





Ecole secondaire Kelvin High School Welcoming Our Students - September 2020

At Kelvin High School, we are looking forward to welcoming all of our returning students as well as those new to our school to in-class learning! This is certainly not a typical start of the school year, but we would like to assure our students, parents and school community that we have been diligently planning for a safe return to school, by strictly adhering to Public Health orders and with direction from Manitoba Education and the Winnipeg School Division. To this end we would like to share with you some of the routines, protocols and resources in place at Kelvin High School to ensure the physical and mental safety of all students, staff and community. These protocols include extra screening when students and community enter the school, maintaining a two meter physical distance in all school areas, regular hand washing and sanitizing as well as the mandatory use of masks. This plan will evolve with last minute changes, as new information becomes available and in response to current Public Health orders. We will continue to provide you with these updates as needed.

On July 30th the province released an update based on Public Health advice which stated that all students would be returning to in-class learning this September. The Welcoming Our Students Back: Restoring Safe Schools document provides guidelines for K-12 schools, acknowledging that it looks different in each setting based on the context of each school. After careful planning, we have decided at Kelvin to divide our student population into three groups, where students will follow their regular schedule and come to school for in class instruction two days a cycle. Alternate days, students will have access to learning using Google classroom platform.

Below you will find details of our Level I plan prioritizing safety for our overall community while supporting student learning and well-being. Although the start of this school year will look different, Kelvin staff is committed to continue providing the best educational experience for all of our students.

We would like to thank you in advance for your ongoing support, understanding and patience.

School Start

The first days of classes will be **September 8th**, **9th and 10th** depending on your child's timetable. *(see Appendix A).*

Timetables

Timetables will be emailed later this week. The guidance department has worked to create balanced timetables being attentive to grade level requirements. While efforts have been made to meet course requests, the school priority is safety for students and staff, and class size has played a major role in student timetabling. As a result, the criteria for changing timetables this year will be limited to the following:

- Missing compulsory courses
- Incorrect grade for a compulsory course
- Missing a prerequisite course for post-secondary

Students who meet these criteria can make an appointment with their counsellor by booking through Carrie Longstreet in the Guidance office at 204-474-1156 or email at <u>clongstreet@wsd1.org</u> The student and primary caregiver are required to attend the appointment virtually or by phone. These appointments will begin on September 8th.

If students want to drop a course, the primary caregiver can email the guidance counsellor listed on their child's timetable to drop the course. We need to keep numbers balanced to meet Public Health requirements. International Baccalaureate students, please contact Ms. Decelles at mdecelles@wsd1.org.

First Days Back Schedule

September 8th-Timetabled Day 4 Students September 9th-Timetabled Day 5 Students September 10th- Timetabled Day 6 students

Slot A	Student orientation, safety protocols and routines
Slot B	class
Slot C	class
Lunch hour	Students are encouraged to go home for lunch or to eat outside in the school field (weather permitting). There are no cafeteria food services. Supervision (and physical distancing) in the cafeteria for Grades 11 & 12 students and in the gymnasium for Grades 9 and 10 students.
Slot D*	class
Slot E*	class

* Please note that this year slots D and E (afternoon) do not flip.

This plan provides guidance for the three levels of response planning. Kelvin will begin the school year in **Level 1** as per direction from Manitoba Education.

Level I – IN-CLASS LEARNING – Grade 9 to 12 students will be in-class to the greatest extent possible and blended learning may vary from school to school.

Level II – BLENDED LEARNING – Grade 9 to 12 students will participate in teacher-led remote learning, with limited use of school facilities.

Level III – REMOTE LEARNING (with exceptions) – Remote learning in place for all students with limited use to school facilities.



LEVEL I

	Staff	Students
I. Safe Operations	Staff orientation. Physical distancing.	Public Health Orders to be followed at all times
SAFETY FIRST shutterstock.com • 1369830629	Home screening and second screening. Sign in required.QR option available for check in procedures upon arrival at the school. Mandatory mask policy in	Approximately 400 students attend per school day; students will attend two full days a cycle as per their timetable. <i>(see Appendix A)</i> Arrival at school To avoid student congestion before classes begin, students can only access the school at 8:45 am and 1:10 pm. (if you require special accommodations, please contact one of the
	school where physical distancing is not possible.	administrators)
	Hand washing/ sanitizing	Separate door entrances/exits by grade level (see Appendix B)
	Physical distancing of 2 metres in classrooms and all school areas (cafeteria, gym, library, office)	Please note that doors will be locked at 9:30 a.m. and 1:45 p.m. with the exception of the Main Kingsway doors which will remain open all day.
	Regular sanitization by custodian staff of areas throughout the school day;	Staging (2 metres) outside each respective door.
	disinfection nightly	Home self-screening and second screening upon arrival at school by trained staff. Sign in required. QR option available for check in procedures.
		Hand Washing/sanitizing when entering school and throughout the day Link Video Hand washing
		Unidirectional flow <u>link map</u>
		Students will transition in single lines, moving from class to class.
		Hallway assistance & supervision to prevent student congregation.
		Classroom entry/exit with staging outside each classroom.
		Physical distancing of 2 metres in classrooms

		and all school areas (cafeteria, gym).
		Public Health Signage throughout the building.
		Mandatory masks to be worn in school where physical distancing is not possible. (Appendix C)
		Student Orientation <u>Student Orientation Sept</u> 2020
		Limited capacity for lunch (no cafeteria food services). Students strongly encouraged to go home for lunch.
		Isolation Room process for ill students: Parent/guardian to be contacted immediately if the student is symptomatic.(Please ensure you provide current contact information and a back up number to call in case you can't be reached.)
		No lockers.
		No water fountains (students can bring their own water bottles).
		Limited access by the community: please call and make an appointment before coming to the school.
		Physical Education, Contact Sports and Clubs all pending provincial and divisional guidelines. (Appendix D)
		Regular communication with students and families. Ensure emails and phone numbers are up-to-date.
II. Learning	In-class and individual assessments to determine learning needs.	All students are expected to be engaged and participate in their learning.
	Teaching will respond to results of fall assessments and recovery learning will occur throughout the school year. (Appendix F)	Students will attend in-school instruction two days per cycle. On alternate days students will have access to class work (Google classrooms) with the expectation they will continue their learning on these days (ie. assignments, readings, etc.).
	MB Education Recovery Learning	Students will require access to technology. For those who may need support, please contact the school.

	Teaching will focus on essential learning outcomes. Professional Development focuses on recovery and remote learning pedagogy. Transition meetings. In-class technology support.	Develop remote learning plans for students with approved medical needs. Students with special learning needs will be encouraged to attend daily. Elective courses are currently being offered in class but subject to change as per Public Health guidelines. <i>(Appendix E)</i>
III. Well-Being and Protection	Clinical Student Services presentation Sept. 4 on mental health Guidance, CSS team and Resource to support at-risk students in collaboration with classroom teachers. Divisional on-line suicide prevention training. Employee Assistance Plan	School support team available to students as required. Establish a communication system for non-attending students. Provide equitable opportunities to technology. Ensure food/nutrition needs are met. Virtual meetings or in-person with guidance, social work, psychologist, Indigenous Coach. "Walk and Talk" guidance sessions. Provide mental health resources for families. (See Appendix G)
IV. Communication	Staff can be reached by email. Please see our staff directory on the Kelvin homepage. Guidance sessions will take place virtually.	Timetables to be emailed later this week. Timetable changes: <i>English Program or French Immersion students</i> please contact Carrie Longstreet at 204-474-1156 or email at clongstreet@wsd1.org to make a virtual appointment with a counsellor. <i>IB students</i> - please email Ms. Decelles at mdecelles@wsd1.org if you have timetable concerns. Google classroom codes for each class will be posted on our homepage. Please note access to these classrooms is through <u>students'</u> <u>Winnipeg School Division student account</u> <u>emails only.</u>

APPENDIX A - Student Groupings

Group A - students timetabled on Days 1, 4 *(orange)* Group B - students timetabled on Days 2, 5 *(green)* Group C - students timetabled on Days 3, 6 *(blue)*

Kelvin follows a six-day cycle where students have the same classes on odd days (1,3, and 5) as well as on even days (2, 4, and 6).

For the start of this school year, students' physical timetables will only indicate the assigned two days of in class learning so that attendance at school can be recorded. On alternate days students will follow the schedule from home (i.e if an odd day, follow an odd day schedule), by accessing online assignments.

The images show the two timetables with the second image indicating the current model with students attending two days a cycle. We have also included a colour coded calendar until January as a visual aid.

2020/21 Student Timetable

irade: 09 Hom Iome Room/Advi	neroom: 53 sor: Murray, A	Advisor/	Counsellor: Ms	Stu	Student #			
Period	Day 1	Day 2	Semester - 1 Day 3	Day 4	Day 5	Day 6		
AM 8:00-8:55								
1 9:00-10:06	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A		
2 10:10-11:13	PHER1F(02) Shynkaruk, T GYM B1	VAHB1S(01) Abrahams, A 125 B2	PHER1F(02) Shynkaruk, T GYM B1	VAHB1S(01) Abrahams, A 125 B2	PHER1F(02) Shynkaruk, T GYM B1	VAHB1S(01) Abrahams, A 125 B2		
3 11:17-12:20	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C		
LUNCH 12:20-1:15								
4 1:20-2:23	SCIR1F(02) Romu, J 11 D	SCIR1F(02) Romu, J 11 D	SCIR1F(02) Romu, J 11 D	SCIR1F(02) Romu, J 11 D	SCIR1F(02) Romu, J 11 D	SCIR1F(02) Romu, J 11 D		
5 2:27-3:30	ASHY1G(01) Lloyd, D 04 E1	FRER1F(H1) Lamoureux, K 41 E2	ASHY1G(01) Llovd, D 04 E1	FRER1F(H1) Lamoureux, K 41 E2	ASHY1G(01) Llovd, D 04 E1	FRER1F(H1) Lamoureux, K 41 E2		
PM 3:35-4:35								

Period	Day 1	Day 2	Semester - 2 Day 3	Day 4	Day 5	Day 6
AM 8:00-8:55						
1 9:00-10:06	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A	ENGE1F(02) Murray, A 53 A
2 10:10-11:13	PHER1F(02) Shynkaruk, T GYM B1	FOHR1S(04) Duncan, S 03 B2	PHER1F(02) Shynkaruk, T GYM B1	FOHR1S(04) Duncan, S 03 B2	PHER1F(02) Shynkaruk, T GYM B1	FOHR1S(04 Duncan, S 03 B2
3 11:17-12:20	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03) Stewart, N 97 C	MATE1F(03 Stewart, N 97 C
LUNCH 12:20-1:15						
4 1:20-2:23	SOSR1F(02) Brown, C 29 D	SOSR1F(02) Brown, C 29 D	SOSR1F(02) Brown, C 29 D	SOSR1F(02) Brown, C 29 D	SOSR1F(02) Brown, C 29 D	SOSR1F(02 Brown, C 29 D
5 2:27-3:30	GRHR1G(04) Burdeniuk, M 51 E1	FRER1F(H1) Lamoureux, K 41 E2	GRHR1G(04) Burdeniuk, M 51 E1	FRER1F(H1) Lamoureux, K 41 E2	GRHR1G(04) Burdeniuk, M 51 E1	FRER1F(H1 Lamoureux, 41 E2
PM 3:35-4:35						

Course	Description	Slot	Level	Credit	Course	Description	Slot	Level	Credit	Timetable	Legend
ENGE1F	ENGLISH ENR 10F	A	10F	1.0	PHER1F	PHYS ED / HEALT	B1	10F	1.0	Course(Sect	ion): Sem.
FOHR1S	FOOD & NUTR 15S	B2	15S	0.5	VAHB1S	VISUAL ARTS 15S	B2	15S	0.5	Teacl	her
MATE1F	MATH ENR 10F	C	10F	1.0	SCIR1F	SCIENCE 10F	D	10F	1.0	Room	Slot
SOSR1F	SOCIAL STUDIES	D	10F	1.0	ASHY1G	ADV SCIENCE 11G	E1	11G	0.5		
GRHR1G	GRAPHICS 15G	E1	15G	0.5	FRER1F	FRENCH 10F	E2	10F	1.0		

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2020/21 Student Timetable

ade: 09 Hom me Room/Advi	ieroom: 53 sor: Murray, A	Advisor	r/Counsellor: Ms	Student #		
Period	Day 1	Day 2	Semester - 1 Day 3	Day 4	Day 5	Day 6
AM 8:00-8:55						
1 9:00-10:06	ENGE1F(2A) Murray, A 53 A14			ENGE1F(2A) Murray, A 53 A14		
2 10:10-11:13	PHER1F(2A) Shynkaruk, T GYM 1B			VAHB1S(1A) Abrahams, A 125 4B		
3 11:17-12:20	MATE1F(3A) Stewart, N 97 C14			MATE1F(3A) Stewart, N 97 C14		
LUNCH 12:20-1:15						
4 1:20-2:23	SCIR1F(2A) Romu, J 11 D14			SCIR1F(2A) Romu, J 11 D14		
5 2:27-3:30	ASHY1G(1A) Lloyd, D 04 1E			FRER1F(HA) Lamoureux, K 41 4E		
PM 3:35-4:35						

Semester - 2									
Period	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6			
AM 8:00-8:55									
1 9:00-10:06	ENGE1F(2A) Murray, A 53 A14			ENGE1F(2A) Murray, A 53 A14					
2 10:10-11:13	PHER1F(2A) Shynkaruk, T GYM 1B			FOHR1S(4A) Duncan, S 03 4B					
3 11:17-12:20	MATE1F(3A) Stewart, N 97 C14			MATE1F(3A) Stewart, N 97 C14					
LUNCH 12:20-1:15									
4 1:20-2:23	SOSR1F(2A) Brown, C 29 D14			SOSR1F(2A) Brown, C 29 D14					
5 2:27-3:30	GRHR1G(4A) Burdeniuk, M 51 1E			FRER1F(HA) Lamoureux, K 41 4E					
PM 3:35-4:35									

Course	Description	Slot	Level	Credit	Course	Description	Slot	Level	Credit	Timetable	Legend
PHER1F	PHYS ED / HEALT	1B	10F	1.0	ASHY1G	ADV SCIENCE 11G	1E	11G	0.5	Course(Sect	ion): Sem.
GRHR1G	GRAPHICS 15G	1E	15G	0.5	FOHR1S	FOOD & NUTR 15S	4B	15S	0.5	Teac	her
VAHB1S	VISUAL ARTS 15S	4B	155	0.5	FRER1F	FRENCH 10F	4E	10F	1.0	Room	Slot
ENGE1F	ENGLISH ENR 10F	A14	10F	1.0	MATE1F	MATH ENR 10F	C14	10F	1.0		
SCIR1F	SCIENCE 10F	D14	10F	1.0	SOSR1F	SOCIAL STUDIES	D14	10F	1.0		

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WINNIPEG SCHOOL DIVISION 2020 – 2021 SCHOOL CALENDAR



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 / Day 1 School Opens Non-Instructional	3 / Day 2 Non-Instructional	4 / Day 3 Non-Instructional	5
6	7 Labour Day	8 / Day 4 First day of classes	9 / Day 5	10 / Day 6	11 / Day 1	12
13	14 / Day 2	15 / Day 3	16 / Day 4	17 / Day 5	18 / Day 6	19
20	21 / Day 1	22 / Day 2	23 / Day 3	24 / Day 4	25 / Day 5	26
27	28 / Day 6	29 / Day 1	30 / Day 2			

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NOVEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 / Day 3	2 / Day 4	3
4	5 / Day 5	6 / Day 6	7 / Day 1	8 / Day 2	9 / Day 3	10
11	12 Thanksgiving Day	13 / Day 4	14 / Day 5	15 / Day 6	16 / Day 1	17
18	19 / Day 2	20 / Day 3	21 / Day 4	22 / Day 5	23 / Day 6	24
25	26 / Day 1	27 / Day 2	28 / Day 3	29 / Day 4	30 / Day 5 PD DAY	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 / Day 6	3 / Day 1	4 / Day 2	5 / Day 3	6 / Day 4	7
8	9 / Day 5	10 / Day 6	11 Remembrance Day	12 / Day 1	13 / Day 2	14
15	16 / Day 3	17 / Day 4	18 / Day 5	19 / Day 6	20 / Day 1 Non-Instructional	21
23	23 / Day 2	24 / Day 3	25 / Day 4	26 / Day 5	27 / Day 6	28
29	30 / Day 1					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 / Day 2	2 / Day 3	3 / Day 4	4 / Day 5	5
6	7 / Day 6	8 / Day 1	9 / Day 2	10 / Day 3	11 / Day 4	12
13	14 / Day 5	15 / Day 6	16 / Day 1	17 / Day 2	18 / Day 3 Last Day Of School	19
20	21 Winter Break Starts	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			-		1 Winter Break Ends	2	
3	4 / Day 4 School Reopens	5 / Day 5	6 / Day 6	7 / Day 1	8 / Day 2	9	
10	11 / Day 3	12 / Day 4	13 / Day 5	14 / Day 6	15 / Day 1	16	
17	18 / Day 2	19 / Day 3	20 / Day 4	21 / Day 5	22 / Day 6	23	
24	25 / Day 1	26 / Day 2	27 / Day 3	28 / Day 4	29 / Day 5	30	
31							

- Grade 12s will enter/exit through Kingsway doors
- Grade 11s will enter/exit through Woodshop/Parking Lot doors
- Grade 10s will enter/exit through ALC doors
- Grade 9s will enter/exit through Stafford doors
- Grade 7 and 8 Industrial Arts students will enter/exit through Little Kingsway doors; these doors will open at 1:30 pm.
- **Given Staff will enter through Parking Lot doors**

To avoid student congestion before classes begin, students can only access the school at **8:45 am and 1:10 pm**. Everyone's cooperation is needed. Please do not come to school early. **Please contact an administrator if you require special accommodations.**

APPENDIX C - Masks

Masks are mandatory at school. Students and staff are to bring their own masks to school. Masks will be provided to students who forget their masks at home. **Students and staff must wear masks at all times in common areas where physical distancing is not possible.** Students who do not comply will be denied access to the school or sent home. Parents or guardians will be informed.

Wearing a reusable non-medical mask does not protect the person wearing the mask, but may help protect the people around them. People should continue to follow public health fundamentals, including staying home when you're sick, frequent hand washing, practicing good cough etiquette, and physical distancing (two metres/ six feet) from non-household members, to reduce their chance of being exposed to the virus or spreading the virus to others.

Mask Video

You must do the following:

- Wash your hands immediately before putting the mask on and immediately after taking the mask off.
- Practice good hand hygiene while wearing the mask.
- Ensure your mask fits well (doesn't gape) and covers your nose, mouth and chin.
- Do not share your mask with others.
- Avoid touching your mask or face while wearing the mask.
- If you need to adjust your mask, wash your hands immediately afterwards.
- Do not dangle your mask from one ear, or pull it below your nose or your mouth so that it is covering your chin.
- Visit <u>https://www.gov.mb.ca/covid19/prepareandprevent/index.html</u> for the latest guidance on the use and care of masks.



APPENDIX D - Physical Education, Contact Sports and Clubs

Based on Public Health recommendations, all sports are pending at the school until further direction from Manitoba Education and the WSD. Physical education classes in Grades 9 and 10 will begin outdoors and will transition indoors once the cold weather arrives.

To start the school year, all lunch hour, before and after school clubs will be postponed until further notice.

APPENDIX E - Electives

Choir, Band, Dance, Drama, Musical Theatre - These courses will begin in classrooms respecting Public Health orders and are subject to change.

Industrial Arts, Human Ecology-These courses will begin in classrooms respecting Public Health orders and are subject to change.

APPENDIX F - Recovery Learning

WSD Keep Learning Document

- Recovery learning at école secondaire Kelvin High School will be school-wide, in-class and on-line interventions for the majority of our students.
- Planning for recovery learning will be intentional and responsive to essential outcomes that act as a required foundation for the next grade, in order for students to access the curriculum at the next level. There are prerequisite outcomes in mathematics and some science courses.
- Recovery learning can occur at any time during the school year. It will be recommended but will not be mandatory. The time to recover, relearn and learn a prerequisite may vary (1 lesson to 12 lessons) and the structure could be one-on-one in person, on-line, small group instruction, in-class or other.

APPENDIX G - Mental Health Resources

HEALTHY MINDS RESOURCES WSD Healthy Minds Resources https://www.winnipegsd.ca/healthyminds/Pages/Healthy-Minds-Mental-Health-and-Wellness-Resources.aspx

Manitoba Education: Well Being and Mental Health <u>https://www.edu.gov.mb.ca/k12/covid/support/rsssn_docs/mental_health_res.pdf</u>

Government of Manitoba: Mental Health Virtual Therapy Program https://www.gov.mb.ca/covid19/bewell/virtualtherapy.html

You can also visit EngageMB at

<u>https://engagemb.ca/welcoming-our-students-back-restoring-safe- schools</u> to ask your questions. The government shares your question and the answer for others to see. Questions can also be answered privately, if they are not appropriate for sharing.

Additional Resources:

Provincial Parent Q and A

https://www.edu.gov.mb.ca/k12/covid/docs/parent_guardian_faq.pdf

WSD Pandemic Plan:

https://www.winnipegsd.ca/Parents/PandemicPlanning/Documents/WSD%20Fra mework%20for%20School%20Planning%20during%20pandemic%20WEB.pdf