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September 2<sup>nd</sup> , 2020

**Subject: BACK TO SCHOOL GUIDE, SEPTEMBER 2020**

Dear parents and guardians,

I would like to share with you to the back-to-school guide here at La Voie du Nord. This guide is an addition to the “Back to school guide for parents and guardians August 24, 2020” document produced by the DSFM. It is also attached to this message.

This document aims to share with you the necessary adaptations at the school level, such as schedules, groupings, transportation and other aspects of the beginning of the school year specific to our community.

Sincerely,



Daniel Couture

*Directeur*

[École communautaire La Voie du Nord](#)

[Division scolaire franco-manitobaine](#)

Téléphone : 204 778-8699

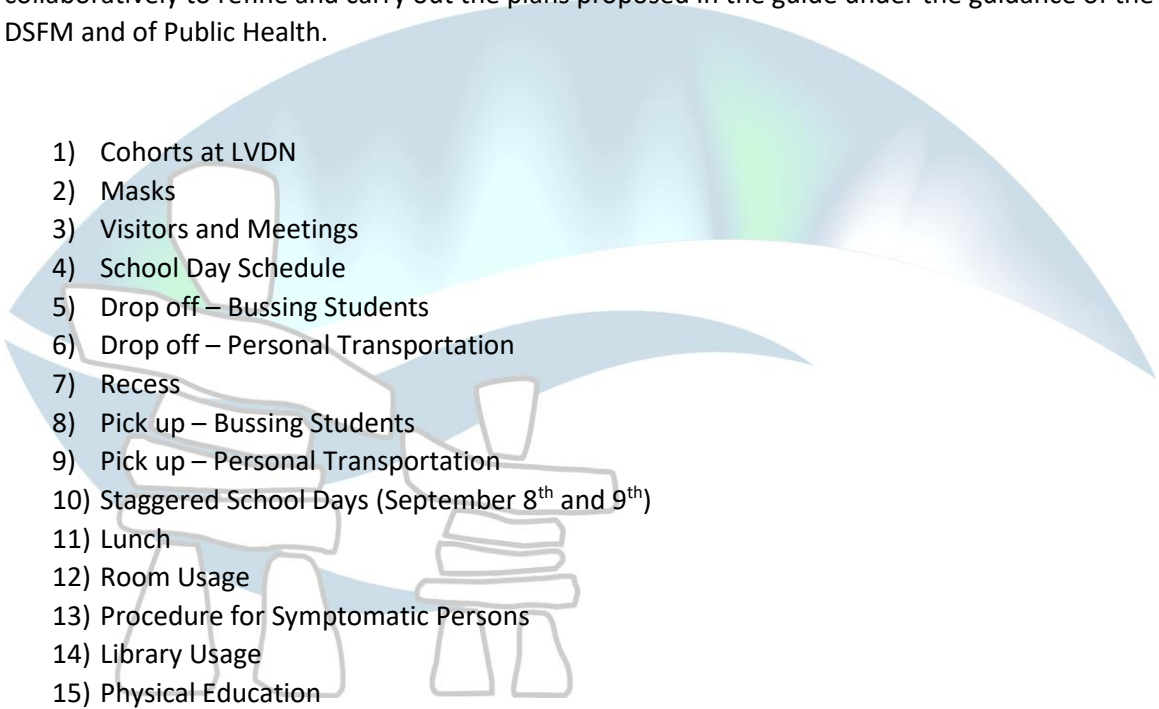
[daniel.couture@dsfm.mb.ca](mailto:daniel.couture@dsfm.mb.ca)



# Back to School Guide

## École communautaire La Voie du Nord

Preamble: This guide is a living document, which will be adapted over the next few weeks and months to better meet the health and safety needs of all members of the school community. Students, parents, teachers, support staff, and a member of the administrative team will work collaboratively to refine and carry out the plans proposed in the guide under the guidance of the DSFM and of Public Health.

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- 1) Cohorts at LVDN
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  - 3) Visitors and Meetings
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  - 10) Staggered School Days (September 8<sup>th</sup> and 9<sup>th</sup>)
  - 11) Lunch
  - 12) Room Usage
  - 13) Procedure for Symptomatic Persons
  - 14) Library Usage
  - 15) Physical Education
  - 16) Field Trips and Extracurricular Activities
  - 17) Fire Drills and other Evacuation Practices

## 1) Cohorts at LVDN

In order to reduce contact between students, La Voie du Nord will employ three (3) cohorts to support our distancing efforts.

Cohort A - Kindergarten, Grade 1 and Grade 2 (31 students)

Cohort B - 3rd Grade 4 and Grade 5 6 (30 students)

Cohort C - 7th 8th, 9th, 10th 11th and 12th (31 students)

## 2) Masks

A medical or non-medical mask must be worn by;

- **All kindergarten to grade 12 students while on the bus,**
- Students from 3<sup>rd</sup> grade to 12<sup>th</sup> grade **while in the hallways,**
- Students from 3<sup>rd</sup> grade to 12<sup>th</sup> when **2m distancing is not possible,**
- Members of the school team **when the 2m distance is not possible,** and
- **Visitors.**

To help students understand the importance of the mask and adhere to public health guidelines, we promote a positive educational and encouragement approach. We have received a delivery of public health medical masks, but we remind families to provide 2 reusable masks per child.

## 3) Visitors et meetings

**Entrance doors will be locked at all times to limit who enters and exits the building.** Parents' visits are by appointment. To arrange an appointment, please contact the teacher by email or by calling the school at (204) 778-8699.

Since we do not have a doorbell, if you drop your child off after the start of the school day, please call the office to report your child's arrival.

## 4) School Day Schedule

More specific times can be found in their respective sections in the guide.

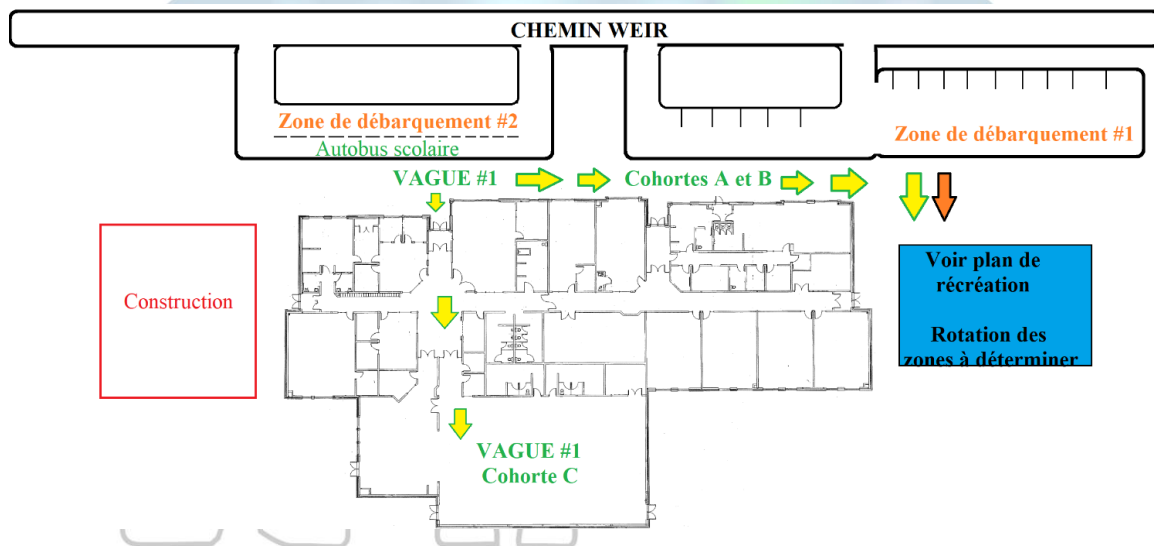
8h30	1 <sup>st</sup> bussing wave arrives
8h50	2 <sup>nd</sup> bussing wave arrives
8h58	Announcements etc.
9h00	Start of classes
10h20	Recess - Cohort A
10h35	Recess - Cohort B

11h45	Lunch - Cohorts A & C Recess - Cohort B
12h10	Recess - Cohorts A & C
12h20	Lunch - Cohort B
12h45	Afternoon classes begin
14h05	Recess - Cohort B
14h20	Recess - Cohorte A
15h30	1 <sup>st</sup> bussing wave departs
16h00	2 <sup>nd</sup> bussing wave departs

## 5) Drop off – Bussing Students

Dropoff will happen in 2 waves.

WAVE #1 - Students of the first wave will have a short supervised recess while awaiting the arrival of the second wave.

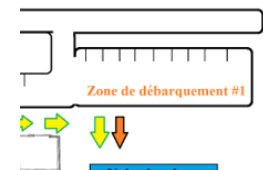


Once they arrive, students disembark in the predetermined order and follow their supervisors to the prescribed areas. Students in cohorts A and B go outdoors and students in cohort C go to the gymnasium.

WAVE #2 – Students in the 2<sup>nd</sup> wave disembark and enter the school directly through the main doors.

## 6) Drop off – Personal Transportation

Thank you for transporting your children to school. If you arrive between 8:30 am to 8:50 am, we ask that you drop your children off near the schoolyard, using the parking lot.

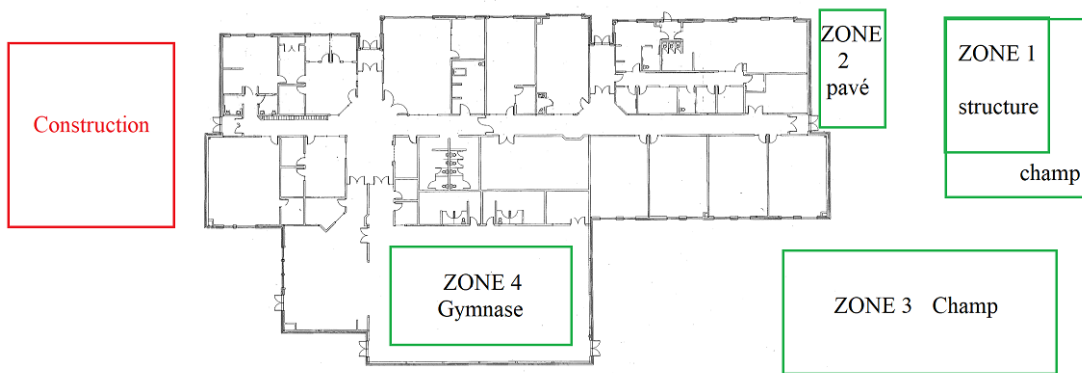


Children in cohorts A and B join their groups outside and students in cohort C enter the school through the main doors.





\*We ask that you do not enter the school with your child.

## 7) Recess

Students will transition to designated areas under the supervision of a team member. During the year there will be rotations of areas and activities. These rotations require equipment cleaning and this schedule will be determined by the team during the school year.



We will use the daycare doors as well as the east doors to facilitate the movement of cohorts at recess. They will be disinfected after each break. Finally, the team will put in place a procedure to ensure sufficient distancing when students walk past and place their boots on the boot racks.

Zone 1	Zone 2	Zone 3	Zone 4
			

## 8) Pick up – Bussing Students

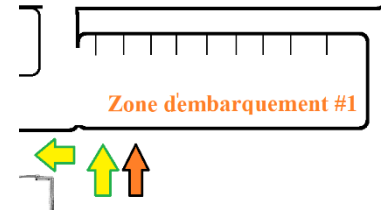
Similar to drop-off, a wave of students will be in supervised recess while waiting for the buses to return

15h30	Wave 1 students will leave their classes with the homeroom teacher to board the bus, one class at a time.
15h35	The students of the second wave as well as the students who have parents picking them up will leave their classes with the EA and go to their designated recess areas.

15h55	Once the school bus arrives, second wave bussing students leave their recess areas to board the bus.
16h00	The second wave bussing students leave the school.

## 9) Pick up – Personal Transportation

Students who are picked up by their parents / guardians will exit with their cohort and leave the schoolyard once the supervisor confirms the child's transportation. Parents should go to the parking lot so they can be seen, without coming into the schoolyard.



## 10) Staggered School Days

September 8<sup>th</sup> and 9<sup>th</sup> will allow each teacher to welcome students, begin to build relationships and review health and safety practices.

**September 8<sup>th</sup> families with names "A to K" have school.**

**September 9<sup>th</sup> families with names from "L to Z" have school.**

## 11) Lunch

The students have lunch in their classes. The canteen will be closed and there will be no access to the microwave.

To reduce the risk of virus transmission, we ask high school students to stay in school during lunch.

The school fountains will only be reserved for filling bottles. Please provide your child with a reusable, leak-proof bottle.

## 12) Room Usage

To reduce student movement in school, specialist teachers will meet their groups in their homeroom. Students are to stay in their classroom during the day, except for Phys-Ed and special area courses (highschool).

Groupe	Local
Maternelle	Salle 105
1 <sup>re</sup> année	Salle 109
2 <sup>e</sup> année	Salle 110
3 <sup>e</sup> 4 <sup>e</sup> années	Salle 108
5 <sup>e</sup> 6 <sup>e</sup> années	Salle 107
7 <sup>e</sup> 8 <sup>e</sup> années	Laboratoire
9 <sup>e</sup> 10 <sup>e</sup> années	Salle 104
11 <sup>e</sup> 12 <sup>e</sup> années	Salle polyvalente

## 13) Procedure for Symptomatic Persons

Room 100.4 and room 103 will be reserved for persons showing symptoms of COVID-19. The family will be contacted to pick up their child and will be encouraged to contact their family

doctor or Health Links at (204) 788-8200. **The person cannot return to school before their symptoms disappear for more than 24 hours.**

#### 14) Library

The library is not open to students for visits. The library technician will work with teachers to offer a selection of books to students that touch their interests and the topics studied in class. Once a book has circulated to a student, it will be placed in a quarantine bin for three (3) days before being put back on the shelves.

The library is open to high school students who need a quiet room for their work periods. Sanitary and cleaning measures will be in place.

#### 15) Physical Education

Students will not be able to change for physical education classes. Gym materials for physical education will be cleaned after use. As much as possible, classes will be outside.

#### 16) Field Trips and Extracurricular activities

We understand the importance of these activities in the school life of children, however, we must limit them. During the year, teachers and divisional coordinators will explore ways to facilitate such activities.

#### 17) Fire Drills and other Evacuation Practices

At this time, we will not be doing any evacuation exercises. Teachers will have opportunities to review procedures, without jeopardizing the safety of cohorts.

