



R. D. Parker Collegiate
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CONTINUED COMMITMENT – SEPTEMBER 2021

As we move into the new school year our school will operate at a **YELLOW pandemic response level**. Our school plan for September 2021 adheres to all the safety protocols required in level yellow. Starting September 9 **every student will attend every day for in-person (Face to Face) learning**. We are continuing to divide the student body into cohorts as a precaution; this is designed to allow the school to pivot to the distancing requirements if we are to move to a level orange.

Masks are mandatory while in the building, hand sanitizing is required when entering the building and classrooms and lockers will not be used for the beginning of the school year. This may change based on current public health orders.

It is important we continue to follow the safety protocols each and every day here at R. D. Parker Collegiate to support the health, safety and well-being of both our staff and students. If your child exhibits any flu like symptoms, please err on the side of caution and keep them home until symptoms subside or call health links for further direction and support. If your family is directed from Public Health to self-isolate, please ensure that your children do not attend school for the duration of this period. We need to continue working together to stop the spread.

Bonnie Rempel
Principal, R. D. Parker Collegiate

GUIDING PRINCIPLES

- Safety, health and well-being for all students, staff and families is a priority.
- High quality learning and assessment continues for all students.
- Accessible, trauma-informed resources and supports for students, parents and caregivers.
- Consistent, reliable and appropriate connection to school learning and belonging, for every student, regardless of location, barriers, special needs or challenges.

HIGH SCHOOL INSTRUCTION – IN LEVEL YELLOW



FACE-TO-FACE INSTRUCTION

- Students will be in school **EVERYDAY**, attending classes according to their individual schedules.

MASKS

- Masks are mandatory in all places within the school, even when observing the 2 metres of social distancing. This includes hallways, all classrooms, bathrooms and during evacuation procedures and lockdowns.
- Every student should bring their own mask to school. The school will provide disposable masks for students who do not have one.
- Staff will be required to wear medical grade masks provided by the school district (they do not have to be N95).

ATTENDANCE

Attendance is required for each class. If a student needs to be away from school for any reason it is imperative that the student's parent/guardian contacts the school to verify the student's absence.

We need to be diligent in practicing social distancing as much as possible in order to keep everyone safe. When students are in the building, we will be working very hard to limit the amount of time that students are congregating in the halls and throughout the school. If students are not attending scheduled classes, they will be asked to leave the building. If this behaviour continues we will schedule meetings with their counsellor and/or parent/guardian to discuss educational options which may include self-directed learning modules.

STUDENT ASSESSMENT

All students are expected to fully participate in face-to-face learning. Students will be assessed based on the work assigned throughout the course. These assessments will make up the grade that the student is awarded on their report card. Grade 12 Provincial Exams have been cancelled for both January and June of 2022.

BAND/CHOIR

Band and Choir are scheduled to start the school year with no restrictions. We look forward to hearing music and song in our school again.

SEPTEMBER 2021 CALENDAR – FIRST WEEK

If a student is not scheduled to be in the building they will be asked to leave immediately. Please encourage students to attend the Start Up Day as there will be a great deal of pertinent information shared at this time.

Monday	Tuesday	Wednesday	Thursday	Friday
Sept 6 No School Labour Day	Sept 7 No School Admin day	Sept 8 No School PD Day	Sept 9 School Start Up Day	Sept 10 First instructional teaching day

DAILY SCHEDULE

The daily schedule is the same as last year. Please note the **removal of the 15-minute break**. Students will have 5 minutes to transition between classes.

Block A	• 8:45 am to 9:50 am
Block B	• 9:55 am to 11:00 am
Block C	• 11:05 am to 12:10 pm
Lunch	• 12:10 pm to 1:15 pm
Block D	• 1:15 pm to 2:20 pm
Block E	• 2:25 pm to 3:30 pm

REMINDERS TO STUDENTS

- Before you enter the school, you **MUST** self-screen for symptoms before coming to school. Use the symptom screening questionnaire available on our school website. *(Appendix A). If you are feeling unwell, please stay home.*
- Lockers will **NOT** be available for use in September but the school will revisit this decision in October based on current public health orders.
- When coming into the building you **MUST** wash your hands or use hand sanitizer.
- Please practice social distancing whenever possible. No gathering in the hallways or other areas of the school.
- Follow the directional arrows when moving through the hallways.
- When possible, we encourage students to go home for lunch and any spares as there will be limited spacing in the cafeteria.

EXTRA HELP

Students who wish to stay for extra help may do so. Students must check with their teachers first to make sure the teachers are available to stay and must be out of the building no later than 4:30pm to allow for proper cleaning to take place. Please talk to your teachers or counsellors if you need extra support.

FOOD SERVICES

We know that a significant part of our student body relies on our Food Services program to purchase lunch and snacks. At this time we are working with our Culinary Arts programs to see what cold food options we can provide as we adhere to the proper health guidelines. We anticipate that there will be **no hot food options** during the first semester.

SPORTS TEAMS

School Sports teams are unable to travel on overnight trips. We are working with our Physical Education department and coaches to develop a plan that allows our sport teams to resume while adhering to the current public health orders.

RDPC will also be working on a plan to integrate intramurals back into lunch times and after school.

MENTAL HEALTH AND WELL-BEING

We have experienced unprecedented change since our school year was interrupted in March 2020 and we know that this process has been difficult for everyone as we navigate this pandemic together. We understand that this school year will, again, look very different but our commitment to our students remains unwavering. We encourage you to contact your counsellors if you need additional support/guidance throughout the school year.

A – C & L	Krista Kristjanson	kkristjanson@mysterynet.mb.ca	204-677-6231
D – K & N - P	Tracy Hanson	thanson@mysterynet.mb.ca	204-677-6233
R – Z & M	Treena Kuhl	tkuhl@mysterynet.mb.ca	204-677-6232
		Student Services Reception	204-677-6228

Our school website (www.rdpc.ca) has a list of mental health resources for parents and students. Click on the heart icon to find the links.



STUDENTS WITH SPECIAL NEEDS

Students who are in our I.D.E.A.L. site and Pathways site will be attending school 5 days a week. Staff working with these students will have the appropriate PPE and will work closely with the families and the school in order to provide a safe and productive learning environment.

PLANNING DETAILS

HEALTHY BEHAVIOURS

SYMPTOM SCREENING PROTOCOL

Pre-Screening of Students	Person(s) Responsible/Actions Required
<p>Symptom Screening Questionnaire</p> <ul style="list-style-type: none"> Symptom Self Screening must occur each day before students enter the school. 	<ul style="list-style-type: none"> Available on School and District website. Reminders to parents and students of physical distancing, hand washing techniques, signs and symptoms of Covid-19 will be in the weekly memo sent home Sunday evenings. Reminders of expectations to notify the school of illness and any travel requiring self-quarantine to be sent in the weekly memo.
Pre-Screening of Staff	Person(s) Responsible/Actions Required
<p>Symptom Self Screening Questionnaire</p> <ul style="list-style-type: none"> Symptom Self Screening must occur each day before staff enter the school. 	<ul style="list-style-type: none"> Staff will symptom self-screen daily Staff will be reminded frequently to self-monitor for symptoms. Administrators will do wellness check ins with staff.
Pre-Screening of Visitors	Person(s) Responsible/Actions Required
<ul style="list-style-type: none"> Visitors include anyone who is not a student or employee of SDML. Visitors MUST report to the main office. 	<ul style="list-style-type: none"> Visitors should have a pre-scheduled appointment before coming to RDPC. Visitors MUST use the main entrance when coming into the building. Visitors MUST fill out a symptom screening questionnaire with their contact information. Visitors will sign out at the main office when they leave and will be expected to leave the building immediately.

STUDENT TRANSITIONS THROUGHOUT THE SCHOOL

Hand Hygiene	Actions Required
	<ul style="list-style-type: none">• Students will wash their hands frequently with soap and water for at least 20 seconds at the following times:<ul style="list-style-type: none">✓ at the start of the day and before going home;✓ after going to the washroom;✓ when hands become dirty;✓ before and after the use of shared tools or technology;✓ before and after eating;✓ after cleaning tasks.
Physical Distancing	Actions Required
	<ul style="list-style-type: none">• Students and staff will follow the directional arrows placed on the hallway floors.• Bathrooms will have maximum occupancy posted outside the entrance. Students are asked to wait until there is an appropriate number of students inside the washroom.• Whole school assemblies will be put on pause for the startup of the school year.• Avoid sharing items whenever possible.
Masks	Actions Required
	<ul style="list-style-type: none">• Students, visitors and volunteers are mandated to wear masks at all times while in the school.• Masks will be available in the front office and at the gym doors for students, staff and guests.• RDPC staff will wear the medical masks provided by the School District.

Fire Drills/Lockdowns	Actions Required
	<ul style="list-style-type: none"> • During the first semester the school will return to regularly schedule fire drills and other emergency preparedness drills. • Students must check in for attendance with their teacher once they have arrived at the predetermined location. • In the event of a fire or lockdown, students and staff will continue to wear masks as physical distancing cannot be maintained during these times.

STAFF CONSIDERATIONS

Staff & Staff Areas	Actions Required
Substitute Teachers	<ul style="list-style-type: none"> • Four permanent Substitute Teachers have been assigned to RDPC. • They have been trained in the school protocols, attend staff meetings and have input on school procedures. • The office will keep record of the classes they work with for contact tracing purposes.
Staff Shared Spaces	<ul style="list-style-type: none"> • Staff will practice social distancing and follow sanitizing expectations when possible.
Staff who support multiple schools	<ul style="list-style-type: none"> • When staff members are working in two or more different schools, they will ensure proper hand washing before and after leaving each workplace and always wear a medical mask.
Staff Materials	<ul style="list-style-type: none"> • Staff are encouraged to sanitize their materials when necessary. • All teachers will have a 5-day emergency sub-plan in their red Substitute teacher binder located in their classrooms.
Staff Meetings	<ul style="list-style-type: none"> • Staff meetings will take place as per the usual schedule. • Staff meetings will take place in the theatre to allow for appropriate social distancing and the area will be cleaned after all staff have left.

INDIVIDUALS WITH SYMPTOMS

If a STUDENT becomes sick	Person(s) Responsible/Actions Required
	<ul style="list-style-type: none">• Students will identify themselves to the teacher and go to the office.• Student will be isolated in the sick room.• Family will be contacted by the office for the student to be picked up immediately.• Cleaning staff will clean the area immediately after the student has left the building.• Proper PPE for all.• Parents should contact HEALTH LINKS at 1-888-315-9257.• Staff and students will only be notified of another person's illness through the NRHA.
If STAFF becomes sick	Person(s) Responsible/Actions Required
Includes any adult person working in the building.	<ul style="list-style-type: none">• They will notify the office that they need to leave the school.• Once the area/classroom is empty, the room will be cleaned.• Contact the office and the class will be covered by a staff member when possible.• Substitute teacher will be called and emergency sub plans will be used.• Staff should contact HEALTH LINKS at 1-888-315-9257.• Staff and students will only be notified of another person's illness through the NRHA.

CLEANING THE SCHOOL

What Needs Enhanced Cleaning	Actions Required
Shared Desks	Near the end of every class each student will be provided with paper towel, teacher will use toggle bottle to put disinfectant on each desk and students will wipe down the desktop and dispose of the paper towel.
Technology	Students will wash/sanitize hands at the beginning of each class. At the end of each class, students will also use the paper towel they had for their desks and wipe down any electronics they used. Students are welcome to bring their own technology to school.
Sporting Equipment	Sporting equipment will be cleaned properly between uses. When possible, students will use their own equipment during class.
Culinary Lab	Students will wash/sanitize hands at the beginning of the class and frequently during class. The Culinary Lab will be cleaned between uses.
Trades Shops	Students will wash/sanitize hands at the beginning and end of the class. Similar to the Chromebook, students will use a paper towel and sanitizer at the end of class. The shops will be cleaned between uses.
Science Lab Materials	Students will wash/sanitize hands at the beginning and end of the class. Similar to the Chromebook, students will use a paper towel and sanitizer at the end of class. The labs will be cleaned between uses.
Library Space	Students will wash/sanitize hands at the beginning and end of their time in the library. If the student has used any technology, the student will use a paper towel and sanitizer when they are finished. The library will be cleaned between classes. Books will be quarantined for 2 days in between uses.
Art Room	Students will wash/sanitize hands at the beginning and end of the class. When possible, students will use their own tools during class. At the end of class students will take time to sanitize their tools and desks. The Art Room will be cleaned between classes.

LEVEL ORANGE

If the school shifts to level orange, we would be required to have 2 metres of space in between students in the classroom. The student body will be divided into two cohorts based on their last names. Students with the last names A to K would attend face to face learning Mondays and Tuesdays and students with the last names L to Z would attend face to face learning Thursday and Fridays. Wednesdays would alternate face to face learning between the groups and the last Wednesday of the month would be online learning.

DISTANCE LEARNING



- Use these days to complete practice and enrichment in all courses.
- Some classes may have online lessons or extra practices to complete.

FACE-TO-FACE INSTRUCTION



- Students will be in school, attending classes according to their individual schedules.
- Classes may be content heavy; leaving time for assignments during the on-line/distance days.

TWO STUDENT GROUPS











Our student body will be divided into two groups and each group will attend in person two or three times per week. The **LAST Wednesday** of each month (while in level orange) will be reserved for on-line teaching only. Students have been divided into two groups based on their last name. Group A students have last names starting with A–K and group B students have last names starting with L–Z.

ON-LINE LEARNING (LAST WEDNESDAY OF THE MONTH IN ORANGE)













- Classes will follow the daily schedule and times through Google Meet and Google Classroom.
- Use these days for direct instruction, to complete practice and enrichment in all courses.
- Use the opportunity to practice online learning skills.
- Students will be required to use their @mymlake.ca school Google accounts to access their online learning.

Week #1

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (A-K)					
Group B (L-Z)					

Week #2

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A (A-K)					
Group B (L-Z)					

LEVEL RED

Should the school district be required to move into a level RED pandemic response all high school courses would be delivered remotely online.

We would have technology loans available for students who require a device to access their online courses.

ON-LINE/DISTANCE LEARNING



- Classes will follow the daily schedule and times through Google Meet and Google Classroom.
- Use these days for direct instruction, to complete practice and enrichment in all courses.
- Use the opportunity to practice online learning skills.
- Students will be required to use their @mymlake.ca school Google accounts to access their online learning.

TECHNOLOGY LOANS

- If a student needs to borrow technology for the semester, the student and the parent/guardian will need to complete a Loan Agreement and Acceptable Use Policy form.
- The agreement must be signed before a Chromebook is signed out to the student for the duration of the semester.
- If the Chromebook is damaged or not returned, the student will be responsible for the purchase price to replace the Chromebook.
- If you are unable to access the internet at home, please contact the school and we can discuss possible solutions.