

PORTAGE COLLEGIATE INSTITUTE

65 THIRD ST. SW. PORTAGE LA PRAIRIE, MANITOBA R1N 2B6

TELEPHONE 857-6843 FAX 239-5905

<http://www.plpsd.mb.ca/pci/>

PRINCIPAL
Mr. G. Waldvogel
B.Ed.

VICE-PRINCIPAL
Mrs. J. Budz
B.Ed., P.B.D. Special
Ed., P.B.D. Ed.

VICE PRINCIPAL
Mr. L. McKenzie
B.Ed.

VICE-PRINCIPAL
Mr. R.J.W. Pehura
B.Ed.

The following is Portage Collegiate Institutes return to school plan. Please note the return to school plan is fluid and may change as directed by Public Health, Manitoba Education and the Portage la Prairie School Division.

The following school plan will provide an overview of the procedures for the resumption of Level 1 In-Class Learning that will begin on September 8, 2020. For more detailed information please refer to the [Portage la Prairie School Division: Return to School Plan 2020-2021](#). If you have any question or concerns regarding the school plan please contact Gregg Waldvogel, PCI Principal, at 204-857-6843 ext. 1513 or through email at gwaldvogel@plpsd.mb.ca.

For our school community to remain safe it is very important that each day all students, families and staff complete the [self-screening tool](#) prior to entering the school.

Many classes will be held outdoors weather permitting. Please ensure that students are dressed appropriately.

Parent/Visitors to the school

Parents/Visitors will be required to contact the school in advance to make an appointment to enter the school. The outside doors will remain locked during the day and the doorbell will be used to gain entry. Parents will be made aware of pick up areas.

[Self-Screening](#) is required for all parents/visitors prior to entry. Please be aware of the screening guidelines that are posted on all entrance doors.

Masks are required by Public Health.

When visiting all parents/visitors will be required to sign in and out of the building to support contact tracing.

Cohort Groupings

What is a Cohort?

A cohort is a group of students who remain together with their classroom teachers throughout the school day. The cohort will have limited direct contact with other cohort groups.

Cohorting means that students will enter and exit through separate entrances, staggered recess and lunch breaks, in order to limit contact with others. This strategy limits any potential spreading of the virus to the broader school community, should an outbreak occur and allows for contact tracing.

For the 2020-2021 School Year, PCI will be switching to a 6 block schedule. Lunch will be in either period 3 or 4.

Period 1	8:50 – 9:53
Period 2	9:58 – 11:01
Period 3	11:06 – 12:09
Period 4	12:14 – 1:17
Period 5	1:22 – 2:25
Period 6	2:30 – 3:33

This year PCI students will experience a different start to the school year. Schedules are being reworked and students will have their schedule emailed to them prior to the first day of classes. We will be running a staggered start to accommodate social distancing protocols.

The start dates for each Grade Level are listed below:

Grade 9 and Life Skills Students - Tuesday, September 8 – Please make sure you enter the door that your cohort has been assigned to. The Grade 9 and students attending the Life Skills program will attend school all day every day following their first day on September 8.

Grade 10 - Group 1 - Wednesday, September 9

Grade 10 - Group 2 - Thursday, September 10

The grade 10 students will attend school alternating days unless recovery of learning is needed. If it is required the student will be notified that they must attend everyday. This will be determined on an individual student basis depending on the student needs.

Grade 11 - Group 1 - Friday, September 11

Grade 11 - Group 2 - Monday, September 14

Grade 11 students will attend alternate days unless recovery of learning is needed. If it is required the student will be notified on the required attendance by their teachers. This will be determined on an individual student basis depending on the student needs. Pre-Employment (PEP) students will attend everyday starting on September 11.

Grade 12 - Group 1 - Tuesday, September 15

Grade 12 - Group 2 - Wednesday, September 16

Grade 12 students will attend alternate days unless recovery of learning is needed. If it is required the student will be notified on the required attendance by their teachers. This will be determined on an individual student basis depending on the student needs.

If your child is in Grades 10 – 12 you will be contacted to confirm the days your child will attend. There will be a monthly calendar posted for students and parents. Grade 11 and 12 students will be engaged online with their teachers prior to their first day.

Please contact your Grade level administrator if you have any questions.

Grade 9 – Mr. Pehura – rpehura@plpsd.mb.ca

Grade 10 – Mr. Waldvogel – gwaldvogel@plpsd.mb.ca

Grade 11 – Mr. McKenzie – lmckenzie@plpsd.mb.ca

Grade 12 – Mrs. Budz – jbudz@plpsd.mb.ca

Grade 9 Cohorts	Classes	Entrance/Exit
Gr. 9 – A PCI Room 23	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and Woods	PCI Bldg. Entrance # 1
Gr. 9 – B PCI Room 19	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and Woods	PCI Bldg. Entrance # 1
Gr. 9 – C PCS Room 108	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and Computers	PCS Bldg. Entrance # 3
Gr. 9 – D PCS Room 106	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and Computers	PCS Bldg. Entrance # 3
Gr. 9 – E PCS Room 112	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and/or Computers and/or Woods	PCS Bldg. Main Entrance # 1
Gr. 9 – F PCS Room 111	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and/or Computers and/or Woods	PCS Bldg. Main Entrance # 1
Gr. 9 – K PCS Room 110	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Business and/or Computers and/or Woods	PCS Bldg. Main Entrance # 1
Gr. 9 – G PCS Room 60	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Photography and Art	PCS Bldg. Entrance # 5
Gr. 9 – H PCS Room 73	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Photography and Art	PCS Bldg. Entrance # 5
Gr. 9 – I PCS Room 68	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Photography and Art	PCS Bldg. Entrance # 3
Gr. 9 – J PCS Room 107	Math, ELA/CDV, Science, Social Studies, Phys. Ed., Photography and Art	PCS Bldg. Entrance # 3
Gr. 9 – Z PCS Room 66	French Immersion - Math, ELA/CDV, Science, Social Studies, Phys. Ed., and Business	PCS Bldg. Entrance # 2

Grade 10 Cohorts	Classes	Entrance/Exit
Gr. 10 – A PCI Room 25	Woods Pod - Math, ELA, Science, Geography	PCI Bldg. Entrance # 2
Gr. 10 – B PCI Room 25	Woods Pod - Math, ELA, Science, Geography	PCI Bldg. Entrance # 2
Gr. 10 – C PCI Room 29	Family Studies – Math, ELA, Science, Geography	PCI Bldg. Entrance # 2
Gr. 10 – D PCI Room 29	Family Studies – Math, ELA, Science, Geography	PCI Bldg. Entrance # 2
Gr. 10 – E PCI Room 102	Family Studies – Math, ELA, Science, Geography	PCS Bldg. Entrance # 5
Gr. 10 – F PCI Room 102	Family Studies – Math, ELA, Science, Geography	PCS Bldg. Entrance # 5
Gr. 10 – H PCI Room 26	Vocational Pod - Math, ELA, Science, Geography	PCI Bldg. Entrance # 2
Gr. 10 – I PCI Room 26	Vocational Pod - Math, ELA, Science, Geography	PCI Bldg. Entrance # 2
Gr. 10 – J PCI Room 37	Vocational Pod - Math, ELA, Science, Geography	PCI Bldg. Entrance # 7
Gr. 10 – K PCI Room 37	Vocational Pod - Math, ELA, Science, Geography	PCI Bldg. Entrance # 7
Gr. 10 – M PCI Room 101	Business Pod - Math, ELA, Science, Geography	PCS Bldg. Entrance # 5
Gr. 10 – N PCI Room 101	Business Pod - Math, ELA, Science, Geography	PCS Bldg. Entrance # 5
Gr. 10 – W PCI Room 65	French Immersion - Math, ELA, Science, Geography	PCS Bldg. Entrance # 2
Gr. 10 – X PCI Room 65	French Immersion - Math, ELA, Science, Geography	PCS Bldg. Entrance # 2

Grade 11	Math, English, History and Options	<p>PCS Bldg.: Entrance - Main Entrance # 1 Exit - PCS Entrance # 5 and/or Main Entrance # 1</p> <p>PCI Bldg.: Entrance – Entrance # 1 and/or Student Parking Entrance # 3 Exit – Entrance # 1 and/or Student Parking Entrance # 3</p>
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Grade 12	Math, English and Options	<p>PCS Bldg.: Entrance - Main Entrance Exit - PCS Plaza and/or Main Entrance</p> <p>PCI Bldg.: Entrance - Main Entrance and/or Student Parking Exit – Main Entrance and/or Student Parking</p>
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SASKATCHEWAN AVE

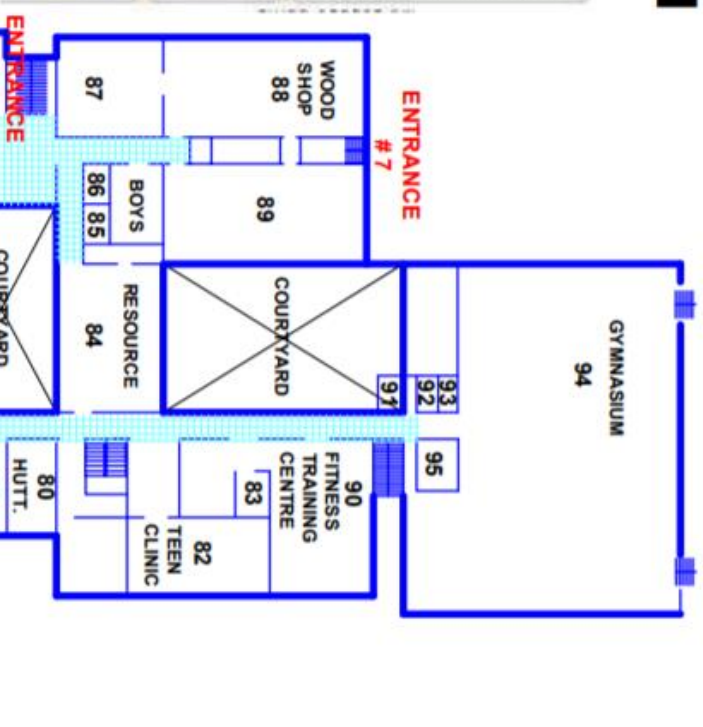


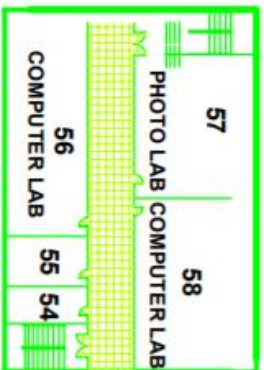
65 3rd Street S.W. PHONE: 204-857-6843

Principal - Main Office - Mr. G. Waldvogel
Vice-Principal - Main Office - Mr. L. McKenzie
Finances & Student Fees - Room 119 - Mrs. R. Neufeld

UPPER
LEVEL

**LOWER
LEVEL**



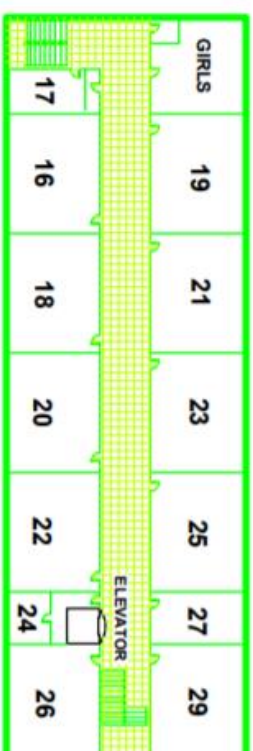


SECOND FLOOR



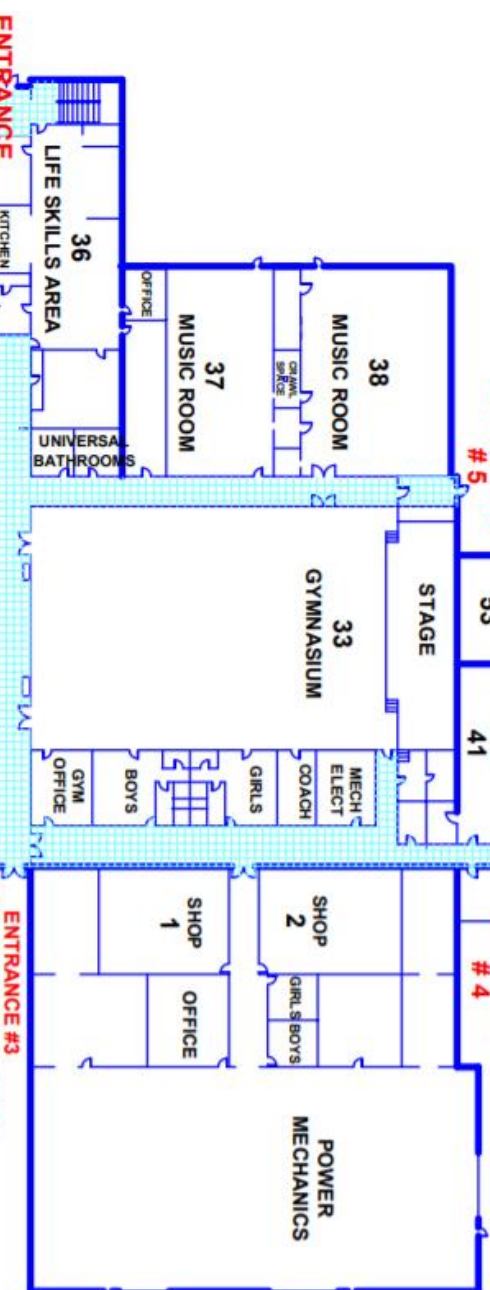
ENTRANCE #5

ENTRANCE #4



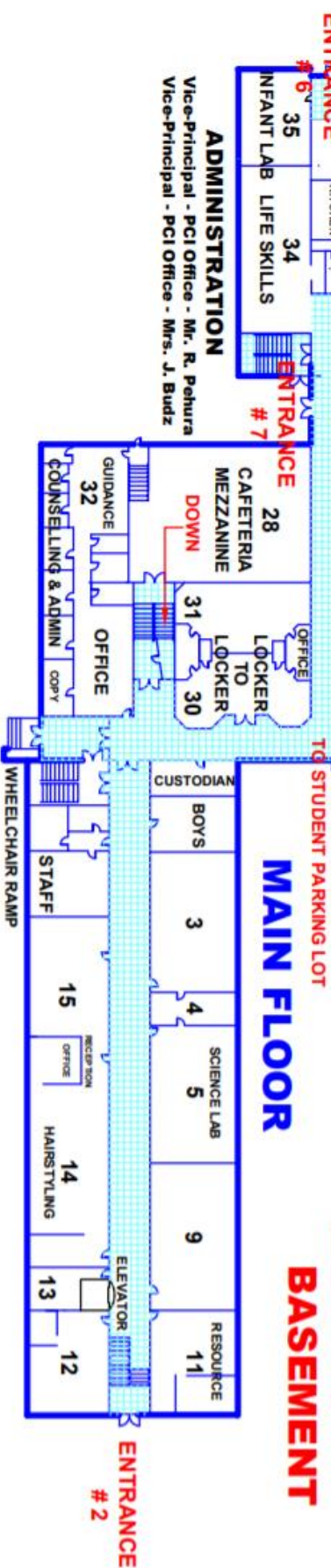
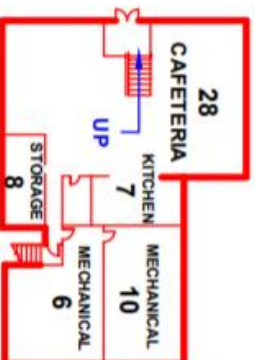
SECOND FLOOR

PORTAGE COLLEGIATE (PCI) BUILDING



MAIN FLOOR

BASEMENT



FRONT ENTRANCE #1

ENTRANCE #2

Entrance, Recess, Dismissal Procedures

Entrance	Designated entrance as identified above.
Lunch	Designated exit as identified above.
Exit End of the Day	Designated exit as identified above.
Extreme Weather	Designated exit as identified as above
Break Times	Break time will be determined by the homeroom teacher and will be in the cohort classroom. This will provide schedule times for students to use the washrooms and interaction time with the students in their cohort.

Lunch Recess	<ul style="list-style-type: none">• Gr. 9 & 10 students will eat in their classroom/pod or may leave the campus.• Gr. 11 & 12 students will eat in the PCS MPR or Library or the PCI Bldg. Canteen (with social distancing) or may leave the campus.• Students can pre-order meals from the PCI Bldg. Canteen.• Students are not allowed to congregate in the hallways.
	<ul style="list-style-type: none">• See map for cohort areas

Movement Procedures

Hallway movement	<ul style="list-style-type: none">• Gr. 9 and 10 students will stay in their own classroom except for Phys. Ed., and their options. Teachers will move to the homeroom of the grade they are teaching. Students will not be moving.• Arrows will be used to guide traffic in the hallways for both staff and students.• Staff will be visible in the hallways during transition times and will model movement during their transitions.
Physical Education	<ul style="list-style-type: none">• Physical Education will be taught in only Gr. 9 by Shauna Cochrane and Maureen Shwaluk. Gr. 10, 11 and 12 Physical Education will be done remotely and monitored by James Reynolds, Shauna Cochrane, Derek Casper, Blaine Boyle and Maureen Shwaluk .
Band	<ul style="list-style-type: none">• Gr. 9 to 12 Band will be offered before school in the West Gym.
Library	<ul style="list-style-type: none">• Supervised by library assistants.• Students will enter and exit through the main entrance.• Students will use hand sanitizer upon entry and exit.• Library periods will be scheduled so there is adequate time in between for cleaning.
Staff Movement	<ul style="list-style-type: none">• Staff movement – Staff will have limited movement throughout the entire school and may interact with different cohorts.• As staff change locations, they will make sure to wash hands and sanitize regularly.

Communication

Communication with Students	<p>Students will be updated through: email, announcements, their teachers and social media.</p> <ul style="list-style-type: none">• Teachers will model transitions, expectations, and social distancing procedures during the first days of school.• Teachers will take students to their designated areas and have them practice. This will become part of the regular school reminders.• Information will be given through daily announcements.• Information/Graphics will be posted throughout the school.
Communication with Staff	<p>Teachers will be updated through:</p> <ul style="list-style-type: none">• Email• Staff meetings• Walk-throughs• Daily Announcements• Google/Team Meetings
Parent/School Community	<ul style="list-style-type: none">• Email• Newsletter• Phone Call• Twitter @PCIVPMcKenzie• School Website www.plpsd.mb.ca/pci• School sign• Portage la Prairie School Division website http://www.plpsd.mb.ca, Facebook and Twitter @PortageSD

Health and Sanitation Procedures

Location	Procedure
Main Entrance	<ul style="list-style-type: none">• All individuals entering the school will complete a self-screening.• Hand sanitizing station will be located at the main entrance of the school.
Cohort Entrance	<ul style="list-style-type: none">• All students will have their hands sanitized by staff as they enter and exit the cohort area.
Classrooms	<ul style="list-style-type: none">• Each classroom will have hand sanitizer and disinfectant.• Regular handwashing reminders will be given.• Classrooms and surfaces will be disinfected with a hydrostatic cleaner each evening, with deep cleaning.• Sharing of equipment should be limited.
Lockers	<ul style="list-style-type: none">• Only Gr. 9 students are assigned lockers (using every 3rd locker). Vocational students will be assigned lockers as well.• When accessing lockers, students must either be 2m physical distanced or 1m for cohort groupings .
Washrooms	<ul style="list-style-type: none">• Increased cleaning protocols for student and staff washrooms will occur.• Staff will monitor students as they enter and exit the washroom, limiting the number of students that are in the facility at one time.• Handwashing posters have been placed in all washrooms advising users to practice proper hand hygiene.
Water Fountains and Filling Stations	<ul style="list-style-type: none">• The water fountains will be closed, and students will be encouraged to bring a drink or a water bottle for the bottle filling station.• No sharing of water bottles will be allowed.
Device Carts	<ul style="list-style-type: none">• Carts will be assigned to each of the larger cohort areas.• Students will use hand sanitizer before using a device.

Masks	<ul style="list-style-type: none"> • Students (Grade 4 and up), teachers, staff, visitors and volunteers are required to wear non-medical masks in areas where physical distancing of two metres is not possible. This includes hallways and when riding the bus to school, and it may include classroom settings. Students under Grade 4 can also use non-medical masks. • Those wearing masks should be reminded, in age-appropriate language, not to touch their mask and to comply with other personal preventive practices, such as frequent hand hygiene and physical distancing as much as possible. • All school bus passengers in Grade 4 and older, and the driver, are required to wear a non-medical mask. These should be put on before loading and taken off after offloading if removal is appropriate for the setting. • Students are advised to purchase non-medical masks as part of their school supplies, however, masks will be provided to students and staff who need them. • Non-medical masks should not be worn by anyone who: <ul style="list-style-type: none"> ○ is unable to remove the mask without assistance (e.g., due to age, ability or developmental status). ○ has breathing difficulties. ○ is under two years of age. • When a non-medical mask is used, your hands should be cleaned before and after putting it on and taking it off. Follow the recommendations listed above for the use of non-medical masks, including for their removal. • <u>Removed masks are considered contaminated and should be placed in a container or bag for appropriate cleaning and disinfection at a later time. Non-medical masks should be laundered daily.</u> • To put on a mask safely: <ul style="list-style-type: none"> ○ Perform hand hygiene by handwashing with soap and water, or use an alcohol-based hand sanitizer. ○ Place the mask on your face carefully so it covers your mouth and nose, handling it with the strings or elastic ear loops as much as possible, and mold the nose bridge to ensure it does not move while it is on. ○ Avoid touching the mask once you have put it on. If the mask needs to be adjusted, hands should be cleaned before and after adjusting the mask. ○ Never pull the mask down below the nose, mouth, or chin. ○ Never dangle the mask from one ear or both ears. ○ To remove the mask safely, remove it from behind using the strings or elastic ear loops. ○ Do not touch the front of the mask. ○ Perform hand hygiene by handwashing with soap and water or using alcohol-based hand sanitizer.
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