

## Secondary School

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

School Name: **NORA FRANCES HENDERSON**

| 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 <b>905-389-2234</b> or <b>henderson@hwdsb.on.ca</b>   |          |                    |                   |                |  |          |            |          |                    |                   |                |   |          |        |    |          |               |   |         |        |    |          |               |   |         |        |    |          |               |   |         |         |    |          |               |
| School Bell Times and Rotational Model | <p><b>8:45-11:15</b> 145 mins, 5 mins independent study</p> <p><b>11:15-12:35</b> 80 min lunch/travel time/independent time</p> <p><b>12:35-1:25</b> 40 mins/ 10 min independent study</p> <p><b>1:25 - 2:15</b> 40 mins/ 10 min independent study</p> <p><b>2:15- 3:00</b> 40 mins/ 5 min independent study</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th>Rotation</th> <th>Start Date</th> <th>End Date</th> <th>Instructional Days</th> <th>In-person courses</th> <th>Remote courses</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sept. 14</td> <td>Oct. 9</td> <td>20</td> <td>Period 1</td> <td>Periods 2,3,4</td> </tr> <tr> <td>2</td> <td>Oct. 13</td> <td>Nov.10</td> <td>21</td> <td>Period 2</td> <td>Periods 3,4,1</td> </tr> <tr> <td>3</td> <td>Nov. 11</td> <td>Dec.10</td> <td>21</td> <td>Period 3</td> <td>Periods 4,1,2</td> </tr> <tr> <td>4</td> <td>Dec. 11</td> <td>Jan. 22</td> <td>21</td> <td>Period 4</td> <td>Periods 1,2,3</td> </tr> </tbody> </table> <p><b>*Please Note:</b> Sept. 14 and 15 are FULL REMOTE learning days for grades 11 and 12 both cohorts</p> |          |                    |                   |                |  | Rotation | Start Date | End Date | Instructional Days | In-person courses | Remote courses | 1 | Sept. 14 | Oct. 9 | 20 | Period 1 | Periods 2,3,4 | 2 | Oct. 13 | Nov.10 | 21 | Period 2 | Periods 3,4,1 | 3 | Nov. 11 | Dec.10 | 21 | Period 3 | Periods 4,1,2 | 4 | Dec. 11 | Jan. 22 | 21 | Period 4 | Periods 1,2,3 |
| Rotation                               | Start Date  | End Date | Instructional Days | In-person courses | Remote courses |  |          |            |          |                    |                   |                |   |          |        |    |          |               |   |         |        |    |          |               |   |         |        |    |          |               |   |         |         |    |          |               |
| 1                                      | Sept. 14  | Oct. 9   | 20                 | Period 1          | Periods 2,3,4  |  |          |            |          |                    |                   |                |   |          |        |    |          |               |   |         |        |    |          |               |   |         |        |    |          |               |   |         |         |    |          |               |
| 2                                      | Oct. 13   | Nov.10   | 21                 | Period 2          | Periods 3,4,1  |  |          |            |          |                    |                   |                |   |          |        |    |          |               |   |         |        |    |          |               |   |         |        |    |          |               |   |         |         |    |          |               |
| 3                                      | Nov. 11   | Dec.10   | 21                 | Period 3          | Periods 4,1,2  |  |          |            |          |                    |                   |                |   |          |        |    |          |               |   |         |        |    |          |               |   |         |        |    |          |               |   |         |         |    |          |               |
| 4                                      | Dec. 11   | Jan. 22  | 21                 | Period 4          | Periods 1,2,3  |  |          |            |          |                    |                   |                |   |          |        |    |          |               |   |         |        |    |          |               |   |         |        |    |          |               |   |         |         |    |          |               |

| Masks/Face Coverings              | All students must wear a non-medical mask or face covering on school busses and in the school. Contact <b><i>Henderson at 905-389-2234</i></b> and speak with an Administrator if you have any concerns about your student wearing a mask/face covering.   |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
|-----------------------------------|--|----------------------|--|----------------|--------------------------------|----------------|-------------------------------------|----------------|------------------------------------|----------------|---|----------------|----------------------------|----------------|---------------------------------|----------------|-------------------------------|
| Bus loading and unloading         | <p>School buses will unload at: <b>Front of the school, Special Class busses will unload at the back of the school. Bus times will be staggered, students will need to physically distance.</b></p> <p>School buses will load at: <b>Front of the school, Special Class busses will unload at the back of the school. . Bus times will be staggered, students will need to physically distance</b></p> <ul style="list-style-type: none"> <li>• <i>Masks are encouraged outside at bus times when physical distance can't occur.</i></li> </ul>  |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| School Parking Lot                | <p>If a parent/guardian arrives to pick up their child, they must call the school to confirm their pick-up and wait outside the main front doors while maintaining physical distancing.</p> <ul style="list-style-type: none"> <li>• Appropriate “physical distancing signage” will be provided to all schools.</li> <li>• Office staff will then notify the classroom teacher that the parent/guardian has arrived. The student will meet their parent/guardian outside.</li> <li>• If a parent/guardian provides permission for a student to be dismissed on their own, the student will leave their class and leave the school through the main front doors. Teachers will notify office staff once the student has been dismissed from their classroom.</li> <li>• Office staff will make the required attendance changes</li> </ul> <p><b>*Staff and students park in approved designated areas at the back of the school.</b></p> <p><b>* Any drivers must remain in their cars when dropping off or picking up students</b></p>   |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| Entry and Exit Doors for Students | <p><i>Students will be entering and exiting at different locations in the school. This is determined by the location of their class. This will be confirmed in their welcome email.</i></p> <table border="1" data-bbox="505 1262 1052 1843"> <thead> <tr> <th data-bbox="505 1262 751 1335">Entry and Exit Doors</th> <th data-bbox="751 1262 1052 1335"></th> </tr> </thead> <tbody> <tr> <td data-bbox="505 1335 751 1398"><b>Entry A</b></td> <td data-bbox="751 1335 1052 1398"><b>Main Doors at the front</b></td> </tr> <tr> <td data-bbox="505 1398 751 1478"><b>Entry B</b></td> <td data-bbox="751 1398 1052 1478"><b>Ramp to the Back Parking Lot</b></td> </tr> <tr> <td data-bbox="505 1478 751 1558"><b>Entry C</b></td> <td data-bbox="751 1478 1052 1558"><b>Tech Doors facing Palmer rd</b></td> </tr> <tr> <td data-bbox="505 1558 751 1629"><b>Entry D</b></td> <td data-bbox="751 1558 1052 1629"><b>Tech Doors leading to Back Parking lot</b></td> </tr> <tr> <td data-bbox="505 1629 751 1696"><b>Entry E</b></td> <td data-bbox="751 1629 1052 1696"><b>Doors by Music Room</b></td> </tr> <tr> <td data-bbox="505 1696 751 1759"><b>Entry F</b></td> <td data-bbox="751 1696 1052 1759"><b>Exit Door outside the LC</b></td> </tr> <tr> <td data-bbox="505 1759 751 1843"><b>Entry G</b></td> <td data-bbox="751 1759 1052 1843"><b>Exit Door between Gyms</b></td> </tr> </tbody> </table> | Entry and Exit Doors |  | <b>Entry A</b> | <b>Main Doors at the front</b> | <b>Entry B</b> | <b>Ramp to the Back Parking Lot</b> | <b>Entry C</b> | <b>Tech Doors facing Palmer rd</b> | <b>Entry D</b> | <b>Tech Doors leading to Back Parking lot</b> | <b>Entry E</b> | <b>Doors by Music Room</b> | <b>Entry F</b> | <b>Exit Door outside the LC</b> | <b>Entry G</b> | <b>Exit Door between Gyms</b> |
| Entry and Exit Doors              |  |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry A</b>                    | <b>Main Doors at the front</b>   |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry B</b>                    | <b>Ramp to the Back Parking Lot</b>  |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry C</b>                    | <b>Tech Doors facing Palmer rd</b>   |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry D</b>                    | <b>Tech Doors leading to Back Parking lot</b>  |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry E</b>                    | <b>Doors by Music Room</b>   |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry F</b>                    | <b>Exit Door outside the LC</b>  |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |
| <b>Entry G</b>                    | <b>Exit Door between Gyms</b>  |                      |  |                |                                |                |                                     |                |                                    |                |   |                |                            |                |                                 |                |                               |

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| 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. <b>Please call before entering or attending the school at 905-389-2234</b>   |
| Parent Communication with School | Continue to communicate with teachers and the principal through phone and email. Contact the school at <b>905-389-2234</b> or at <b><i>henderson@hwdsb.on.ca</i></b> to speak with a teacher, principal or vice principal.<br><br><b><i>Please check the school website and Parent Portal for regular updates.</i></b>   |
| Elevator Use                     | Elevator use will be restricted to essential use. Contact the main office <b>905-389-2234</b> or at <b><i>henderson@hwdsb.on.ca</i></b> 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.<br><br><b><i>Please contact the school at 905-389-2234 or at henderson@hwdsb.on.ca</i></b><br><br><b><i>You will be required to sanitize your hands, wear a mask and sign in at the school office.</i></b>  |
| 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 <sup>th</sup> and 11 <sup>th</sup> - individualized visits for students needing transition support. Staff will contact families to arrange times. If you have any questions<br><br><u>In person classes:</u><br><br>September 14 – Grade 9 and 10 cohort A<br>September 15 - Grade 9 and 10 cohort B<br>September 16 – All students Cohort A<br>September 17 – All students Cohort B<br><br><u>Remote learning:</u><br><br>September 14 – Begins for all students |
| Device Deployment                | All newly registered students will be contacted individually by the school in the week of Sept. 8, and arrangements will be made to provide you with your iPad.<br><br>For Grade 9 students, when you arrive at school for your first day of in-person classes on either Sept 14 or Sept 15, you will receive your iPad, and be oriented on how it will be a   |

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|                            | <p>dynamic tool to support your learning this year, both when you are in the classroom, and when you are at home.</p> <p>Any other students who might still need an iPad are encouraged to leave a message at <a href="mailto:henderson@hwdsb.on.ca">henderson@hwdsb.on.ca</a> or 905-389-2234 OR even more directly, please let your Period 1 teacher know when they reach out to you next week.</p>  |
| Student Lunch Routines     | <p>Students may bring a bag lunch and stay for lunch in their morning location OR</p> <p>Students may leave the school property to have lunch offsite for the full 80 minutes, then return for the afternoon Study Hall. <b>(this could include returning to their morning classroom)</b></p> <p>Cafeteria services and access to microwaves will be suspended at this time.</p>   |
| Study Hall                 | <p>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. <b>(this could include returning to their morning classroom)</b></p>  |
| Washroom Use               | <p>Students will use washrooms <b>closest</b> to their assigned location. Exceptions may be made by school staff. <b>There will only be 2 persons permitted to use the washroom. If you enter a washroom that has 2 persons, you must wait outside until one leaves.</b></p>   |
| Access to Student Services | <p>Parent/guardians - Contact <b>905-389-2234</b> to speak with a guidance counselor.</p> <p>Students may make in person appointments with guidance. To book a guidance appointment please go to <b>THE HUB</b>. Click on waffle/course drop down menu and click on the <b>Nora Henderson Guidance (1920) course</b>. Once there click on the <b>"Book Appointment" link</b> on the Homepage. <b>You MUST use your HWDSB email address in the "Email" box.</b></p> <p>If you have any issues booking an appointment, please let your teacher know.</p> |
| Clubs and Extracurricular  | <p>All clubs, extracurricular activities and athletics are suspended for September and until further notice.</p>   |

\*parents, guardians, caregivers