

## Secondary School

### Site Specific Plan and Routines for Parents\*

School Name: James Street System Alt Ed

Topic	School Information, Routines and Expectations
Student Registration	Students new to the program will be contacted by Rachael Proulx (Site Lead) to set up an intake and registration meeting.
School Bell Times and Rotational Model	Students will begin at 10:00 a.m. start time and 2:15 p.m. dismissal. Students will work on three classes. Teachers will rotate to provide subject specific support.
Masks/Face Coverings	All students must wear a non-medical mask or face covering on school busses and in the school. Contact Rachael Proulx ( <a href="mailto:rproulx@hwdsb.on.ca">rproulx@hwdsb.on.ca</a> ) if you have any concerns about your student wearing a mask/face covering.
Bus loading and unloading	Non-Applicable
School Parking Lot	Non-Applicable
Entry and Exit Doors for Students	Students will enter through the main door located at 100 James St South. Dismissals will be staggered to avoid contact between cohorts.
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact Rachael Proulx ( <a href="mailto:rproulx@hwdsb.on.ca">rproulx@hwdsb.on.ca</a> ) before coming to the school to speak with a staff member.
Parent Communication with School	<p>Continue to communicate with teachers phone (905) 527-2129 and email.</p> <p>Rachael Proulx – Site Lead (<a href="mailto:rproulx@hwdsb.on.ca">rproulx@hwdsb.on.ca</a>)</p> <p>Suzanne Root – James Street and Coop Teacher (<a href="mailto:sroot@hwdsb.on.ca">sroot@hwdsb.on.ca</a>)</p> <p>Steve Kennedy – James Street Teacher (<a href="mailto:sbkennedy@hwdsb.on.ca">sbkennedy@hwdsb.on.ca</a>)</p> <p>Ruby Kumar – James Street Social Worker (<a href="mailto:rkumar@hwdsb.on.ca">rkumar@hwdsb.on.ca</a>)</p>

	<p>Jessica Marshall – Learning Resource Teacher (<a href="mailto:jmarshall@hwdsb.on.ca">jmarshall@hwdsb.on.ca</a>)</p> <p>Mark Harris – Vice Principal (<a href="mailto:mharris@hwdsb.on.ca">mharris@hwdsb.on.ca</a>) (905) 521-2505 ext 3630</p>
Elevator Use	Not applicable
Ill or Injured Students	Ill or injured students will wait in a separate supervised location. We will contact parents immediately to come to the school for pick up. Students must be picked up. They cannot be sent home on public transportation.
Student Lockers	Students are encouraged to bring only the materials and personal belongings they need. There are no lockers available for student use.
Student Cohort Communication	Students are split into 2 cohorts and will remain with their cohort for the entire school day. Students in both cohorts will attend every day.
Staggered Entry in September	There is no staggered start for James Street. Students start on Thursday, September 10 <sup>th</sup> .
Device Deployment	Students who were issued a Board iPad or laptop in the spring are asked to bring it with them to James Street.
Student Lunch Routines	Students are encouraged to bring their own lunch to start the semester. Please note that students will not have access to kitchen facilities.
Study Hall	Not applicable
Washroom Use	Students will use washrooms assigned to their program.
Access to Student Services	Not applicable.
Clubs and Extracurriculars	Not applicable.

\*parents, guardians, caregivers