

## Secondary School

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

School Name: MacNab Secondary

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 905 383-3337 or email <a href="mailto:sirallanmacnab@hwdsb.on.ca">sirallanmacnab@hwdsb.on.ca</a>
School Bell Times and Rotational Model	8:25am – 10:55 – Block 1 10:55 am – 12:15 - Dismissal/Independent Study/Travel/Lunch 12:15 pm – 12:55 – Block 2 12:55 pm – 1:00 - Independent Study 1:00 pm – 1:40 – Block 3 1:40pm – 1:45 - Independent Study 1:45 pm – 2:25 – Block 4  2:25 pm – 2:30 - Independent Study
Masks/Face Coverings	All students must wear a non-medical mask or face covering on school busses and in the school. Contact Greg Clark ( <a href="mailto:gclark@hwdsb.on.ca">gclark@hwdsb.on.ca</a> ) if you have any concerns about your student wearing a mask/face covering.
Bus loading and unloading	School buses will load/ unload in the parking lot off Wendover Street
School Parking Lot	Off Wendover and Magnolia Streets
Entry and Exit Doors for Students	Student will enter/exit the building from a variety of locations. Please contact your classroom teacher for detail regarding your location.
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 905 383-3337 or email <a href="mailto:sirallanmacnab@hwdsb.on.ca">sirallanmacnab@hwdsb.on.ca</a> to speak with a teacher, principal or vice principal.
Elevator Use	Elevator use will be restricted to essential use. Contact the main office 905 383-3337 or email <a href="mailto:sirallanmacnab@hwdsb.on.ca">sirallanmacnab@hwdsb.on.ca</a> 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 - 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	This will occur on September 14th and 15th
Student Lunch Routines	<b>Students who have identified that they wish to stay for afternoon Remote Learning</b> may bring a bag lunch and stay for lunch in their morning location OR <b>Students who have identified that they wish to stay for afternoon Remote Learning</b> may leave the school property to have lunch offsite for the full 80 minutes, then return for the afternoon Study Hall. Cafeteria services and access to microwaves will be <b>suspended</b> 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 be assigned a washroom near their assigned location. Exceptions may be made by school staff.
Access to Student Services	Parent/guardians – Contact 905 383 3337 to speak with a guidance counsellor. Appointments with Guidance will be conducted through MS Teams
Clubs and Extracurriculars	All clubs, extracurricular activities and athletics are <b>suspended</b> for September and until further notice.

\*parents, guardians, caregivers