

Secondary School

Site Specific Plan and Routines for Parents*

School Name: ANCASTER HIGH SCHOOL

Topic	School Information, Routines and Expectations
Student Registration	All student registration will be virtual. Parent/guardians or 18+ students may contact the main office at 905-648-4468 or email ancasterhigh@hwdsb.on.ca
Masks/Face Coverings	All students must wear a non-medical mask or face covering on school busses and in the school. Contact <i>[insert contact info]</i> if you have any concerns about your student wearing a mask/face covering.
Bus loading and unloading	School busses will unload at: West Wing Doors School busses will load at: Outside West Wing Doors
School Parking Lot	We need to limit the number of cars navigating the East parking lot. A new "Kiss & Ride" model will be in place. Cars will enter the parking lot via the East Wing Entrance, veer to the right and stop briefly to drop students off on the grass. Cars will then continue onward to leave the parking lot via the West Wing Exit.
Entry and Exit Doors for Students	Each room will have a designated entry/exit door.
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office before coming to the school to speak with a staff member.
Parent Communication with School	Continue to communicate with teachers and the principal through phone and email. Contact the school at 905-648-4468 to speak with a teacher, guidance counsellor, principal or vice principal.
Elevator Use	Elevator use will be restricted to essential use. Contact the main office 905-648-4468 or email ancasterhigh@hwdsb.on.ca to request access for your student.
Ill or Injured Students	Ill or injured students will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up.

Student Lockers	Students won't use lockers until further notice. Bring only the materials and personal belongings you need.
Student Cohort Communication	Students and families can find their assigned cohort on the Parent Portal at the beginning of each rotation.
Staggered Entry in September	September 10 and 11 th - individualized visits for students needing transition support. Staff will contact families to arrange times. <u>In person classes:</u> September 14 – Grade 9 and 10 cohort A September 15 - Grade 9 and 10 cohort B September 16 – All students Cohort A September 17 – All students Cohort B <u>Remote learning:</u> September 14 – Begins for all students
Device Deployment	Students requiring a device must see Mr. Bower or Ms. Bentham in the Library Learning Commons.
Student Lunch Routines	Students may bring a bag lunch and stay for lunch in their morning location OR Students may leave the school property to have lunch offsite for the full 80 minutes, then return for their assigned place in the afternoon Study Hall. Cafeteria services and access to microwaves will be suspended at this time
Study Hall	Indicate in the Parent Portal your choice for the afternoon remote learning classes. Students who stay will be assigned to one location and seat for the afternoon.
Washroom Use	Students will use washrooms closest to their assigned location. Exceptions may be made by school staff.
Access to Student Services	Parent/guardians - Contact Mrs. Deroches in Guidance to speak with a guidance counsellor. Students may make in person appointments with guidance
Clubs and Extracurriculars	All clubs, extracurricular activities and athletics are suspended for September and until further notice.

*parents, guardians, caregivers