

École  Taché

LES
GUÉPARDS



Parent & Student Guide

DE L'ÉCOLE TACHÉ

**School year
2020-2021**

September 3, 2020

Dear parents and guardians,

Back to school is upon us. The École Taché team is delighted to be able to welcome our students into the school. We recognize that things have changed a lot and we know that this new school year will be different: the procedures and guidelines are, for the most part, changed due to the pandemic we are fighting.

We and the school division have worked hard to develop this plan and the DSFM Parent Guide, which will allow us to return to school and continue learning in safety based on recommendations from the Manitoba Department of Public Health.

This document explicitly outlines the various protocols that we will follow beginning September 8th, at the start of classes. These protocols are intended to create a reassuring environment that will reduce the risk of the spread of COVID-19.

We believe that the key to the success of these protocols depends on the full support of every member of the École Taché school community: parents, students and staff. The collaboration of all is essential. It is up to each of us to play a part in the safety of our community.

As our knowledge of the pandemic evolves, we recognize that we all need to be flexible and prepared to adapt in response to any changes that may be imposed by the Department of Education, the Department of Health or the Province of Manitoba.

When a change is required, an update will be made in this document and highlighted. Families will be notified immediately.

The administration



1. Family-school Partnership

A family-school partnership is essential to the health and well-being of your child(ren) and the entire school community. The following protocols are based on daily collaboration between students, staff, teachers, administrators and families.

A. Daily health screening

Parents/guardians should check the health of their child (ren) each morning before they leave for school. It is up to each parent to ensure that their child does not show any symptoms of COVID-19 before sending them to school or on the bus.

You can use the province's self-assessment tool to check if your child needs to be tested for COVID-19.

- <https://covid19.soinscommunsmb.ca/covid19/outil-de-depistage/> (French)
- <https://sharedhealthmb.ca/covid19/screening-tool/> (English)

B. In case of symptoms

- If a student suddenly shows symptoms while at school, he or she will be placed in isolation (two metres).
- Unless the child has a health problem associated with the use of a mask, the school will provide one.
- The school will immediately contact parents and caregivers to pick up their child and will also ask parents and caregivers to contact Health Links (at 204-788-8200 or 1-888-315-9257) or their family doctor.
- If a student requires the presence of an adult while confined, a staff member, who will first wash his/her hands and wear a mask, will remain with the student.
- If the school is unable to reach the parents or caregivers of the child with symptoms of COVID-19, the child will remain in quarantine at the school.
- Once the child leaves the isolation room, it will be disinfected.
- A child with COVID-19 symptoms will be able to return to school only after a Public Health representative deems it appropriate. If the child has been diagnosed with the virus, Public Health will provide the necessary information to the family and school. Generally, Public Health follows up quickly; within 24 hours to 48 hours once the laboratory report has been sent.

C. Staying at home in case of illness or other factors:

Students and staff cannot enter the school if they:

- feel sick
- have symptoms suggestive of COVID-19 (using the latest list of symptoms);
- travelled outside Manitoba in the previous 14 days (outside of areas excluded by Public Health ordinances);
- have been in close contact with a confirmed case of COVID-19;
- are waiting for a COVID-19 test result or a family member is waiting for a COVID-19 test result.

D. Notifying the school of an absence

For safety and security reasons, parents should notify the school of a student absence by calling 204-233-8735 as soon as possible in the morning, before 9:00 a.m. If your child or family member has had to be tested for COVID-19, we ask you to directly inform Mme Mireille Kazadi or Mme Nicole Sedo.

E. In the event of a positive test

Any related or confirmed case of COVID-19 in a school will result in immediate contact with Public Health Services. Public Health Services will communicate directly with those affected.

2. School Reopening Plan

A. Explanation

Students will be assigned a cohort, to which they will belong throughout the year. Students will remain in the assigned classroom of their cohort for all their classes and lunch periods. The cohorts will be listed in Powerschool.

A cohort is a group of students that stay together in the same classroom for most of the day and can keep a distance of one metre between them. When students are no longer in "cohort" mode, they must respect a physical distance of 2 metres from other students and adults.

- Physical education classes will occasionally take place in the gymnasium and, as often as possible, outdoors. We ask students to be dressed appropriately for the weather.
- Each student will have a dedicated container in their classroom, provided by the division, for their belongings.
- The schedule for École Taché has been changed for the 2020-2021 school year to best support learning in the current context.
- Each day will be flanked by two targeted teaching periods, to allow classes to coincide with the two waves of buses at the beginning and end of the day. These targeted teaching periods will be monitored by a teacher or a support staff member.

B. Student Orientation – September 8-9

To ensure a safe and healthy return to school, the opening days will be staggered for students. This approach will allow us to teach students new school routines for each grade level and cohort. These staggered days are mandatory for all students.

We will have two groups: Group A will start on September 8th, and Group B will start on September 9th. Our transportation service will provide more details on the groups.

C. Schedule for the day

- The school office will be open from 8:00 AM to 4:30 PM
- School starts at 9:00 AM and ends at 3:45 PM

D. Parents, visitors and guests - by appointment only

- Access to the school will be limited.
 - If a parent/visitor wants to meet with a staff member, they must schedule an appointment directly with the staff member by phone or email
 - Virtual meetings (TEAMS) are encouraged
 - Parents and visitors who must enter the school will have to be screened before entering and sign a log indicating that they have no symptoms of COVID-19.
 - Parents and visitors will have to wash their hands and wear a mask in order to enter the school.
 - Parents/visitors must maintain a distance of two (2) metres inside the school at all times.
 - The exterior doors will be locked at all times.
 - Parents and visitors will need to call the school to gain access.

E. Drop-off area for students arriving by car (before and after school)

The protocol for dropping off your child by car in the morning or picking them up at the end of the day has been revised to minimize student congestion at the main entrance. We ask you to use the Aubert Street entrance to drop off your children. An educational assistant (EA) will monitor the area to facilitate traffic flow and ensure that the drop-off is made safely and efficiently.

No parent should drop students off in the schoolyard.

All students who walk to school or are driven by their parents must be dropped off at the main entrance and must line up 2 metres apart, clearly identified on the ground.

We ask everyone to be patient because we believe that more parents have chosen to take their children to school each morning.

To ensure everyone's safety, no vehicle shall use the bus access to drop off or pick up a child during the school day.

We also ask you to not occupy a parking space reserved for staff members or to park behind their vehicles, as this could cause a serious traffic jam, or even an accident.

F. Lunch time

Students will remain in the classroom assigned to their cohort for lunch. Staff will remind them of the importance of hand and surface hygiene. Water fountains will remain available for filling bottles only. Students are encouraged to bring their labeled water bottles with them each day.

Students will not be able to move from one class to another, as this would be contrary to the established physical distancing rules.

Students can go outside. We ask that they always use the access door assigned to them. They will also have to ensure that they comply with the Health and Safety Measures (see below).

The use of microwaves will not be allowed in the school, so we ask that your child brings a meal that can be eaten cold or at room temperature.

The Department of Health advises against the reopening of school canteens. Therefore, we ask that you make sure your child has his or her meals everyday.

G. Movement within the school

To maintain physical distance between cohorts, students will remain in their classrooms for all classes except Physical Education.

Music classes will take place in the students' assigned classrooms. Wind instruments will not be used at this time. All other instruments will be sanitized between each use. Programming will follow Manitoba's Public Health guidelines.

Only certain teachers will move from class to class.

Directional arrows in the corridors will indicate the traffic flow in the school. Yellow lines on the floor will mark two metre distancing.

H. Access to school

Each cohort will be assigned a specific door to enter and leave the school, in order to minimize the size of groups.



Here is a table of the different access doors:

Entrance gates / Doors	COHORT (S)
Main entrance	Those who walk Those who come by bicycle Those who are driven by parents Grade 5 – Mme Lynne P and Mme Karina
Exit 18 – West Exit 12 – West	Grade 1 – Mme Kirsty Grade 1 – Mme Tasha
Exit 13 – inner courtyard Exit 14 – inner courtyard	Grade 1 – Mme Vivian Grade 3 – New teacher
Exit 11 – inner courtyard	Grade 2 – Mme Shanne Grade 2 – Mme Magaly Grade 2 – Mme Mariam
Exit 10 – inner courtyard	Grade 3 – Mme Carine Grade 3 – M Amadou Grade 3 – Mme Cécilia
Exit 1011 – East – inner courtyard	Grade 5 – Mme Kairos Grade 5 – M Abdoul Kindergarten – Mme Christine Kindergarten – M Réjean Kindergarten – Mme Aurélie
Exit 1009 – North	Grade 6 – Mme Lynne C Grade 6 – Mme Alexandra
Exit P001 Exit P002 Exit P003 Exit P004	Mme Joanne’s class (portable) Mme Renée’s class (portable) Mme Sarah’s class (portable) M José’s class (portable)

The doors will be opened at 9:00 AM. No student will be able to enter the school until then. As soon as students enter, they must immediately head to their assigned classroom.

I. Absences or lates

All students are required to be present in the school for their learning. Students who are required to isolate themselves or who are unable to attend classes because they are symptomatic will need to remain in contact with their teacher.

Only students with weakened immune systems or other conditions that increase their health risk will have access to an alternate education plan. Consult the school principal to determine your child(ren)'s needs.

Student attendance is taken twice a day: first thing in the morning and after lunch. If a student is not in class, he or she is marked absent. If a student arrives at school after classes have started, he or she must report to the office to receive a late slip in order to enter the classroom.

A student who arrives late will have to use the main entrance door to access the school.

3. Health and Safety Measures

A. Hand washing

- Students will need to sanitize their hands (with supervision) with a cleaning gel when entering the bus, arriving at school and leaving school.
- All individuals in the school will have to sanitize their hands.

B. Wearing masks

- All students in grades 4 to 6 and all staff will be required to wear a mask at school when we cannot respect a distance of two (2) metres or six (6) feet. All students will be required to wear a mask while on school buses.
- Two (2) masks will be provided to students on their first day of school.

C. Lockers

Lockers will not be accessible to students. Students will have to bring their belongings to their classroom and store them under their desk.

D. Laptops

The use of technology will be encouraged in the classroom. Laptop carts will be shared among cohorts for use in the classroom. Many teachers will use technology to facilitate their teaching.

We will distribute the school's laptops to students who need them, by cohort. These laptops will be disinfected daily or between each user.

E. Recess schedule

We have 3 zones in the schoolyard to meet the needs of the various cohorts:

	Inner Courtyard	Play Structure	Soccer field
Day 1	1 st	3 rd	5 th
	2 nd	4 th	6 th
Day 2	5 th	1 st	3 rd
	6 th	2 nd	4 th
Day 3	3 rd	5 th	1 st
	4 th	6 th	2 nd