

# MACNEILL SCHOOL RE-OPENING GUIDE

## FALL 2020

“BE THE BEST YOU CAN BE. DO THE BEST YOU CAN DO.”

Welcome to 2020/2021 school year. We are excited for our return! At MacNeill School we value social, emotional and physical well-being as important as academics. We are continuing to prioritize mental health and wellness throughout this year and will together, enrich our practices of being 'the best we can be.' We remain committed to what it means to belong to MacNeill, especially in these unprecedented times. **We are: Mindful, Accepting, Community, Nice, Excellent, Independent, Leaders and Lakers!**

Our students are our main priority and we are eager to get back to in person teaching and learning. Returning to the building as a MacNeill community is something we are all looking forward to and we are sure that our students, your children, have changed so much since we last saw them. Our school has also changed a bit too. Over the summer our building received a beautiful paint job in the back hallways of the school, as well as the boot room, staff room, and main office. We have some new signage depicting our MacNeill acronym, as well as signage reflecting safety protocols. Our facilities staff have cleaned the school and it is sparkling! We are beyond grateful to have a refreshed and clean space for everyone to appreciate.

We know there will be many changes in the months ahead and we hope this guide will help ease concerns and answer questions about our return to school on September 8<sup>th</sup>.

As things continue to evolve we invite you to check websites, our Twitter account and our MSCC Facebook page for further information. Please be mindful of the fact that this guide is a living document and will be adjusted as necessary.

### ***Mental Health/Wellness***

We will continue to focus on the mental health and wellness for staff and students and it will be a continued priority throughout the year.

»Staff will teach and promote self-regulation, well-being and mindfulness through:

»Continuation with Mindful Moment Mondays – encouraging mindfulness and mental health and well-being school-wide.

»Professional Development Focus on trauma informed practices, self-regulation and mental wellness.

»Staff will focus on creating a culture in the school that models and promotes the MacNeill way of being...Mindful, Accepting, Community, Nice, Excellent, Independent, Leaders, Lakers!

»Staff and students will use the wheel of responsibility as a model for daily interactions and problem solving as well as our mantra, “Own it, fix it, change it, move on.”

### ***Outdoor Learning***

Outdoor learning experiences and outdoor physical activity will be a focus and will be encouraged as much as possible. Please ensure that students are dressed appropriately for outdoor activities.



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### **SCHOOL START AND FINISH**

#### Staggered Start for Grades 1-8:

Last name starts with A-M attend on Tuesday, September 8th & Thursday, September 10th.

Last name starts with N-Z attend on Wednesday, September 9th & Friday, September 11th.

**All students attend on Monday, September 14th.**

#### Staggered Start for Kindergarten:

“B Day” students with last names A-K will attend on Tuesday, Sept. 8th & last names L-Z will attend on Thursday, Sept. 10th

“A Day” students with last names A-K will attend on Wednesday, Sept. 9th & and last names L-Z will attend on Friday, Sept. 11<sup>th</sup>.

If your family has children with last names that fall on different days, please send both children to school on the day that works best for your family. **\*This does not apply to Kindergarten students.**

### **REGISTRATION**

We encourage everyone to register online this year. Please visit the Regina Public Schools website or the school website to find all registration forms. Please call the school at (306)791-8507 if you have any questions.

We will be utilizing as many entrances as possible to bring students into the school. Families are asked to arrange pick-up locations that allow for spacious and safe pick up away from the school building. Parents are not to wait at the school doors so as to avoid large crowds. We encourage families with primary children to start practicing their pick-up location now.

Our Kindergarten teacher will share more information regarding drop off and pick-up in the coming weeks. (We ask that no one enter the school for pick-up or drop off.).

We also strongly encourage all students/families to Stride to School or to drop off students a few blocks away from school to promote increased activity and avoid congestion in our bus and school zones.

### **SCHOOL DAY TIME CHANGES**

In Regina Public Schools, recesses have been moved to limit transitions but will be used primarily to stagger entering and exiting the building. A split recess will occur during lunch.

New school hours are:

- 8:53am - 9:08 am Morning Recess (Please arrive as close to 9:08 as possible)
- 9:08 am - 11:45am Instructional Time
- 11:45am – 12:45 pm Lunch – Students who go home are encouraged to return as close to 12:45pm as possible to avoid unnecessary contact on the playground.
  - o Group A will have recess from 11:45 to 12:00pm
  - o Group B will have recess from 12:30 to 12:45pm
- 12:45 - 3:22 pm Instructional Time

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- 3:22 - 3:37 pm Afternoon Recess/ Dismissal We will include movement breaks and self-regulation strategies in the classrooms throughout the day to ensure students are able to stay focused and calm. We kindly ask that students who are not transported by division buses plan to arrive as close to 9:08am as possible. At 3:22pm, students who have permission from their parents and have filled out the permission form will be free to make their way home rather than stay for recess. These plans are being implemented to avoid overcrowding.

### TRANSPORTATION

Students transported by bus will receive a letter with their schedules from Regina Public Schools Transportation. Please attach the colored sticker they receive from transportation to their backpack in a way that makes it very visible. Masks will be mandatory for all students riding the bus.

Students will receive a seating plan and will review safe bus practices at the start of the year.

Student will arrive at school between 8:53 & 9:08 am. Most often students from the same household will share a seat on the bus.

The first route arriving at the school will be at the scheduled time. The second route will be delayed by approximately 10 minutes to accommodate sanitation of the bus. Students who are waiting for buses after school will be waiting outside in the designated supervised area. If the weather is uncooperative students will be socially distanced in the gym and will be supervised.

Any questions about transportation can be emailed to [transportation@rbe.sk.ca](mailto:transportation@rbe.sk.ca).

### SCHOOL PROCEDURES

#### Where Possible Minimizing Physical Contact

When necessary primary classrooms will have separated spots for each child so that children are designated spaces for things like story time. In primary classrooms, playtime will be spread out as much as possible and the number of children at each station will be minimized.

**Gatherings/Parent Meetings** – All gatherings, including assemblies, are cancelled until further notice. All meetings with parents or caregivers need to be done by phone or digitally. Assemblies that need to take place will be done virtually.

**Seating Plans** – A written seating plan will be developed for each classroom. A copy of this seating chart will be given to the office and one copy must be kept in the classroom.

**Entering the Building (Guest and Visitors)** – Guests, Visitors, Volunteers, Speakers (unless they are employed by Regina Public Schools) will not be entering our building. This includes, but is not limited to deliveries, food delivery (no food can be delivered to the school or school grounds). Signage will be on the front door of the school advising that we are not allowing visitors and that anyone who is feeling unwell should not enter the building at all. If a guest or visitor absolutely must come in, they will be required to phone to arrange entry to the building and will follow health and safety guidelines upon entry.

**Entering the Building (Students)** – We have increased the number of entrances and exits so that students will now enter through designated classroom doors rather than grade alike wings. Line-ups for each class will be spaced out, and a distance away from the doors in order to physically distance

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the students. Only one class will be brought through the door at a time and where there is more than one class using an entrance the next class will not enter until the previous class is completely out of the boot room.

**Exiting the Building (Gr. 1-8)** – At the end of the day, each teacher will line up their students and walk them out to the playground. Staggering of exit times will occur. Once on the playground, they will be dismissed.

**End of the Day Procedures** – Any student left on the playground/waiting for a cab/bus at the end of the day will need to stay outside. A supervisor will be assigned to supervise these students

**Student cohorts** – Students will only interact with students in their own classroom and will stay in their own classroom throughout the school day. We will work to minimize the number of educational assistants and teachers that interact with each classroom of students. Learning buddies will be cancelled for the fall.

**Specialist/Itinerant Teachers** – Specialist teachers will go into the homeroom classrooms instead of the students transitioning to another space. Physical Education will take place outside or in the homeroom classroom, but not in the gym or other school space.

**Body Breaks** – Only 2 classrooms at a time can be on an outdoor body break on the playground at a time. Remember that body breaks should be short as they are during instructional time. Please buzz the office before going out.

**Classroom Set up** – Tables and desks should be arranged to allow for as much physical distancing as possible. Chairs may need to be removed to encourage physical distancing in some situations. All “soft” items must be removed – this includes stuffies, anything made of fabric.

### MAIN OFFICE PROCEDURES AND ACCESS

**Office Procedures** – Plexiglass/wood barrier will be at Mrs. Latimer’s desk in the office.

Students who are late and need to go to the office, will need to line up outside the office door and wait to be called in, one at a time. This line will go down the main hallway and will be marked. Signage will indicate procedures. To minimize contact in the office area, no one, besides Mrs. Latimer, should be behind the main desk. This space is a no contact area – including the phone.

Arriving late or coming and going for appointments should be limited as much as possible. Students who are late and need to go to the office, or who are scheduled to be picked up at times other than 11:45 am & 3:22-3:37pm should wait two metres apart outside of the office door. If it is urgent to pick your child up during school hours, please call when you arrive at the front door and we will release your child.

When necessary the office door and prep room door will remain closed to ensure that contact is limited.

**Access to School Building** – All staff will exit the building by 5 p.m. and not return to the school on evenings or on weekends. This is to ensure our school is disinfected and ready every morning.

**BYOD and Office Phone** - Bringing Your Own Device to school is welcome. We will send home a contract with details during the first week back to school. Use of the office phone for students will be limited to

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emergency situations and will require the teacher to buzz the office before sending a student to use the phone.

### **SANITIZING AND DISINFECTING PROCEDURES FOR REGINA PUBLIC SCHOOLS**

Vigorous cleaning procedures have been developed for Regina Public Schools. We are using a product called Vital Oxide. This is a salt-based cleaning solution for spray bottles and misting machines. Disinfection of the entire school will happen each evening. This product is safe for technology, papers, toys, etc. and disinfects after 10 minutes of drying time on surfaces. Bathrooms will be disinfected twice throughout the day at scheduled times.

**Before and After School Program**– The B and A program will work closely with our team to ensure they are following all

school safety regulations. They will also have access to an isolation room in the school. On-going communication will happen between the program school administrators and facilities staff.

**Head Facilities Officer** will maintain cleaning protocols laid out by the division including increased disinfecting of door handles, light switches and all shared areas; cleaning of water fountains; emptying of garbage bins.

**General Staff** - Disinfectant wipes/spray will be available in every classroom to wipe down items/objects between each use. Disposable gloves will be available in every classroom for teacher use.

**Staff Spaces** – Guidelines for cleaning after use of prep room/photocopiers/staff room spaces will be posted. In the staff room, shared food cannot be brought in.

All members of our MacNeill community will:

- ✓ Take all reasonable actions to ensure their own health and safety and that of their fellow school family members.
- ✓ Self-monitor for symptoms and where needed use the online Saskatchewan COVID-19 Self-Assessment Tool. <https://public.ehealthsask.ca/sites/COVID-19>
- ✓ Not attend school when they are symptomatic or required to self-isolate.
- ✓ Follow guidelines for building traffic flow, social distancing, personal hygiene.
- ✓ Reduce risks by using electronic communication as much as possible.
- ✓ Isolation Area for COVID-19 Symptoms - A space will be created for students who are feeling ill. Masks, rubber gloves, hand sanitizer will all be made available. Any staff member helping an ill student will need to put on a mask and wear gloves (washing hands before and after putting on gloves). One staff member will be assigned to supervise the student until they have been picked up. This space will be disinfected after each use.
- ✓ COVID-19 Symptoms - All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Students and staff can return to school once they are cleared by public health.

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### **STUDENT MATERIALS**

**Materials Brought Into the School** – If students bring bags into the school, they must be placed directly into their bucket/locker.

**Student Manipulatives** – Some “toys” are necessary in teaching and learning. When possible, manipulatives will be individualized and labelled so that they are the only child touching them. Any toys/manipulatives that are not able to be easily cleaned, will be put into storage for now. Staff will be asked to assess their resources before the start of the year and determine which manipulatives need to be stored away.

**School Supplies** – Please ensure students are not sharing supplies – this includes markers, pencils, scissors, etc. All of these items need to be labeled with each individual child’s name.

**Technology** – All computers/IPads will need to be wiped down after each use. Disinfecting wipes/spray will be made available in every classroom. At the end of every day, computers and Ipads need to be shut off and carts returned to the Science room.

**Physical Education** – Physical education will be done outside, weather permitting. Please have your child dress appropriately for the changing weather. The gym is closed for the time being.

**Playground Equipment** – Basketballs, footballs and soccer balls will be provided and senior students will be assigned to disinfect the balls after the recess period.

**Library Books** – Mrs. Stouse can assist by making buckets of library books available to classrooms. These books will be delivered to your room and should stay in there for several weeks before sending them back.

**Textbooks/Guided Reading Books** – There are circumstances where multiple students need to use a book on the same day. During these times, teachers will have students use hand-sanitizer.

### **EXTRA-CURRICULAR**

On pause at this time. This includes all clubs, teams, sports, field trips, outings. This is standard for all Regina Public Schools. This will be revisited in conjunction with announcements from SHA.

### **E-Learning**

#### **E-LEARNING OPTION**

We understand that each family has a differing level of comfort with returning to in person learning. We fully support all decisions that you make for your family and your child’s schooling in the fall. If you are interested in remote learning please visit [reginapublicschools.ca/eschool\\_learning](http://reginapublicschools.ca/eschool_learning) to register or to learn more. All questions can be emailed to [elearning@rbe.sk.ca](mailto:elearning@rbe.sk.ca).

This is not the same as the supplemental learning we provided in March-June but rather the full curriculum with on-going assessment. If you do enroll in this program, we ask that you send an email to: [macneill@rbe.sk.ca](mailto:macneill@rbe.sk.ca) to inform us of this decision. If you are registering, you will be asked to commit until our first term break in February. All students in eLearning will remain connected to our school.

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## What to bring to school

- ✓ School Supplies (only send one of each item to start – keep extras at home)
  - ✓ A labelled water bottle filled daily from home (water fountains are turned off) but we do have the water bottle filling stations thanks to our MSCC!
  - ✓ Outdoor shoes, clothing for physical education and outdoor learning
  - ✓ A clean non-medical grade mask labeled daily (practice wearing it)
  - ✓ Optional: a personal hand sanitizer. Please ensure it is scent-free.
- Ensure every item is clearly labelled with the student’s name.**

## MSCC

MSCC –Our MSCC (MacNeill School Community Council) is an active, involved and incredibly hard - working group. Our SCC adds so much to our school community. For now, meetings will be held virtually. If you would like to know how to get involved please get in touch with our President Tracy Dittman – [tracydittman@gmail.com](mailto:tracydittman@gmail.com)

## Infographic

**HIGHLIGHTS - MACNEILL SCHOOL FALL 2020 RE-OPEN PLAN**

**WE ARE LAKERS... ON OUR WAY TO A HEALTHY RETURN TO SCHOOL**

At MacNeill School we value social, emotional and physical well-being as important as academics. We are continuing to prioritize mental health and wellness throughout this year and will together, enrich our practices of being "the best we can be." We remain committed to what it means to belong to MacNeill, especially in these unprecedented times... We are Mindful!

Accepting, Community, Nice, Excellent, Independent, Leaders and Lakers!

We will also be implementing other health measures for everyone's safe return.

- Frequent hand washing. Soap- free hand sanitizer will be provided.
- School spaces will be disinfected daily. Scheduled cleaning times for classrooms.
- Sanitation protocols for frequently used items in the classroom.

**Mandatory Masks for staff & Gr. 4-8 students. K-3 students are encouraged to wear a mask. Students will be provided a re-usable mask but are encouraged to bring their own.**

**FOCUS ON OUTDOOR LEARNING**

Outdoor learning experiences will be provided to students. Students are to dress appropriately for the weather and the changing weather and plan to be outside throughout the day.

As a general goal, students will be encouraged participating in learning and physical education classes whenever possible.

**STAGGERED START AND RECESSES**

Students with last names A to M will attend class on Tuesday, September 8 and Thursday September 10, last names with letters N to Z, will attend on Wednesday, September 9 and Friday, September 11. Situations where siblings have different last names will be coordinated. Recess will now begin with a morning recess at 8:55 a.m. with school beginning at 9:08 a.m. A 15 minute recess will start at 3:20 and school will be dismissed at 3:37 p.m.

*Recess/Dismissal begins September 10th*

**ENTRANCES AND EXITS**

Specified and increased use of the number of entrances and exits, staggered transitions, and designated line ups will encourage physical distancing.

**CLASSROOM COHORTS**

Students will remain with their classmates in their designated classroom during the day. Students will use their own school materials. Please label all supplies.

**School Access** - ONLY students and staff will have access the building. If access to the building is required visitors need to call the front office prior to entering the school. Students will need to have all of their supplies for the entire day with them. Students need to be picked up and dropped off outside of the school. Safety protocols will be in place for pick up and drop off.

More information and details will be shared as plans continue to be developed and refined. We look forward to seeing everyone. Let's be mindful of one another as we return to school.

*"Make your heart like a lake, with a calm still surface and great depths of kindness." - Lao Tzu*

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We are eager to see all of our MacNeill family back together in the building! Although things will be different we are ready to create a wonderful year. Let’s fill our hearts with kindness and show love and compassion to one another. This year may just surprise us in the most beautiful ways.



Your admin team,

Ms. K. Harris  
Principal

Ms. J. Mourre  
Vice-Principal