

**August 28 2020**

To the Parents and Caregivers of SMS

Welcome to the 2020/2021 School Year! As you know, our staff and school division, in partnership with the Province of Manitoba and Manitoba's Public Health, have been hard at work planning to bring our kids back to in-class learning at school. It continues to be a work in progress as protocols change and adapt to COVID-19. We need Stonybrook Middle School to be a safe place for our students and our staff - both physically and emotionally, which means that our priorities as we start the school year this fall are to:

- ❖ Ensure your child's social and emotional needs are met by building meaningful, respectful and caring relationships with their homeroom teacher. Support will be provided by our Guidance Counsellors, Mr. Lyle Koop and Ms. Tanya Kasdorf. Our first goal is to make sure that our kids are ok.
- ❖ Ensure your child's physical safety with respect to expectations from Manitoba's Public Health. These safety measures will include (but are not limited to) regular hand washing, physical distancing, how to wear a mask properly, and respecting the parameters of our cohorts including:
  - Staying with their cohorts
  - Respecting their designated entrance and exit doors
  - Staying within the boundaries of their designated play areas outside
- ❖ Prepare students for the possibility that remote learning may happen - either individually for them, or school wide. This means that all students will be introduced or reintroduced to the online platforms that our teachers use - Google Classroom, Google Meet and SeeSaw being the most widely used. These platforms allow our students to stay caught up with their class work if they need to learn from home. Parents are encouraged to become familiar with these platforms in order to stay up to date with their child's learning.

*We ask that you please read this entire document carefully.* There is a lot of information here to digest, but we hope that the majority of your questions are answered. For more information, the Hanover School Division and Province of Manitoba have published documents for parents. Links can be found from the HSD website here: [HSD Plan to Resume In-Class Learning](#)

Specific plans for Stonybrook Middle School include the following (as per the HSD Plan to Resume In-Class Learning):

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

#### **School Attendance and Participation**

- In class learning will resume **September 9 2020**
- Grade 5-8 students will return for five days of full, in-class instruction per week.
- Students with special needs in all grades will return for five days of full, in-class instruction per week.
- Students that are unable to attend in-class learning for health reasons (either

their own or a family member's), are required to supply a doctor's note so that accommodations can be made for remote learning for your student

- If you choose to keep your child home, then you will be required to register with Manitoba Homeschooling, as SMS will not be responsible for your child's learning. (<https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/index.html>)
- Please know that at any time you decide to send your child to school, we will welcome them with open arms and much joy! We understand that these are not easy decisions, and whatever you decide takes courage.

### Beginning and End of Day Procedures

- School doors will be open at 8:30
- All students must move directly to their designated cohort entrance upon arrival (no loitering around other areas or mingling with students **not** in their cohort)
- Staff will be at each entrance to welcome our students, ensure that they have self screened, and remind to sanitize their hands prior to entry.
- Students will then move directly to their homerooms. Staff will be on supervision throughout the building to welcome and guide them into their classrooms.
- At the end of the school day, in order to reduce congestion and the crossing over of cohorts, please note the following:
- 3:25 - students being picked up will be dismissed.  
**PLEASE USE THE BUS LOOP FROM FOURTH AVE TO BARKMAN**
- 3:35 - all walking students will be dismissed (**parents will need to notify the office in advance**)
- 3:45 - bussed students will be dismissed
- OTHER IMPORTANT INFO TO CONSIDER
  - The school will send a Google Form to all families next week to help us determine your child's regular mode of transportation. Watch for this form in your email on Monday, August 31. Please complete the form by Thursday Sept. 3.
  - If your child is a 'bus' student, but will be picked up on a regular basis, please notify the office
  - Your child's teacher will be informed of mode of transportation for each student and will ensure that those dismissed early will not miss valuable learning opportunities
  - We ask that parents notify the office directly if there is a change of plans for your child. IE if your child normally walks, but will be on the bus or vice versa.
  - *Students may not make alternative arrangements with friends at the end of the day.* They are expected to follow the prearranged plans as indicated by parents. IE going to a friend's house right after school etc. We encourage parents to ensure their child returns directly home at the end of the day and then make arrangements with friends at that point.

### School Calendar

- Strong Connections will be Sept 18 & 21st. We will do our best to coordinate families, EY schools and cohorts.

- The SMS school calendar is available here: <https://sms.hsd.ca/calendar/>

### Welcoming Students and Families

- **Meet the Teacher** will look very different this year. Our teachers will be providing opportunities to meet with them in 1 of 3 way on **Tuesday, Sept 8 from 2:00 to 6:00pm**:
  - In person/in classroom (Homeroom teacher only) appointments with physical distancing and mask protocols in place
  - Zoom appointments
  - Phone calls
  - *Email is not preferred at this time*
- This time will be used to introduce our teachers and students to each other and to ensure that all of your contact information is up to date. *Never has it been more important that we are able to contact our parents quickly.*
- You can book your 10 minute appointment using **Parent Portal**: <https://hsd.ca/schools/parent-portal/>
- Please ensure that your account is active as the majority of divisional and school communication will come from this platform.
- Students that are new to SMS will need to register online: <https://hsd.ca/schools/student-registration/>
- Either Mr. A. J. Neufeld, Vice Principal, or Ms. Heather Friesen, Secretary, will contact those families to complete their registration

### Cohorts

- Cohorts are a collective of classrooms, with no more than 75 students, with each classroom having between 18 & 25 students.
- We will have 8 cohorts, each with their own designated entrance/exit and playground area to ensure as little crossing over of students as possible.
- Each homeroom will be in their classrooms with teachers travelling to them. Teachers can take their kids outside if feasible and phys ed will be outside as much as possible.
- These cohorts will be designated as follows:

#### **COHORT A**

5B (Ms. Krysko) / 5M (Ms. MacClure) / 5K (Ms. Klippenstein)

#### **COHORT B**

5D (Mr. Dewey) / 5L (Ms. Laninga) / 5R (Mr. Reimer)

#### **COHORT C**

6A (Mr. Harder) / 6B (Ms. Bouchard) / 6T (Ms. Taylor)

#### **COHORT D**

6R (Mr. Rempel) / 6H (Ms. Baetsen) / 6K (Ms. Klassen)

#### **COHORT E**

7D (Ms. Driedger) / 7H (Ms. Heide) / 7J (Ms. Lavallee)

### **COHORT F**

7K (Ms. Warkentin) / 7W (Mr. Wiebe)

### **COHORT G**

8T (Mr. Tyler North) / 8G (Mr. Goertzen) / 8N (Ms. Nemeth)

### **COHORT H**

8D (Ms. Desautels) / 8M (Ms. Mathew) / 8S (Mr. Shumsky)

- See below for a map of designated entrances.
- Outside areas will change on a rotational basis to allow all students fair access to the structure, track, swings, fields, and courts.

### **2-Meter Physical Distancing**

- Our teachers, educational assistants and administrators will be vigilant with supervision to ensure that students are respecting the 2 m distancing to the best of our ability.
- *We rely on students following instructions and trust our parents to support our staff and reinforce the importance of following those instructions for all of our safety.*

### **Recess/Lunch Breaks**

- Students will be assigned their breaks during 1 of 3 designated times in the morning, and teachers will bring their students outside (weather permitting) for 1 period during the afternoon.
- Students will be expected to remain in their designated areas with their cohorts. These areas will be designated by their teacher on a rotational basis so that all students have access to the different areas of our campus.
- Masks do not need to be worn when they are outside
- Directional arrows will be installed to ensure a steady flow of traffic in and out of the building.
- Students will eat lunch in their classroom. The lunch break will be staggered in order to reduce the number of students in the hallway and on the playground. Your child's assigned lunch break will be communicated early next week so that you can plan appropriately.

### **No-sharing Policy**

- The HSD Policy states:  
*It is important to reinforce in children the policies of no food sharing and no water-bottle sharing. Generally, these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children. Students are encouraged to keep personal belongings with them. Lockers use will be discontinued to avoid congregation in hallways.*

*The water filling stations will be available, but the water fountains have been disconnected.*

- In addition to our school supply list, we ask that parents provide 1 plastic bucket container that can be kept on a table or under a desk to hold supplies. Students

will not be permitted to share supplies.

- Art
  - Grade 5 & 6 teachers will be teaching their own art in their classrooms. Some supplies will be provided, but students may not share them and will be sanitized between uses.
  - Because Band and the specialty arts are currently paused, Mrs. Loewen, Art Teacher, will travel to each homeroom to teach Visual Art to Grade 7 & 8 students. She will purchase supplies and sketchbooks for each student which will be kept in labeled ziploc bags in the student's classroom. Once a project is completed, the supplies will be sanitized before being redistributed.

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

The mental health and well-being of our kids is at the forefront of our planning at Stonybrook Middle School. We have talked a lot about what the first few days of school would like, and what we need to do to hold our kids safe. HSD has partnered with Kevin Cameron's work from the North American Center for Threat Assessment and Trauma Response.

- Kevin presented to the Principals and Vice Principals of HSD June 11 on Guidelines for Re- Entry into the School Setting During the Pandemic.
- All SMS teaching staff received professional development from Kevin Cameron focussing on Psychological First Aid for Schools, Teachers, and Students.
- Our Educational Assistants staff will be presented to September 2-4 on Psychological First Aid.
- SMS is creating a Four Day School Preparedness Re-entry Schedule outline for September 2-8 2020
- HSD Student Services clinicians are available to support students and families. SMS has a divisional Social Worker, Shauna Doerksen, that works directly with our students and families if needed. Please contact Mrs. Rebizant, Mr. Neufeld or one of our guidance counsellors should you appreciate that support.

### **Be Prepared to Talk About COVID-19**

We encourage parents to join us in providing reassurance to children and youth about their personal safety and health. Telling children that it is okay to be concerned is comforting. Reassure them about their safety and explain there are many things they can do to stay healthy.

### **Mental health resources that are available for parents:**

- National Association of School Psychologists at <https://www.nasponline.org/>

### **Mental health resources that are available for students:**

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

## Section 3: Communication

### Students and Families

- Hanover School Division and Stonybrook Middle School will continue to take direction from Public Health and Manitoba Education. We believe that continuous, transparent communication is essential in these unprecedented times.
- HSD will continue to provide regular updates to our school community as they are received. We will provide information through email, as well as posting on our divisional website. SMS will also provide links to the same information from our website and any updates needed as it pertains specifically to SMS will be provided directly via Bright Arrow
- **Please make sure your contact information is up to date and accurate to ensure you receive timely notifications.**
- We understand that parents/guardians and caregivers are increasingly focused on the safety and well-being of their children while they are in other settings.
- Please expect clear communication from our staff when you have questions about your child and about how the school is implementing public health guidance.
- To avoid misinformation, please use official sources for the most up-to-date and accurate information. This can be found at [www.gov.mb.ca/covid19/index.html](http://www.gov.mb.ca/covid19/index.html)

### Staff

- Upon return to the workplace, schools and departments will hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters.
- Additional communication may be required as new information is made available that may affect work practices.
- Correspondence/guidelines/procedures have been distributed to SMS including:
  - Welcoming Students Back to School
  - HSD's re-entry document
  - MSBA document
  - HSD cleaning and disinfecting guideline
  - Handwashing posters
  - Screening posters
  - Physical distancing poster

## Section 4: Public Health Orders and Guidance

### [HSD Plan to Resume In-Class Learning](#) - Public Health

*The province has announced that non-medical masks will be mandatory in all schools for students in grades 4 through 12, staff and visitors when physical distancing is not possible.*

*We strongly encourage parents to have 2 reusable masks for their child. SMS will provide disposable masks if necessary. We recommend that extra masks be stored in plastic ziploc bags (rather than loose in a backpack) and that paper bags be used to store while students are outside and eating lunch.*

- Understanding/Assessing Risk
  - At SMS, our cleaning staff will sanitize common surfaces twice a day. Because your child will, for the vast majority of the day, be in their one classroom or outside, the risk of transmission is reduced.
  - The common surfaces of desks & chairs will be sanitized at lunchtime and after school
  - Bathrooms will be cleaned and sanitized multiple times throughout the day.
  - Students and staff will be required to sanitize their hands upon entry into the school, classroom, office and special areas (gym)
- Guidelines & Considerations
  - If students are symptomatic, please keep them home. A full list of current symptoms can be found below
  - Should a student become ill at school, parents will be notified for immediate pickup. Your child will be given a medical grade mask and isolated in the office and will be under direct supervision of a staff member.
  - SMS will follow the Manitoba Public Health protocols
- Roles and Responsibilities
  - Hanover School Division*
    - Select, implement, and document risk assessments and appropriate site-specific control measures.
    - Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
    - Ensure that supervisors and staff are informed about the content of safety policies.
    - Conduct a periodic review of the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.

- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have staff perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

#### *SMS Administrators*

- Ensure that staff are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to staff.
- Post or relay educational and informational material in an accessible area for staff to review.

#### *SMS Staff*

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in any COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

#### *HSD Maintenance Supervisor*

- Maintaining an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touchpoints

#### Health Screening

- <https://sharedhealthmb.ca/covid19/screening-tool/>
- We ask that parents and caregivers remain OUTSIDE to drop off and pick up their child. Please call the office at 204 326 6481 upon arrival when picking up your child, and they will be escorted to your vehicle.
- All staff and students are required to self screen upon entry. We ask that parents review that procedure with their child before the start of school. Teachers will be checking if your child has self screened at the start of the school day when they arrive. If they have not, the teacher or supervisor will be screening them. The screening tool link is above. **If a child is exhibiting symptoms, but a sibling is not, the sibling is still able to attend school.**
- As indicated in the divisional document ( [HSD Plan to Resume In-Class Learning](#)), students exhibiting symptoms throughout the day will be



isolated and given a medical-grade mask while being cared for by our staff. Parents will be contacted immediately for the child to be picked up. If the parent is not available, emergency contacts will be contacted.

- **As of August 24, 2020** the list of symptoms include (<https://manitoba.ca/covid19/updates/about.html>)
  - Cough
  - Headache
  - Fever/ chills
  - Muscle aches
  - Sore throat/ hoarse voice
  - Shortness of breath/ breathing difficulties
  - Loss of taste or smell
  - Vomiting, or diarrhea for more than 24 hours
  - Poor feeding if an infant
  - Runny nose
  - Fatigue
  - Nausea or loss of appetite
  - Conjunctivitis (pink eye)
  - Skin rash of unknown cause
  
- **Please ensure that your current contact information is provided to SMS by September 8 2020.**

#### Contact Tracing and Outbreak Management

- Parents and caregivers may notify Health Links at 204-788-8200 or the child's health care provider for direction if required.
- If a staff member becomes symptomatic, they too will self isolate from other staff and students and will go home to monitor symptoms.

#### Student Management-Physical Distancing

- Students will need to avoid hugs and handshakes and keep their hands to themselves as much as possible
- 2 metre distancing is required as much as possible, however, masks are mandatory at SMS because this isn't possible during the whole day. Seating in the classrooms is set to 1 m as per provincial guidelines.
- Students can remove masks when they are outside or eating their lunch.
- Students are assigned to designated cohorts (above) and will distance themselves from other cohorts to limit exposure. This also applies to our kids when they're outside.
- Our cohorts will consist of grade level homeroom groups (ie Mr. Dewey, Ms. Laninga, and Mr. Reimer). Ms. Gomes will bring music to the grade 5 & 6 classrooms, while Ms. Loewen will do Art on a Cart with the grade 7s & 8s. Phys ed will be outside, weather permitting. Mr. Hoskins will bring

French to a few designated classrooms or it will be taught by one of the homeroom teacher pairs. (ie Ms. Laninga)

#### Staff Physical Distancing

- We will maintain 2 meters of physical distancing between staff and students as much as possible.
- Our staff will also work with students to learn the flow of traffic through hallways and in/out of their designated entrances.

#### General Hygiene Measures

- As indicated earlier, sanitize stations will be available in each classroom, entrance, and gym. It is still strongly recommended that proper hand washing also be practiced (20 seconds with soap)

#### Cleaning and Sanitizing

- SMS will be following all Manitoba School Boards Association recommendations/directives as well as Manitoba Education's Limited Use of Facilities guidelines.
- HSD's Maintenance department has trained our custodians to follow those protocols and will supply all sanitization needs

#### Personal Protective Equipment (PPE)

- Our staff will be provided with non-medical masks by SMS and HSD.
- Some individuals may choose to add the protective shields as an added layer of protection. However, the mask must be worn as well.
- Students will be required to wear a mask on the bus. We strongly recommend that parents provide these masks (2 per day would be great). Should they forget, SMS or the bus driver will provide one for you. A student may be denied access to the bus if the child refuses to wear a mask.

#### School Bus Transportation

- Please see the following links for more specific information provided by the Province
  - Guidelines for Transportation to Schools at [Latest COVID-19 Education News](#)
- We encourage families to transport their own children if possible. Active transportation is always preferred (walking or biking) if safe to do so.
- Buses will be cleaned and sanitized following the protocols from Manitoba Education or Manitoba Health.

#### Restricting Access to Buildings

- Parent Volunteers at SMS have become an integral part of community building and supportive education. We have encouraged and relied on parent volunteers to assist with Precision Reading, money counting for fundraisers and so on. However, at this time, we are being asked to restrict the number of volunteers in the building to reduce the probability of community-based transmission of the virus.
- We also ask that if meetings can be done via online platforms like Zoom or Google Meets as much as possible. We will always make time to

address questions, concerns, and celebrations with you openly and honestly.

### **Other Important Information**

Industrial Arts and Human Ecology will not be offered for the 20/21 school year. This was not an easy decision to make, but due to large class sizes, physical distancing capabilities could not be met. We thank Mr. North (grade 8) and Ms. Krysko (grade 5) for taking on the responsibility of a homeroom class this year. As well, band and the specialty arts (drama, digital and indigenous art) are paused at this time.

If physical education needs to be inside, masks will not be required.

In preparation of band being approved at some point during the school year, the grade 7 & 8 class lists have been reconfigured following cohort parameters. In response to large class sizes, a grade 5 & grade 8 class were added as indicated above.

**All homeroom lists will be shared with parents via parent portal and email  
August 31st at 4:00**

As per the provincial guidelines, the Canteen will not be available to order hot lunch. Also due to health regulations, microwaves will not be available for student use.

The Breakfast and Lunch programs provided by Soups On will continue, however, these items will be individually packaged and available for pick up in the guidance office. We request parents to contact Mr. Lyle Koop at [lkoop@hsd.ca](mailto:lkoop@hsd.ca) should your child benefit from that support. We respect and acknowledge that this can be difficult, but please don't hesitate to ask.

Now, more than ever, our school, families and community need to pull together to support our kids and one another. It really does take a village and we look forward to working with you in the 2020/2021 School year. Please don't ever hesitate to reach out should you have any questions or concerns.

Respectfully,

Ms. Rita Rebizant  
Principal  
Stonybrook Middle School

*'Leadership isn't about being in charge.  
It's about taking care of those in our charge'*  
- Simon Sinek

# COHORT ENTRANCE / EXIT MAP

