

# Campbell Collegiate



## Fall 2020 Return to School

Updated August 26, 2020

\*\* to be used as an Appendix to the *Regina Public School Division Fall 2020 School Re-Opening Plan*

This document is meant to provide information for the students and parents/caregivers of Campbell Collegiate. It was created using Regina Public Schools [Fall 2020 High School Re-Opening Plan](#) and contains procedures specific to Campbell Collegiate and its programs.

The guiding principle for the school re-opening plan is student and staff safety. Teachers will return to the school on Thursday, August 27 and will be taking part in training and preparations to best support students' return to in-school instruction.

Campbell Collegiate is committed to the safety and well-being of our students, staff, and community. This document will be updated as required by emerging health risk assessments.

Nancy Buisson  
Principal

## **School Operations**

### **Staggered School Start**

School will resume on Tuesday, September 8 with staggered start times/days for students over the first two days. Student attendance will be staggered by grade to allow time for students to meet with their CAP teacher to learn safety protocols, review schedules, and other tasks to support the transition back to in-person instruction.

- Grade 9 students will attend at 8:30 a.m. Tuesday, September 8.
- Grade 10 students will attend at 1:00 p.m. Tuesday, September 8.
- Grade 11 students will attend at 8:30 a.m. Wednesday, September 9.
- Grade 12 students will attend at 1:00 p.m. Wednesday, September 9.

Regularly scheduled classes will resume Thursday, September 10, 2020.

High schools will be implementing a modified timetable that will limit student contact to a maximum of two cohorts per day. The school year has been divided into five terms - 'quints' with students taking two classes per quint. As well, all CRP, before and after school and lunch classes have been cancelled. Students will be given opportunities for re-timetabling.

T

his quint block scheduling supports the health and safety of students and staff members in several ways:

- Organize students into cohort groups to reduce interactions
- Reduce the number of transitions throughout the school day
- Extended interactions between multiple groups of students will be reduced
- Start times, breaks, and dismissal can be staggered/coordinated
- Allow students to achieve up to 10 credits this school year

If it is necessary to move to online learning or a hybrid model, block scheduling also allows students and teachers to focus on fewer courses at one time.

A student can take two courses per quint, one in the morning and one in the afternoon while maintaining the option to achieve 10 credits per school year. Each period is 160 minutes long and will include breaks as determined by the teacher.

Campbell Collegiate will be utilizing two staggered start and dismissal times for students for the 2020-21 school year. During the student orientation days on September 8<sup>th</sup> and 9<sup>th</sup> CAP teachers will review each student's timetable and outline with each student when their morning and afternoon classes will begin. *Each student will be starting their morning class at either 8:30 a.m. or 8:40 a.m. and will be starting their afternoon class at either 12:15 p.m. or 12:25 p.m.* Class start times are staggered based on teachers.

Staggered Start	Q 1	Q 2	Q 3	Q4	Q 5
A	Sept 8-Oct 28	Oct 30-Dec 18	Jan 5-Mar 1	Mar 3-May 3	May 5-June 23
8:30 - 11:10	Semester 1 Period 1	Semester 1 Period 2	Semester 1 Period 3	Semester 2 Period 1	Semester 2 Period 2
11:10 – 12:10	LUNCH				
12:15 – 2:55	Semester 1 Period 5	Semester 1 Period 4	Semester 2 Period 4	Semester 2 Period 5	Semester 2 Period 3
2:55 – 3:25	TEACHER PLANNING TIME				

Staggered Start	Q 1	Q 2	Q 3	Q4	Q 5
B	Sept 8-Oct 28	Oct 30-Dec 18	Jan 5-Mar 1	Mar 3-May 3	May 5-June 23
8:40 – 11:20	Semester 1 Period 1	Semester 1 Period 2	Semester 1 Period 3	Semester 2 Period 1	Semester 2 Period 2
11:20 – 12:20	LUNCH				
12:25 – 3:05	Semester 1 Period 5	Semester 1 Period 4	Semester 2 Period 4	Semester 2 Period 5	Semester 2 Period 3
3:05 – 3:35	TEACHER PLANNING TIME				

*Final assessments will occur on the last day of each quint. There will be no incentives awarded this year.*

### Advisory/CAP

- Students will meet with their CAP teachers on September 8 and 9
- Students will not have a regularly scheduled Advisory period
- CAP teachers will maintain contact with students and parents through phone, email, or using a Google Classroom.

### Entering and Exiting the School

- Students should arrive at school no earlier than 15 minutes before the start of class and should leave the school within 15 minutes after dismissal.
- If a student arrives early or is unable to leave in a timely manner, they will be required to remain in a designated area.

### Lunch Hour and Spares

- To reduce the number of students in the building, students are strongly encouraged to go home over the lunch hour.
- Students with a spare are expected to go home during that time.

**Assemblies**

- At this time, there will be no assemblies or other large gatherings of students to limit student contact to two cohorts at a time. This may be re-evaluated in the future.
- Virtual assemblies, video presentations, and/or other creative methods may be used instead.

**Extra-Curricular**

- At this time, fall sports are delayed and other sports will be re-evaluated as the year progresses.
- If permitted to run, all activities must follow all protocols and procedures as laid out by public health officials.
- Other student clubs and organizations may be allowed to meet virtually.
- Procedures for these groups must be approved by school administration and be in accordance with all public health guidelines.

**Visitors to the school**

- Parents/caregivers are strongly encouraged to not visit the school and to use phone or email to contact teachers or the main office.
- Other guests, visitors, volunteers, and speakers (unless they are employed by Regina Public Schools) will not be permitted entry into our building. This includes, but is not limited to deliveries, food delivery (no food can be delivered to the school or school grounds for students and staff).
- Signage will be posted advising that visitors are not permitted at the current time and that anyone who is feeling unwell should not enter the building.
- If a guest or visitor must enter, they will be required to book an appointment and must sanitize their hands, wear a mask, and register at the office.

**Hand Washing**

- All students will be encouraged to wash their hands regularly.
- Signage will be posted in bathrooms and other spaces detailing proper hand-washing technique.

**Hand Sanitizer**

- Bottles of hand sanitizer will be provided to teachers for use in the classroom and in shared spaces.

**Mandatory Mask Usage**

- All staff, students, and permitted visitors must wear a mask in our building where physical distancing is not possible.
- Students who refuse to comply with this policy will be sent home.
- While masks will be made available for students who do not have one, it is strongly recommended that students have one or more clean, reusable, non-medical masks.
- Scarves, bandanas, buffs, and face shields do not meet the requirement for masks.
- All students and staff using Regina Public Schools transportation will be required to wear non-medical masks while being transported

- In order to apply for an exemption from this requirement, students and parent/guardians should contact the main office for details.

### **Cleaning & Sanitation Guidelines**

- Vigorous cleaning procedures have been developed for all Regina Public Schools. We are using a product called vital oxide, a salt-based cleaning solution safe for surfaces and technology such as laptops.
- Procedures are being developed for the booking, use, and cleaning of shared technology, such as laptops, and shared spaces such as the library.
- Disinfectant wipes and/or sprays will be available in every classroom to facilitate the cleaning of shared items between uses. Disposable gloves will be available in every classroom for teacher use.
- The Head Facilities Officer and facilities staff will maintain the cleaning the protocols laid out by the division including increased disinfecting of door handles, light switches, and other commonly touched surfaces.

### **Hallways, Stairways and Other Shared Spaces**

- We will teach, encourage, and practice preventative measures such as limiting physical distance and contact throughout the school day and wearing masks.
- We will restrict public entry into the school and encourage electronic communication with parents and staff.
- Signage has been placed throughout the school and procedures put in place to promote physical distancing:
- All students will enter the school via Massey Road entrances.
- Grade 9s and 11s will enter through the South door (considered the main entrance by the gym and office)
- Grade 10s and 12s will enter through the North door (beside the Massey pool parking lot)
- All exits other than the Music exit will be used to disperse students
- Traffic flow – students will be asked to keep to the right side of the halls
- North East staircase – up only
- East tower staircase – up only
- West tower staircase – down only
- Resource centre level – one-way traffic
- Math hall staircases – down only
- At the end of the school day, all staircases become **down only** to facilitate quick dispersal of students.
- Students are expected to remain in class as much as possible.
- Furniture in common spaces, such as the foyer, will be re-configured and/or removed to encourage physical distancing.

### **Seating Plans and Classroom Configuration**

- Teachers are required to have a seating plan and keep careful records of any changes made to plans.
- A copy of this plan must be submitted to the main office to assist with contact tracing, if needed.

- Students are required to follow the seating plans as designated by the teacher
- Tables and desks should be arranged to allow for as much physical distancing as possible. Chairs should face the front and maintain as much distance as possible.

### **Instructional Practices**

- Teaching and learning will be restricted to the physical classroom space and hallway usage should be avoided.
- Instruction will be 'forward facing' wherever possible.
- Students will only interact with students in their own classroom and will stay in their own classroom throughout the period as much as possible.
- Students will not be physically placed in groups for collaborative learning. Teachers may opt to use virtual or digital methods to facilitate students working together.

### **Entering and Exiting the School**

- Students should not come to school until 15 minutes before the start of class and should leave the school within 15 minutes after dismissal.
- If a student arrives early or is unable to leave in a timely manner, they will be required to remain in a designated area.

### **Washrooms**

- Students should use the washroom closest to their classroom
- The all-gender washroom will remain available.
- To limit the number of students in the washrooms, only one student will be allowed out of each classroom at a time. Students will be logged in and out of class to facilitate contact tracing.
- Some stalls, urinals, and sinks may be closed off to allow students to physically distance from each other.
- Washrooms will be closed twice each day for cleaning, once in the morning and once in the afternoon, and will be disinfected again at the end of day once students have left.

### **Water Fountains**

- Water fountains will be unavailable until further notice.
- Students are required to bring their own filled water bottles to school.
- four water-bottle filling stations will be available.

### **Lockers**

- Hallway lockers will not be available to students unless needed to accommodate specific student needs.
- Students should have a bag or backpack with all items needed for the school day.
- Requests for a locker will be evaluated by school administration.
- Gym lockers will be made available to students taking courses that require students to change their clothing.
- Students should bring locks to secure the lockers during instructional time.

- No items can be left in the gym lockers at the end of class as the locker room will be disinfected between classes.

#### **Nutritional Services**

- McTavish's will not be available until further notice.
- Vending machines will not be available until further notice.
- Students are strongly encouraged to go home for lunch.
- Students staying for lunch will eat in the hallway adjacent to their morning class (physically distanced).
- Microwave ovens are not available.

#### **Limit Shared Materials and Equipment:**

- Movement of educational assistants, teacher assistants and other support staff will be minimized to the extent possible given student needs. Staff must wash or sanitize hands regularly entering or exiting classrooms.
- Shared technology, desks, and other equipment will be sanitized between usages.

#### **Staff Access to School**

- All staff should exit the building prior to 6pm and shall not return to the school in the evening or on weekends, except when absolutely required. If staff must return to the building, please follow the sign in processes.

#### **Student Illness at Home**

- Students should self-monitor for symptoms of COVID-19 and should stay home if they begin to experience any symptoms.
- **Self-monitoring** means paying attention to your health so you can identify signs of sickness. If you begin to exhibit symptoms of COVID-19, you should self-isolate and contact Healthline 811 for guidance regarding testing.
- **Self-isolation** means staying at home to prevent the spread of infection. If you are sick or have been in contact with someone who has COVID-19, you must self-isolate. The Ministry of Health recommends you self-isolate for 14 days.
- A student may return to school once cleared by Public Health.
- Administration will report any suspected case to public health officials and assist in providing records for contact tracing.

#### **Student Illness at School**

- If a student starts feeling ill while at school, the student is required to go home.
- Families should develop a plan for how a student will get home if they begin to feel ill while at school.
- Until the student is able to go home, they will be required to stay in a designated isolation area. The conference room within our Guidance area will be used as an isolation room for anyone with COVID-19 symptoms.
- Masks, gloves, and hand sanitizer will be available, and a staff member will supervise the student until they are able to leave the building and go home.
- This isolation area will be disinfected after each use.

#### **Staff Illness**

- Staff are expected to self-monitor for symptoms and not attend work when they are symptomatic.
- If a staff member develops symptoms while at work, they are expected to go home.
- Teachers should not come to the building to prepare sub plans. It is recommended that teachers plan 2-3 days in advance and have those materials ready in the event of the onset of symptoms.

### **Mental Health and Social Emotional Supports**

- Our guidance counsellors will work with students maintaining relationships and the students' connection to Campbell Collegiate.
- School Administration, along with our Student Achievement Team will work closely to support the efforts of our school staff and seek Division-level supports when needed.
- We will continue to focus on increasing knowledge of our staff on the impact of trauma on children.

### **Students with Intensive Needs**

- Campbell Collegiate teachers within our FIAP, Complex Needs, Visually Impaired and Supportive Environment programs will work with students and families to support and facilitate student transitions for the re-entry of students with intensive needs back to the school environment.
- Review the Individual Program Plans of all students with intensive needs and revise goals as required to ensure student health and safety.
- Our school will work closely with the Regina Public Schools Intensive Supports Planning Team to ensure that the provision of supports for all students can be accomplished within a safe, secure and supervised environment (may include the school setting or other appropriate spaces).
- Deploy staff in such a manner to limit the number of different student/staff contacts while meeting health/safety and academic needs to students.

### **Transportation**

- All students and staff using Regina Public Schools transportation are required to wear non-medical masks while being transported.
- Campbell staff will implement and maintain a seating plan for students using school division and charter transportation for as long as required.
- Staff will physically distance riders to the extent possible and seat students from the same household together wherever possible.
- Staff will be trained on the process for sanitizing school vans to meet health and safety requirements.

### **Field Trips**

- As per Re-Open Saskatchewan guidelines, recreational travel requiring vehicles, such as field trips, is not permitted at this time. Because we are focused on having students remain in cohorts as much as possible, curriculum-related field trips at indoor locations are also not encouraged. Should school divisions choose to allow curriculum-related outdoor field trips, those trips must follow the same safety protocols as in the classroom. Curriculum-related



field trips that involve transportation must ensure classroom cohorts remain the same. Buses are the recommended mode of transportation and safety protocols must be in place.

### **Students who are considering not attending**

- RPS is providing remote learning for the 2020-21 school year. *eSchool – Regina Public Schools Online Learning* is for students who require an alternative way of learning outside of a school classroom during the COVID-19 pandemic.
- Courses are specifically designed for learning in an online environment. Each online course will be taught by a teacher who will provide learning resources, activities, assessment, and opportunities for interaction. Because online learning is facilitated through the internet, course materials and activities will be accessible anytime and anywhere if a student has a device and internet connectivity. However, some learning is also designed to take place offline, in part to avoid excessive screen time. eSchool is administered by Regina Public Schools and there will be no cost to our school families.

### **Communications**

- Updates and changes to the Campbell Collegiate Fall 2020 School Re-Opening Plan will be communicated through the following channels:
  - CAP teachers
  - School website <https://campbellcollegiate.rbe.sk.ca/>
  - Twitter - @campbelltartans
  - Instagram – campbellcollegiate