

Christ the King School

A School in the Catholic Tradition since 1955



Back to School Plans for 2020-2021 (Aug. 26, 2020)

Dear Parents/Guardians,

Christ the King school is pleased to be able to welcome our entire student body, from Junior Kindergarten to Grade 8, on September 8 for In-Class Learning. A special welcome to all our new students and their families who will be joining us for the first time.

With extra devoted care and effort to keep our students and staff safe, we will begin the 2020-2021 school year centered in God while providing an excellent academic program.

The following information will outline the changes we have made to ensure everyone is as safe as possible and answer some questions that you may have been pondering. We will continue to update our website with links for resources and Manitoba Education important documents. As I finalize our plans, Manitoba Education is updating their documents to parallel with the new province pandemic response colour plan.

With guidance from the Provincial Government, Manitoba Health Guidelines and Manitoba Education Restoring Safe School's document, Christ the King School's plan will follow the **three response levels** set up by the province for returning to school for 2020-2021.

Level 1 – Yellow Pandemic code- In-Class Learning (Sept 2020)- classes will take place with a min of 1m of physical distancing with cohorts up to 75 students (equivalent to YELLOW LEVEL)

Level 2 – Orange Pandemic code- Blended Learning or Hyflex Learning model (in-class and remote learning) – must have a 2m of physical distancing with a substantial amount of face to face learning in the classroom for most grades (equivalent to ORANGE LEVEL)

Level 3 – Red Pandemic code- Remote Learning (with exceptions) - schools closed to public, nearly all instruction, interaction and activities will take place online. Early Learning and Child Care guidelines to be followed. (equivalent to RED LEVEL)

General Planning Considerations

The CTK plan developed on current information available is subject to change. CTK School will follow existing public health requirements and educational priorities as identified by **Public Health** and **Manitoba Education**. Existing guidelines, considerations and conditions of preparedness outlined in [Welcoming Our Students Back: Restoring Safe Schools](#), as well as those previously established for [Limited Use of School Facilities and Day Camps](#) have helped form this plan. Under the ongoing advice from Public Health, current measures may be paused, revised, or have new measures introduced. This will ensure that the safety of everyone is always the top priority.

Pandemic Response Committee

A Pandemic Response Committee (including the principal, both head teachers, the office manager, Parish Life Director/Priest, and three school board members) was established in Feb. 2020. This committee has met several times and will stay current with evolving Public Health Orders, consult, advise and communicate information to all school stakeholders as needed.

Board of Directors

The Board of Directors of Christ the King School have held several meetings to ensure the school follows protocols and to set guidelines during the pandemic. The Board is ensuring that tools and supports are available to keep all students and staff safe and to maintain a high quality learning environment. To this end, an isolation room was built, two large hand washing stations have been added, hand sanitizer dispensers have been disbursed throughout the entire school, the number of Chromebooks available to students have been doubled, document cameras and microphones acquired to enhance teaching and some teaching laptops have been replaced.

Facility use and outside gym rentals - the Board of Directors has decided not to rent the gym to third parties during this school year. Bingo will only run on Fridays, during the school year, allowing for proper cleaning, disinfecting and additional ventilation prior to the children and staff being back in the building on Monday.

Education Committee

The Education Committee comprised of school administration and three senior faculty members (representing early years staff, middle years staff and support staff) has been instrumental in providing input to develop our school plans.

This committee has been tasked to continue to organize professional development – COVID-19 priority areas – of recovery learning, collaborative planning and remote learning strategies (which will include further training on digital platforms – Office 365 Educational version for Grades 4- 8 and SeeSaw for JK-Grade 3).

For All Response LEVELS:

1. Communication/Meetings/Deliveries

- Homeroom teachers – have introduced themselves to all their new students/families and have provided or will provide some general information about your child's class routines and protocols before Sept 8, 2020.
- For the safety of the students, Morning Announcements will be done only by administration, head teachers or office staff with disinfection of the microphone in between uses.
- If a student needs to call home, he/she must do it from the classroom phone only, with the teacher's permission and supervised by the teacher. Use of hallway or school office phones will not be allowed. The classroom phone will be sanitized after each use (by the staff member).
- Parents will be offered the opportunity for a virtual meeting as a primary forum when meeting with teachers. If teachers are meeting parents in person, they will ask them ahead of time to self-screen and they will be asked before entering the building if this has been done. If so, they will be allowed into the Lennox Ave. entranceway where they will wait for the teacher and be instructed to apply hand sanitizer and offered a mask (if they are not wearing one). If a parent is meeting a teacher or a clinician is visiting, they will also be asked to sign the visitor binder (this is the only binder that will be kept in the entranceway). All pens will be disinfected throughout the day as needed.
- If a student forgets any of their belongings (homework, lunch, extra snow pants, etc.) parents will leave them on the desk in the entranceway of the Lennox Ave. doors. Parents will not be allowed to go deliver the items to the students in their classrooms.
- The Lennox Ave. entranceway is the isolation area for all deliveries. All doorways will remain closed. The door going upstairs from this entranceway will be locked and closed at all times to prevent anyone from going upstairs without permission or without hand sanitizing and the entranceway disinfected thoroughly at the end of the day.

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2. Distancing and Health Measures:

- Parents will be expected to screen their child for symptoms of COVID-19 or flu-like symptoms each day before bringing them to school (including Before Care or boarding the bus).
- Please use the Province of Manitoba's screening tool, available online at <https://sharedhealthmb.ca/covid19/screening-tool/>. Please contact Health Links at 204- 788-8200 or your child's doctor to seek medical advice and follow all measure and recommendations for the well-being of your child and the whole school community. Contact the school office with any information which may impact your child's attendance at school.
- All staff will also need to self-screen at home on a daily basis before going to school and will be wearing non-medical masks.
- In the classrooms students will be a minimum 1 meter apart. When possible students will be 2 meters apart (ie - in Before or After Care, outside at recess, in the gym, etc.).
- All students will wear non-medical masks as mandated by the province from grades 4 and up when in cohorts or where physical distancing is less than 2m.
- Grades 3 and lower, non-medical masks can be worn by students if desired.
- Non-medical masks are an additional layer and does not substitute physical distancing and hand washing.
- Measures are being put in place to ensure there is safe, mask-free time throughout the day, in consultation with Public Health officials.
- Each student will receive two free re-usable masks (date of arrival not yet available) but parents are asked to purchase two re-usable masks as well as part of your child's school-supply list.
- Disposable non-medical masks will be available for those students who may forget their masks.
- Some desk barriers, where the 1m distance is not possible due to the classroom's physical layout, will be used throughout the room as an extra layer of protection in grades 4 and up.
- In addition to wave or flower shaped tables in early years, desks have been brought into grades 1-3 to ensure that each student is at least a min of 1m apart.
- In the case of a sick student throughout the day, the teacher will notify the office by phone and instruct the child to go to the isolation room with their backpack and coat where the assigned staff person will tend to the child. If Covid symptoms are observed, the student will be asked to wear a disposable mask (if they are not wearing one) while waiting to be picked up. The office will notify the parent to pick their child immediately. For the safety of all students and staff, parents will need to pick up their child within 30-45 minutes. If they know that they are unable to do so, they must arrange for someone else to come for their child and provide the name and phone number to the office staff. Parents will be allowed to come into the building to pick up their child, preferably through the Lennox Ave. entrance.

- A sick student's desk, table and chair, etc. will be sanitized immediately after their departure due to symptoms related to Covid-19 and it will be recorded should it be required for public health. The isolation room will be disinfected after each use.
- Entry and exits to schools will be managed to avoid congestion. Parents are asked to drop off their child between 8:30am and 8:50am on the playground area. Students are asked to line up on the markings on the playground 2m apart. Students will start coming into the school as soon as they arrive. At 3:25pm parents must wait outside to pick up their child.
- Parents needing to pick up their child early or be picked up for appointments must self-screen at home and will need to wait in the entranceway of the Lennox Ave doors. Parents will be asked if they have self-screened prior to entering the building. The office will call the classroom to find the child and have them meet their parent in the entranceway. The office will sign the child out. If the child returns, the parent will accompany them back into the entranceway and the office will verify and sign them back in. The student will sanitize/wash their hands again before entering the class.
- Teachers, and supervisors in Before and After Care will be provided with their own supply of bandaids for normal injuries so that students do not wander the halls or come to the office. If any students are hurt during recess they will be instructed to go to the isolation room where they will be tended to immediately. This room will be disinfected each time it is used.
- In case staff is sick or need to self-isolate or self-quarantine, substitute teachers, or other internal staff will cover for current absent staff. Extra support staff is being added to the office, classrooms, before and after care programs and bus transportation as needed.
- If a child tests positive in any grade, the Public Health will lead all response to the case. This means contacting those who would be considered **CLOSE CONTACTS**. (**close contact is defined as prolonged exposure over 15 minutes to a confirmed Covid-19 case- and within two meters radius**) and advising them of the need to self-isolate or self-monitor. School will be cleaned and all areas disinfected that Public Health deems required, and the space will not be used until it is determined to be safe. **Public Health will only close the school if there is evidence of transmission across multiple cohorts.**
- If a child stays home because they feel sick or they have to self-isolate or self-quarantine, he or she will be able to access school work through Microsoft Teams (grades 4-8) and Seesaw (JK – Grade 3), regardless of the schooling model level. Please make sure to stay in touch with the teachers.
- Hand sanitizers and other cleaning supplies will be provided but students may bring their own hand sanitizers.
- Additional cleaning staff have been hired for during the day and in the evening. Increased frequency of cleaning and sanitization, particularly of high-touch surfaces and common/shared areas will be done by Whitegloves staff members.

Commonly touched surfaces will be disinfected frequently, at least twice daily. Ample hand cleaning supplies will be available at all sinks in washrooms and at hand washing stations. Whitegloves company will be responsible for cleaning and disinfecting at the school, including all desks/tables.

- Teachers and staff will ensure all high-touch surfaces in shared spaces will be cleaned prior to entry by a student group.

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3. Specific Programming/Recovery Learning:

- Between Sept 2-4, staff will look at strategies to support student transition to school re-opening.
- Clinical services will be available throughout the school year.
- Teachers in K-6 have will use MindUp, a program for teaching self-regulation and mindfulness practices, along with resilience and positive mindset.
- Project 11 – will be used in grades 4 to 8 (including mental health virtual summits, mindful moment videos, etc).
- Brain breaks and mindful meditation will also be some strategies that various teachers will utilize to help build emotional and mental health.
- A modified version of Strong Beginnings will occur in September to provide teachers with information about literacy and numeracy skills of their students. Assessment will occur during the regular teaching day. Classes will not be cancelled as per previous years. Substitutes will be utilized when needed.
- Recovery learning will occur, in collaboration between classroom teacher and resource when warranted.

4. Food Handling/ Celebrations/ Lunch Program

- No sharing of food between students will continue to be reinforced! All students must bring a small cloth napkin/placemat to put their food on while they eat or keep the food inside their lunch kit. All students must bring their own water bottle (students will not be allowed to drink from the water fountain, but may fill up their water bottle).
- Student lunch monitor program will be cancelled this year. All recesses including lunch recess will be staggered and students will be kept in their cohorts. (Cohort #1 – JK/K and Grade 1, Cohort #2 – Grades 2 and 3, Cohort #3 – grades 4 & 5, Cohort #4 – grades 6, 7 and 8). According to provincial guidelines, if two cohorts are in the same location then each cohort must be 4 m apart from the other cohort.
- Birthday, Christmas, Valentines celebrations – shared food as part of a class celebration will be suspended until further notice. Ongoing review and discussion with staff will continue. Classroom teachers will notify parents of their class expectations.
- Monthly special lunches are being reviewed by PAC lunch coordinators. They will continue and protocols will be established. More information to follow. Hot dog days will be cancelled this year.
- Students will wash hands/hand sanitize before snacks/lunch every day.
- Tables and desks will be disinfect before and after lunch.

5. Before and After Care Program

Before School Program:

- Students will enter through the back gym door (parents must knock as no fobs will be available to enter the school and the gym door must stay locked for safety reasons)
- Coordinator will make sure parents have self-screened, sign the students in so as not to share pens and then dispense hand sanitizer.
- Indoor shoes must be in the child's backpack, a mat will be provided for boots or shoes.
- Each student will pick an activity and be directed to their spot (2m apart). Students will be supervised closely and they will keep their backpacks, jackets, etc. at their spot.
- Siblings can sit together in the spot directly beside each other
- Only 2 students at a time going to the washroom.
- Depending on the weather and the number of students, before care students may go for a walk or play outside.
- At 8:30am each supervisor will take a group of kids to wash their hands, get their gear and proceed to the classroom.
- Books, mats or toys will be left at their spots for the cleaning company to disinfect and put away.

After Care Program:

- Downstairs students (JK to grade 3 students) – 2 meters apart in the gym. Small cohorts/groups at a time may go outside and play with a supervisor. Students will hand sanitize, choose an activity and pick up a mat and go to a designated spot.
 - **Upper grades students (grades 4-8)** will stay in their desks in their classrooms with supervisors monitoring whatever after school activity they have chosen to do (read, homework, etc)
 - Washroom usage will be monitored and disinfected often!
 - Parents will need to either ring the buzzer or call the office to let staff know they are here, they will inform their students, the supervisors will remind students to wash their hands or hand sanitize, sign them out and send them out their respective doors to meet their parents wherever they are waiting for them.

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6. School Masses and Other Gatherings

- Will follow Public Health Orders (individual classes or cohorts of students)
- Will try to live stream or record some activities so that parents or other students maybe able to see them.
- School Masses will be with individual classes or a class cohort at a time. Further planning with our new priest Father Chrys Aigu will take place.

7. Attendance Procedures

- Any students who are late, will pick up a laminated late slip from the office. No names or dates will be placed on the slips but students will be required to give their slip to the teacher.
- Efforts are being made to change attendance to be done electronically.
- Any mail from parents, can be dropped in the mail box in the Lennox Ave. entranceway by the students or staff (mail slot on the door). Mailboxes/mail slots will be checked daily.

8. Incidents on the Playground or in the Classroom

(requiring administration or head teachers' intervention):

- If there is an incident on the playground or in the classroom, chairs will be available in the foyer in front of Mrs. Carreiro's office for students to wait to be spoken to. There are no chairs in the office anymore so students will not be requested to 'go to the office' because of discipline issues, or for any other reason. Teachers must inform the office and ask if they can send someone to sit on the foyer chairs and have a plan as to who will be speaking to them. (ie: the student needs a break from the class, the student needs to see administration, the student needs to make amends with another student, etc.).

Planning Specifically for Three Response Levels:

Level 1 –Yellow Pandemic Code - In-Class Learning for Sept 2020-for all from JK – Grade 8 students, min of 1m apart with cohorts of 75 students –5 days a week (cohorts are - grades 6-8, grades 4 & 5, grades 2&3 and JK, K & grade 1)

Public health advice & school day structure	<ul style="list-style-type: none">• Students should arrive between 8:30am and 8:50am. Parents must self-screen them at home.• Supervisors will confirm that students have been screened and they will enter the school• Students should not mingle with students outside of their cohort/ they should stand on the floor markings on the playground• Hand sanitizing required as they walk in• Hand sanitizers available at the front and back entrance of the school, in each class and throughout the school• Before Care students will sanitize their hands as they leave the gym and go directly to class between 8:30am and 8:50am• Hand washing throughout the day :<ul style="list-style-type: none">▪ Kindergarten in classroom sink▪ Grade 1 hand washing station-main floor▪ Grade 2 & 3 in the washroom▪ Grades 4-6 rotate at hand washing station-2nd floor▪ Grades 7-8 sinks in the Science lab▪ JK – in classroom sinks• Increased sanitation of high touch surfaces and washrooms (including manipulatives, toys and PE equipment)• If Grades 7/8 students are wanting to go to Tim's at lunch they will hand their permission slips into the office. The office will sign them out and they must check back into the office when they return where the office will sign them back in. They must then sanitize their hands. If they fail to check back in with the office three times, their privileges of leaving the school grounds will be removed for a determined period of time.
Physical distancing measures	<ul style="list-style-type: none">• Signage throughout the school• Separate exits and entrances for recess• Pandemic timetable designed to stagger recess and lunch times

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	<ul style="list-style-type: none">Teachers to monitor students closely and reduce congestionVisitors – limited to approval by admin, will need to self-screen and hand sanitizeParents are encouraged to conduct school business via email or telephone when possibleRemote learning only for students who cannot attend in-class due to health issuesExtra desks has been acquired to help separate students (in early years where tables are used)Teachers will record lessons and post assignments online (Office 365 or Seesaw) for those students who cannot attend in-class due to health issuesBussing will follow up-to-date guidelines (1 student per seat, unless they are from the same household or students from the same cohort can seat on the same seat.) All students riding the bus must wear masks.Up to date lists of bus riders have to be maintained to enable contact tracing if required.Students must remain seated and if possible on a regular seat. A bus escort will be available to provide hand sanitizer, to ensure students in grades 4 and up are wearing masks and to disinfect the bus after each trip.
Area of Focus: Learning Across all subject areas	<ul style="list-style-type: none">With near normal conditions, the learning expectation would be regular programming as much as possibleSchool attendance is mandatory for children aged 7-18 in Manitoba. All students are expected to participate fully in learning.Physical education (PE) – will continue with modifications for physical distancing and when possible it will be held outdoors. Increased sanitation of equipment and hand sanitization of hands before and after PE.Students will not change for PE but they must have running shoes. (further information will be sent out by Mr. Kalichak)

	<ul style="list-style-type: none"> • French will continue in the classroom • Music K to 5 - in the classroom - will be adapted to move away from traditional choral activities. • Band for Gr. 6 & 7 will continue with reduced teaching periods and following a different format for semester 1 (until Jan. 31, 2021). Gr. 8 band is cancelled – to be reviewed for semester 2. • Weekly teaching to incorporate the use of technology tools for all grades in order for students to familiarize themselves with, and build independence in, using the Office 365 and SeeSaw platforms • Field trips and extra curriculum activities will be limited and must follow Public Health Orders and approval from administration (including the venue's health and safety measures set up) • Grades 7 /8 –Public Schools are not allowing students from other school going to their facilities (Shops) during the pandemic. Computer course and art will be integrated in these grades • Lockers – very limited use in grades 4-8 (to keep boots and jackets)
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Level 2 –Orange Pandemic Code- Blended learning (in-class and remote)

Public health advice & school day structure	<ul style="list-style-type: none"> • Parents and students to self –screen at home and declare at the door • Hand sanitizing and hand washing throughout the day: <ul style="list-style-type: none"> ▪ Kindergarten in class, Grade 1 hand washing station, Grade 2 & 3 in the washroom ▪ Grades 4-6 rotate at hand washing station ▪ Grades 7-8 sinks in the Science lab Increased sanitation of high touch surfaces (including technology tools, manipulatives, etc) and washrooms • Grades 7/8 students are wanting to go to Tim's at lunch they will hand their permission slips into the office. The office will sign them out and they must check back into the office when they return where the office will sign them back in and they must sanitize their hands. If they fail to check back in with the office three times, their privileges of leaving the school grounds will be removed for a period of time.

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Physical distancing measures (cohorts groups)	<ul style="list-style-type: none">• Students spaced a min 2 m apart in the classroom, in the gym, in the library or parish hall• Each group must be kept separate• Separate exits and entrances for recess• Staggering recess and lunch times• Students to line up 2 m apart outside /floor markings• Staff to monitor students closely to make sure a min 2m distancing in hallways, in the classroom and outside at recess• School lunch supervision increased• No field trips• No Visitors or volunteers allowed• Parents must conduct school business via email or telephone• Parents allowed in to pick up a sick child• Before and After Care available• Bus service reduced or cancelled
Areas of focus-	<ul style="list-style-type: none">• Emphasis will be on Numeracy, Literacy, together with Science, Social Studies and Religion.• Continue use of technology tools (chromebooks/ipads/laptops)• When possible other subjects such as French, Music maybe offered, Specialist teachers may be used to co-teach with homeroom teachers• PE/HE classes in the class, outside or remotely in small groups and 2m apart• EAs schedule changed to reflect and meet Level 2 needs.

Level 3 – Red Pandemic Code- Remote Learning (with exceptions)

Public health advice	<ul style="list-style-type: none">• Schools are closed to public
Physical distancing measures	<ul style="list-style-type: none">• For those students required to attend-they will be spaced 2m apart in the classroom and outside• Separate exits and entrances for very small cohort groups• Mandatory Remote learning for all students – a schedule will be prepared to help teachers and students• Early Learning guidelines will be followed with reduced class sizes and strict infection prevention and controls in place (as a possibility for JK and K).
Areas of focus	<ul style="list-style-type: none">• Based on parent survey feedback, staff will adjust their remote teaching to include some of their suggestions• Ensure access to learning resources for all, including technology (survey confirmed that all parents have internet)• Posted already on school website— early years students (preference access to an ipad or mini-ipad for SeeSaw and Raz Kids); middle year students (preference access to chromebooks or laptops for Office 365)• Monitor student engagement closely• Clear expectation of digital protocols with students/ staff will check in with students on a daily basis• Remote Learning will be focused on Literacy and Numeracy, with some possibilities of other curricular areas in consultation with the school principal• Some EAs will be assigned to help individual students one on one through Zoom or team meetings or at school during remedial help• Students scheduled by appointments only for in-school remedial learning• Small groups for assessment, planning and special programming• Technology tools will be made available for those students who do not have access

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Resources on Talking to Children about COVID-19

- **Resources for Supporting Children's Emotional Well-being during the COVID-19 Pandemic**

This site provides guidance, recommendations, and resources from child trauma experts at Child Trends and the Child Trauma Training Center at the University of Massachusetts.

[https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-duringthe-covid-19-pandemic?utm_source=mailchimp&utm%20campaign=030096d2e1f0&utm_medium=page](https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic?utm_source=mailchimp&utm%20campaign=030096d2e1f0&utm_medium=page)

- **How Teachers Can Talk to Children about Coronavirus Disease (COVID-19)** This UNICEF site provides tips for having age-appropriate discussions to reassure and protect children.

<https://www.unicef.org/coronavirus/how-teachers-can-talk-childrenabout-coronavirus-disease-covid-19. 27>

- **Seven Simple Tips on How to Talk to Kids About the Coronavirus.** As the world's leading expert on childhood, Save the Children has provided parents, schools, and communities with these tools and tips about COVID-19 and kids.

https://www.savethechildren.org/us/what-we-do/emergency-response/coronavirus-outbreak/coronavirusoutbreak-how-to-explainchildren?utm_source=mailchimp&utm_campaign=030096d2e1f0&utm_medium=page

We are committed to keeping our community informed. As updated information is available, this document will be updated as well and posted on our website. Additional resources will also be posted to our school website. Critical information will be emailed to all parents. A video to teach students how to properly handle and wear a face mask will become available from the government before Sept 8, 2020.

Sincerely,

Laura Carreiro
Principal
Christ the King School