive.

### **Recess/Lunch Breaks**

- Students will eat lunch in their homeroom
  - Students should bring food in disposable containers and individually wrapped
  - Food can never be shared
  - Canteen will resume operation to serve individually packed snack items
    - More information on the Canteen will be shared in the first school newsletter on **Friday, September 10**.
  - Pizza and Subway sandwich days are on hold again this year.
- During recess times, students will exit through their designated doors and will have a designated quadrant of the playground/fields to play on. These areas will rotate so all students have the opportunity for different types of activities.
- Each cohort will have it's own set of playground equipment, and they will have a designated home for storage.
- Microwaves will not be available for use this year.

### **Directional Arrows**

- The school will be clearly marked with directional arrows, safety signage, and organizational signage to ensure clear and systematic movement throughout the school.

### **Lockers and Supplies**

- Students will be assigned a designated locker space. Some students in the same class may need to share a locker space to keep their outdoor clothing and extra supplies, but this will be minimized to the greatest extent possible.
- Students are encouraged to bring only a portion of their school supplies at one time and replenish as necessary throughout the year to minimize storage needs in the classroom and locker. Classroom teachers will let families know what supplies are necessary.
- Students are encouraged to leave their school supplies at school everyday to reduce how much equipment travels between home and school.
- The purpose of locker use is primarily to store outdoor gear.

### **Extracurricular Activities and Sports**

- Extracurricular activities are permitted based on established resumption processes and are required to follow all public health guidelines
- Cohorting will be maintained in Grade 5 and Grade 6
- Team practices may resume in Grades 7 and 8, subject to coach availability

### **Students with Medical Needs**

- In the 21-22 school year, Remote Learning for students will only be provided for those students with medical conditions that prevent them from attending school. Remote Learning will be provided by the [Manitoba Remote Learning Centre](#).
- Students who are away from school due to sickness or isolation requirements will be provided with schoolwork while absent, either through physical work packages or by accessing assignments and resources found on Google Classroom. Parents should be in touch with homeroom teachers to make these

arrangements.

### **Provincial Assessments**

- For the 2021-2022 school year, all provincial assessments at the Middle Years level will resume.

### **Planning for Manitoba Education Response Levels Orange and Red**

- In accordance with public health directives, should the need arise, our school plan may have to be adjusted.
- Manitoba Education's [Pandemic Response System](#) outlines the potential implications of the various color coded levels.
- School specific plans may be adjusted at any time at the direction of Manitoba Public Health and communication of these changes will be communicated to the students and families of MMS.

## **Section 2: Mental Health and Well-Being of the School Community**

Links to Social/Emotional and Mental Health resources for parents

- National Association of School Psychologists at <https://www.nasponline.org/>
- Mental health resources that are available for educators: AbilitiCBT at <https://myicbt.com/home>
- Educator Assistance Program <https://www.mbteach.org/mtscms/2016/05/24/educator-assistance-program/>

Links to Social/Emotional and Mental Health resources for students:

- Kids Help Phone at <https://kidshelpphone.ca/>
- Stress Hacks at <https://stresshacks.ca/>

Links to Resources Recommended by Manitoba Education

[Click on this link and click on Mental Health and Wellbeing on the left side of the screen](#)

## **Section 3: Communication**

- Per the HSD planning document, the [Superintendent's Updates](#) outlines the plans of the division regarding communication.
- Additionally, as a school, we will maintain communication with students and parents through our regular routes such as [website](#), phone, email, [Instagram](#), [Twitter](#), as well as through classroom communication from your child's teacher.
- At the current time, schools are permitted to resume sporting activities, guided by Return To Play protocols. Information regarding sports teams will be shared via the school website, newsletters, school announcements as in previous years
- As always, the [MMS school calendar](#) is available on the website. All updates to the calendar will be notated there.

## **Section 4: Public Health Orders and Guidance**

- Per the HSD planning document, the [Public Health](#) tab outlines the plans of the division regarding communication of public health orders and guidance

- Understanding/Assessing Risk
  - Students and staff will practice increased hand washing, cleaning, and social distancing protocols to minimize risk.
  - Every time a student or staff member leaves or enters a classroom they will be required to sanitize their hands.
- Roles and Responsibilities of Students, Staff, and Community Members
  - Do not enter the school if sick or exposed to the virus.
  - Stay home if sick or exposed through known cases or travel.
  - If you need to schedule a meeting, call the school to book an appointment and self-screen before attending.
  - Practice safe cough and sneeze protocols.
  - Practice frequent hand washing and hand sanitizing protocols.
  - Practice physical distancing protocols of a minimum of 1m with the use of a mask in all school spaces.
  - Practice 2m of physical distancing whenever possible.
  - Staff will ensure increased surface sanitization protocols as required by public health.
  - Masks are required to enter school buses or schools.
  - Students must notify a staff member immediately if they develop symptoms while at school.
- Health Screening
  - In order to help the school manage the flow of people in the building we ask that parents and caregivers remain outside of the school to drop off their children for daily classes.
  - 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. Link to the [“What to do if my child is sick?”](#) information.
  - If a child becomes sick at school or is demonstrating symptoms, 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 exhibiting any symptoms throughout the day shall be isolated (in the main office), and don a medical-grade mask (provided by the school) while being cared for by school staff.
  - 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.
- Contact Tracing and Outbreak Management
  - Decisions regarding appropriate responses 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.
- Student Management-Physical Distancing
  - In order to help the school manage the flow of people in the building, parents and caregivers should remain outside of the school during drop off/pick up of their children.

- Avoid close greetings like hugs or handshakes, and remind students to keep their hands to themselves when possible.
- Grade 5 and 6 students must remain within assigned cohorts to reduce exposure to others. Cohorts (designated groups of students) will keep 4 meters distance between themselves and other groups to limit exposure.
- Physical Distancing
  - Maintain 2-meter physical distancing whenever possible between staff and students. Modify work processes and practices to encourage physical distancing between all staff and students.
  - If 2 meters of physical distancing is not possible, a non medical mask must be worn.
  - Follow public health directions regarding methods for maintaining physical distance, such as not greeting others by hugging or shaking hands.
  - Use the marked lanes in the hallways and common areas for consistency in movement throughout the building.
- General Hygiene Measures
  - The school will ensure hand washing supplies are always available (i.e., soap, clean towels, hand dryers, paper towels and, if needed, alcohol-based hand sanitizer).
  - Handwashing signs will be located near all lavatory sinks. Students and staff should wash their hands frequently to reduce the risk of transmission.
  - Hand sanitizer stations are set up at main entrances.
  - Hand sanitizer pumps are installed in classroom areas.
  - Water fountains will be turned off, however water bottle filling stations will be operating. All students are encouraged to bring their own water bottle to school. (either refillable or disposable).
  - Please remember that we are a SCENT FREE school. Any items which come into our school with students, parents, and staff need to be completely scent free. This includes, but is not limited to, hand sanitizers, deodorant, etc.
- Cleaning and Sanitizing
  - MMS will be cleaned and disinfected in accordance with general cleaning practices and recommendations/directives from Public Health, with an emphasis on high-touch surfaces and washrooms
- Personal Protective Equipment (PPE)
  - All students and staff are required to wear a mask when attending MMS per the Manitoba Health mandate if 2 meters of physical distancing can not be maintained.
  - MMS will have a supply of masks on hand at each entrance to be distributed as needed.
  - It is recommended that students bring their own masks from home.



- It is recommended that students bring 2 or more masks to school everyday.
- School Bus Transportation
  - Bus transportation processes will resume many pre-COVID practices
  - The transportation department for HSD will develop these plans based on the cohort groups that MMS provides to them. The transportation department will be responsible for contacting families regarding bussing arrangements.
  - Students must be wearing a mask prior to entering a bus and wear a mask the entire time they are on the bus.
- Restricting Access to Buildings
  - Visitor Access: Visitors and guests are restricted from entering the school at the start of the school year, with the exception of:
    - Required coaches for sports teams
    - Instructors for religious instruction
  - Parents, caregivers, healthcare providers, and other non-staff adults (e.g.,visitors) entering the school should be prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being (e.g.,teacher candidates, immunizers, etc.).

We hope that this document has helped to address some of the questions you may have about our return to classes for September 2021. Please feel free to contact the school if you have further questions at 204-320-9488.

We look forward to seeing the kids and are confident that we will have a safe and happy start to the 2020-2021 school year. Please keep in touch as you need.

Sincerely,

Susanne Kwiatkowski  
Vice Principal  
[skwiatkowski@hsd.ca](mailto:skwiatkowski@hsd.ca)

A.J. Neufeld  
Interim Principal  
[aneufeld@hsd.ca](mailto:aneufeld@hsd.ca)