

# BACK TO SCHOOL OVERVIEW FOR PARENTS & STUDENTS



## **A Cura Personalis Approach to Learning in a Pandemic**

Over the past few weeks, we have been working hard to sort out the details for welcoming our students back to school while ensuring safety for all and maximizing in-class learning.

We hope that the following information is beneficial and answers many questions. We encourage you to discuss this information as a family, and please contact the school if you have any questions.

Please understand that these plans are subject to change based on Manitoba Health and Manitoba Education directives, and will be communicated accordingly.

As we move closer to the start of school, we know this year will be very different from any other in St. Paul's history. We look forward to having you back to engage in and continue your learning. Together, we will overcome the ever-changing challenges that will come our way with a spirit of innovation, adaptability and an unwavering commitment to caring for each other.

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## Moving Between Levels

St. Paul's High School will continue to follow guidance from the Department of Education and local Public Health officials about adjustments to the learning level or plan. This change will be communicated to parents accordingly. You can find more information on the Government of Manitoba's Pandemic Response System here: <https://manitoba.ca/covid19/restartmb/prs/index.html>

## What Will Our Return to School Look Like?

The COVID-19 pandemic changed how we advance the mission of St. Paul's High School, especially how we care for our students and one another (*cura personalis*). Although we are facing unknown and difficult circumstances, St. Paul's remains committed to ensuring that all students receive an exceptional, faith-based education in the Catholic and Jesuit tradition.

St. Paul's High School is returning to in-person teaching and learning five days per week, while maintaining physical distancing, in a semesterised format using this updated [bell schedule](#) and [this calendar](#) (Sept -Oct) (both available at the back of this document).

St. Paul's High School will be following a four-day rotating schedule with five- 75-minute periods per day. We have segmented students into "cohorts" in each grade level (increasing the number of class groups to allow for smaller cohorts).

Students will take electives outside of their cohorts where a minimum of 2-meter physical distancing will be in place. Many electives will take place in larger areas of the school such as Murray Hall, the Aulneau Room, and the Alumni & Friends Hall.

An amended warm weather dress code will be in effect until further notice – fully addressed later in this document.

Knowing that circumstances can change rapidly during this health crisis, the school is preparing contingency learning plans in the event Public Health advises us to move between learning plan levels (see next page)

The learning levels are as follows:

### **Level 1: In-Class Learning**

- All students report to school

### **Level 2: Hybrid**

- 50% class capacity
- Alternating cohort groups learning in school and at home

### **Level 3: Full Remote Learning**

- Most students learning online from home
- Small groups of students may be invited to come to school for in-person learning

Our remote learning and videoconferencing abilities enable us to quickly transition between in-person, hybrid, and remote learning experiences.

## **Grading and Assessments**

Traditional assessment methods and grading will be used to report students' academic performance in their courses. Semester grades will be reported on students' transcripts. In the event we transition to other learning modalities, assessment practices may shift away from objective tests and quizzes toward the use of project-based, performance-based or other appropriate assessments. Final cumulative exams will be administered at the end of each semester. Exam information will be communicated at a later date.

Parents may contact their son's teachers and counsellor if their son is experiencing significant obstacles or limitations during the pandemic. This may include technology challenges, illness, care for family members, learning challenges, or emotional turmoil. The school will offer care to students and do its best to respond to these challenges.

## **Instructional Approaches**

Results from our student, parent, and teacher survey presented a clear preference for scheduled, real-time learning opportunities, highlighting the importance of the interactions that take place during those times. In an effort to honor those preferences, the school has placed a priority on maximizing learning through a combined synchronous and asynchronous pedagogical approach.

Staff have engaged in professional development and planning this summer to optimize their impact on student learning, safety and engagement in each of the possible scenarios. We recognize that some students may require recovery learning or other learning supports and are prepared to support students to be successful learners.

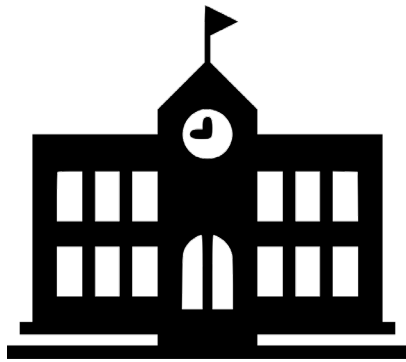
# What Will Your First Week Look Like?

## Opening Week (Sept 8 – 11)

We will follow a gradual start for the first week of school as shown below to orient students on new protocols and procedures. Students must bring their masks (mailed to each family) and wear them at school. Dress code will be casual.

Students should look at their timetables mailed out on August 28 and note their cohort group which is printed beside "Homeroom."

Schedule for textbook distribution can be found [here](#) and in the packaged mailed out on August 28.



## School Calendars:

A print copy of the monthly school calendar (Sept – Oct) will be included in the August 28 school mailing. We will continue the practice of evaluating events on a monthly basis and communicate changes and event cancellations accordingly.

## Student Timetables

Student timetables will be included in the August 28 school mailing. A small number of Grade 11 and 12 students may not have received one of their preferred course electives based upon course offerings. In such cases, students were placed in their next preferred elective.

Course changes will be available in the opening days of school. Students should contact their counsellor for course change procedures.

## School Arrival & Departure

Students may enter the school at 8:00 am and should leave the school no later than 4:00 pm unless directly supervised by a teacher. As usual, grade 11 and 12 students will have off-campus privileges while grade 9 and 10 students will remain in the school throughout the school day.

Entrances and exits are being adapted to ensure social distancing and traffic flow signage will be posted. Students and families will be notified of arrival and pick up locations during orientation.

# Health and Safety Measures

## Staying Home When You're Sick

The most important thing that we can do to prevent virus transmission is to avoid bringing it into school in the first place. Students, faculty, staff and visitors will be expected to stay home in the following situations:

- When exhibiting symptoms associated with COVID-19. An up-to-date list of symptoms can be found at: <https://manitoba.ca/covid19/updates/about.html>
- If the Shared Manitoba's self-assessment advises to get tested. See next page for the daily self- screening protocol for every student and employee.
- After close contact with persons who have tested positive for COVID-19 or are symptomatic.
- After returning from travel to certain locations, as guided by Public Health officials.
- If any students, faculty or staff have contracted COVID-19, the school will require documented clearance from a qualified medical professional or the health depart-



## Ways to Stay Safe and Healthy

- Stay home when you are sick. Watch for symptoms.
- Tell staff, parents and caregivers when you are not feeling well.
- Wash your hands especially after coughing, blowing noses or sneezing, and when handling food.
- Do not share food or personal items.
- Cough and sneeze into your arm or tissue. Do not touch your face, particularly your eyes, nose and mouth
- Keep two metres of distance from others and avoid close contact.
- Instead of giving high fives, fist pumps or hugs, smile and wave to say hello.
- Stay healthy by eating healthy foods, keeping physically active, getting enough sleep and fresh air.
- Ask questions. It is ok to talk about your concerns and fears. We are all in this together.

## Screening

All students, faculty, staff, and visitors will be required to complete a daily self-screening protocol at home each morning before coming to school.



Use the online [Self-Assessment Tool](#) to check if your child should be tested for COVID-19. You can also call Health Links at 204-788-8200 or 1-888-315-9257 if you notice symptoms or if you need more information.

Students, faculty and staff exhibiting symptoms during the day will be directed to a designated isolation room. An administrator will conduct an evaluation and, in the case of a student, a parent will be contacted. If necessary, the student will be dismissed for follow up with a health care provider.

## Contact Tracing/ Outbreak Management

In the event of the confirmation of a case of COVID-19 connected with a student or staff member, Public Health will lead the response and ensure appropriate supports are in place.

Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. Public Health may:

- request records that identify cohorts/groups of staff, students, volunteers and visitors in the school for a specified timeframe
- contact students, staff and families if they have been in close contact with a confirmed or probable case, and confirm whether they need to self-isolate or self-monitor, and when they can return to school
- recommend testing following established guidelines to staff, students, volunteers and visitors who may have been exposed to a positive case
- assess the need for the school to be closed for a period of time. Schools will clean and disinfect areas where exposures took place. These areas will not be used until they are determined to be safe. School closure would be a last resort and only upon evidence of transmission among multiple cohorts.

If there is an outbreak at a school, this will be announced through Manitoba media bulletins and Public Health will provide instructions to those who have been in close contact. St. Paul's High School will also notify parents, staff and students when a case is confirmed in school based upon direction from Public Health.

## Contact Tracing/ Outbreak Management Cont'd

St. Paul's High School will be working with local Public Health teams and regional health authorities to ensure that they have the most up-to-date information.

If a student, faculty, staff or visitor to the building tests positive for COVID-19, school staff will follow the guidance of Public Health to determine close contacts among the school community by reviewing information such as cohort grouping. Public Health will assume primary responsibility for communicating with those that have been in close contact with the individual.

Close contacts may be required by Public Health to self-quarantine for up to two weeks. School policies will be consistent with Public Health directives.

### Return to School Protocols Following Absences

School administration will communicate instructions to parents of students who need to stay home for COVID-related reasons on how and when their son can return to school.

In some cases, this may include a student getting a COVID test or seeing a physician. In other cases, it may include staying home in quarantine for a defined time period. We will rely upon guidelines from medical professionals and local health officials to make these determinations



### Attendance & Participation

All students are expected to participate fully, even when remote learning is required. Students will be assessed on their work, reflective of their performance and learning. We will ensure all students have access to technology should remote learning be necessary.

Continued on the next page.

## Attendance & Participation Cont'd

We will incorporate special considerations for students with special needs and students at risk provided the required medical certificate is presented to the principal. Please contact Mr. Bob Lewin ([blewin@stpauls.mb.ca](mailto:blewin@stpauls.mb.ca)) if your son may require alternate accommodations.

For information about keeping the school community safe where students require intervention or support that cannot be provided from a distance, Ministry of Education has provided the following:

### **Guidelines on Supporting Students Who Require interventions or Supports that Cannot be Delivered at a Distance**

Our goal is that students remain fully engaged in their classes and keep up with their coursework while at home, as long as they are well enough to do so. When a student needs to stay home for COVID-related reasons but is feeling well enough to continue to participate in learning, he may be able to join classes remotely. Further details will be available at a later date.

Students will not be penalized for excused absences whether they are feeling sick or are self-monitoring due to possible exposure. Please call the front office before the start of school to inform reception of school absences. For planned absences of more than one day, please complete the Planned Absences form found [here](#) .





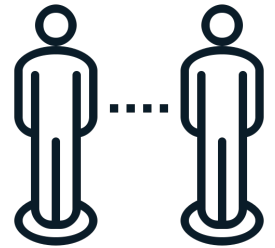
# Preventative Measures to Reduce Transmission Risk

## Physical Distancing at School

St. Paul's has and will continue to make a number of adaptations to provide an environment where students, faculty and staff are able and encouraged to maintain appropriate physical distance.

Procedures such as staying home when sick or exposed, a universal masking policy, and good hygiene practices will provide additional risk mitigation.

We have implemented a number of practices to increase the physical distancing of students, faculty, and staff, including:



### Classroom:

- Arrangement of desks for maximum distance
- Assigned seating in the classroom to assist with contact tracing
- Adapting group work to provide greater physical distance among students
- Adapting activities and locations for some courses to maximize distance and avoid activities which have shown greater risk of transmission
- Reducing and eliminating shared classroom materials.

### Building:

- Enforcing reduced capacity in common gathering areas such as the Library, Aulneau Room, or Multi-Plex etc.
- Avoiding congestion by having teacher's move around the school versus students.
- Active supervision in common areas and hallways to remind students of distancing guidelines and prevent congestion
- Providing directional assistance in hall ways and stairways when necessary
- Increased use of outdoor campus space for various classes and activities

## Dress Code

Warm Weather Dress Code will be in effect until further notice.

### Option A: Dress Shirt & Dress Pants (No Tie)

- Dress shirt
- Dress pants and leather belt
- Dress shoes and socks

### Option B: St. Paul's Polo and Dress Pants

- St. Paul's Polo replaces the dress shirt in Option A

### Option C: St. Paul's Polo and Dress Shorts

- Dress shorts replace dress pants (short colours: beige, navy, or black)
- Athletic shoes replace dress shoes (socks must be visible)

### Athletic Dress Code:

- St. Paul's High School branded t-shirt and shorts (available for online order at the Cru Shoppe). Gym shoes (both indoor & outdoor (no cleats) and socks (worn only for gym class).

### \*\* New to Dress Code \*\*

- Ties have been removed from the warm weather dress-code.
- Students and teachers must wear St. Paul's High School mask or daily disposable masks. Students wanting to wear an alternative mask must seek approval from the Vice Principal Students to ensure it meets safety and dress code requirements.



## Cru Shoppe

In-person sales are suspended until further notice. Online ordering is available.

## School Supplies

Students are expected to have standard school supplies such as a 3-inch binder to hold course notes, loose-leaf paper, dividers, pens, and pencils, as well as a standard scientific calculator with DAL (Direct Algebraic Logic); teachers may be explaining other requirements to students on the first day of classes.

Students taking Visual Arts must purchase

an art kit from the Crusader Shoppe. The art kits include good quality art supplies and cost around \$66.00. Art kits purchased online will be delivered to students in class.

In the event we transition to remote learning, access to a laptop/tablet will be beneficial to support learning. Students are also welcome to use a laptop/tablet to support their in-class learning.

## **Food Service & Lunch**

Cafeteria food service, vending machines, and microwave ovens will not be available until further notice. Students are to bring their lunch daily and will have designated spaces throughout the school to eat; eating in all other locations will be prohibited. Sharing food will also not be permitted.

Water fountains will be accessible for bottle filling only. Students will be expected to bring their own reusable water containers and rely on them throughout the school days.

## **Lockers**

Each student will be assigned a locker. Students will be assigned lockers to ensure safe distancing can be followed while accessing lockers. Initially, students will have limited access to their lockers and should carry their school supplies with them throughout the day.

## **Large Group Gatherings**

Assemblies, liturgical services, and social activities will not be able to take place as usual. Instead, we will deliver these

community-wide events in different formats that allow for physical distancing.

## **Student Entrance & Exits**

Entrances and exits are being adapted to ensure social distancing and traffic flow signage will be posted. Students and families will be notified of arrival and pick up locations during orientation.

## **Visitors**

Out of an abundance of caution and based on the input of Public Health experts, educators, and parents, we request that visits to the school be as limited as possible. In the event you are required to visit the school, we ask that you call ahead and use proper sign-in procedures. All visitors must adhere to self-screening, physical distancing, and recommended hygiene practices. At this time, masks will be required for visitors to the school.

## **Hygiene Education**

Students will receive regular instruction in and visual reminders of personal hygiene that have been built into instruction time. Procedures to reduce the risk of virus transmission including frequent hand washing, avoiding touching one's face, and sanitizing hands will be reviewed. St. Paul's High School has provided extra sanitizing stations in classrooms, common areas and entrances. Students are both welcome and encouraged to carry and use their own hand sanitizer throughout the day.

## Facility Cleaning Procedures

St. Paul's High School has created a "Facility Maintenance COVID-19 Task Force" responsible for enhanced cleaning and sanitizing procedures; as well as addressing proper ventilation throughout the building.

Hand sanitizer and cleaning supplies will be available in each classroom. Students will be expected to sanitize their hands at regular intervals throughout the school day. Teachers will facilitate these classroom procedures with dedicated time in each period. Students should carry a personal supply of hand sanitizer with them in addition to what is made available in classes and on campus.

Our facility crew will disinfect tables, counters, and chairs after each use. Increased frequency of cleaning, disinfecting and sanitizing - particularly on high-touch surfaces and in common/shared areas has been implemented.

As outlined by the Government of Manitoba's "Restoring Safe School's Guidelines for Schools), Schools must:

- Disinfect commonly touched surfaces (e.g., doorknobs, light switches, electronic devices, chairs, desks, art supplies, toys, games, gym equipment, tools and equipment) frequently - at least twice daily, or more often as needed.
- Increase monitoring of hand-cleaning supplies to ensure an ample supply at all sinks in washroom and kitchen areas.
- Ensure washrooms and lunchrooms are cleaned and disinfected frequently (at least twice daily, and more often as needed) and stagger use.
- Turn off water fountains that are not touchless or cannot be cleaned between users.

## Ventilation

The school has increased its replacement schedule for HVAC filters and has reprogrammed our automated HVAC system to maximize outdoor air flow and quality in accordance with Public Health guidelines. In addition to, St. Pauls will ensure



- All classrooms and learning spaces windows and entry doors will remain open.
- The inner quad doors will be adapted so that they can stay open to the school along with as many of outside doors while of course remaining secure and respecting the fire safety regulations.
- When fans may be necessary they will be used on a low setting and air flow will be directed away from people and surfaces.
- All HVAC (heating and air conditioning units) air handling units, fan coil units, and HRV's (heat recovery ventilation units) will have a minimum once a month filter change and more if needed. This by far exceeds the recommendations for these units and they will be increased to the maximum outdoor air ratio
- We have avoided and minimized the recirculation of air throughout the building.

## Communication with Parents & Students

### Communication Tools

St. Paul's High School will provide communication systems that are consistent and reliable regardless of the learning level. St. Paul's High School uses e-mail, PowerSchool, and the St. Paul's Online Community as communication tools.

WebEx & Microsoft Teams are technologies used to help your son stay connected in the event they are unable to be physically present in the classroom.



# **St. Paul's High School Formation**

## **Extra & Co-Curricular Activities**

There are many programs that provide students with opportunities for growth, challenge, fun and achievement outside the classroom. Extra- and co-curricular activities are vital to a St. Paul's education. During September, our focus will be on academic learning and on-boarding students and teachers to the learning plan.

We are in the process of determining how we can adapt extra- and co-curricular activities in accordance with Public Health guidelines as well as other governing bodies such as the Manitoba High Schools Athletic Association (MHSAA). All activity moderators and coaches will be developing "return-to play/activity plans" that follow Public Health safety guidelines to be presented and approved by administration.

It is important that student life offerings continue in modified formats. St. Paul's High School is planning to resume co-curricular later in the fall and will be communicated accordingly.

Programs such as retreats, service, and sacramental ministry will be offered in modified formats.

The Christian Service Program will be suspended until further notice. We are looking at alternate and creative ways to facilitate volunteer-based programming.

## **Counselling Services**

The Catholic Jesuit concept of cura personalis, which translates as care of the whole person, suggests individualized attention to the needs of others and distinct respect for unique circumstances and concerns. During these difficult times, St. Paul's High School is committed to providing distinctive care to the social-emotional needs of students.

Counsellors will continue to meet with students and provide services. Parents are encouraged to communicate any concerns they have regarding their son's mental health to their son's counsellor. New students will be introduced to their counsellor in the opening days of school. You can view the various Mental Health resources available to your son here:

<https://www.stpauls.mb.ca/news/view/1476/from-the-st-pauls-counselling-department-resources-for-mental-health/>

# Conclusion

Thank you for taking the time to review this important information. St. Paul's will continue to work through details as the school year progresses and there will be more information to share in the weeks ahead. While we do not anticipate any major changes to what has been outlined here, we do know that flexibility and patience will be instrumental as we navigate this new terrain together. If you have any questions or concerns, you are always welcome to reach out by emailing us at [contact-us@stpauls.mb.ca](mailto:contact-us@stpauls.mb.ca) or calling the school directly at 204-831-2300.

**Bell Schedules**  
**St. Paul's High School**  
**2020–2021**

**Regular Day (Schedule I)**

Period	Start	End	Duration (min.)
1	8:30 AM	9:45 AM	75
2	9:45 AM	11:00 AM	75
3	11:00 AM	12:45 PM	75 Class / 30 Lunch
4	12:45 PM	2:00 PM	75
5	2:00 PM	3:15 PM	75

**PM Activity / Early Dismissal (Schedule II)**

Period	Start	End	Duration (min.)
1	8:30 AM	9:35 AM	65
2	9:35 AM	10:40 AM	65
3	10:40 AM	12:15 PM	65 Class / 30 Lunch
4	12:15 PM	1:20 PM	65
5	1:20 PM	2:25 PM	65
Activity / Dismissal	2:30 PM	3:15 PM	45

**AM Activity / Late Start (Schedule III)**

Period	Start	End	Duration (min.)
Activity / Late Start	8:30 AM	9:30 AM	60
1	9:30 AM	10:35 AM	65
2 (30 minute lunch)	10:35 AM	12:10 PM	65 Class / 30 Lunch
3	12:10 PM	1:15 PM	65
4	1:15 PM	2:15 PM	60
5	2:15 PM	3:15 PM	60



# St. Paul's High School

September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Admin Day	3 PD Day	4 PD Day	5
6	7 Labour Day	8 AM: Grade 12 Textbooks PM: Grade 11 Textbooks	9 Grade 11 & 12 - Assembly and Class Orientation	10 Grade 9 School Orientation (full day) AM: Grade 10 Textbooks	11 Grade 9 & 10 - Assembly and Class Orientation	12
13	14 Regular Classes PM: Maroon & White Retreat	A 15 Maroon & White Retreat	B 16	C 17	D 18 Mass of the Holy Spirit	A 19
20	B 21	C 22	D 23 Schedule III: Late Start	A 24	B 25	26
27	C 28 Course Change Deadline	D 29	A 30 Orange Shirt Day			

# St. Paul's High School

October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Grade 9 Camp Day	B 2 PD Day: No School	3
				4	5 North American Martyrs' Liturgy Blue Shirt Day	C 6 Schedule II: Early Dismissal
11	12 Thanksgiving Day: No School	13 Kairos 78	D 14 School Photos Kairos 78	A 15 School Photos Finance Meeting Kairos 78	B 16 Grade 10 Retreat Kairos 78	C 17
18	19 Gr.12 Pizza Lunch w/President	D 20 Schedule III: Late Start	A 21	B 22	C 23 Board Retreat	D 24 Board Retreat
25	26 Student Council Spirit Week	A 27 Student Council Spirit Week	B 28 Schedule III: Late Start Student Council Spirit Week	C 29 Student Council Spirit Week	D 30 Student Council Spirit Week	A 31

**Tuesday, September 8:**

**Grade 12/11 Textbook Distribution**

Entrance: Student Entrance  
Dress Code: Casual  
Bring: Backpack / Book Bag

Time	Cohort Groups
9:00–9:30	12-1, 12-2
9:45–10:15	12-3, 12-4
10:30–11:00	12-5, 12-6, 12-7
12:00–12:30	11-1, 11-2
12:45–1:15	11-3, 11-4
1:30–2:15	11-5, 11-6, 11-7

**Wednesday, September 9:**

**Grade 12/11 Assembly and Class Orientation**

Location: MultiPlex  
Grade 11 Entrance: Student Entrance  
Grade 12 Entrance: MultiPlex Entrance  
Arrival: 8:00–8:30 am  
Bring: Binder and pen/pencil

Students will meet their Semester 1 teachers and run through a compressed schedule of Days A & B.

**Thursday, September 10:**

**Grade 9 and New Grade 10 Students Orientation Day and All Grade 10/9 Textbook Distribution**

**Orientation:**

Grade 9 and New Grade 10 Entrance: MultiPlex  
Grade 9 and New Grade 10 Arrival: 8:00–8:30 am  
Bring: Backpack / Book Bag

**Textbook Distribution:**

Returning grade 10 students need to be at school for their assigned textbook distribution time only.

Returning Grade 10 Entrance: Student Entrance  
Dress Code: Casual  
Bring: Backpack / Book Bag

Time	Cohort Groups
9:00–9:30	10-1, 10-2
9:45–10:15	10-3, 10-4
10:30–11:00	10-5, 10-6, 10-7
12:00–12:30	9-1, 9-2
12:45–1:15	9-3, 9-4
1:30–2:15	9-5, 9-6, 9-7

**Friday, September 11:**

**Grade 10/9 Assembly and Class Orientation**

Location: Multiplex

Grade 9 Entrance: Student Entrance

Grade 10 Entrance: MultiPlex Entrance

Arrival: 8:00 a.m. – 8:30 a.m

Bring: Binder and Pen/Pencil

Students will meet their Semester 1 teachers and run through a compressed schedule of Days A & B.