

## Secondary School

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

School Name: **ORCHARD PARK SECONDARY SCHOOL**

Topic	School Information, Routines and Expectations
Student Registration	All student registration will be virtual. Parent/guardians or 18+ students may contact Student Services at <b>905-662-3838 x3704</b> or email <a href="mailto:jharris@hwdsb.on.ca">jharris@hwdsb.on.ca</a>
School Bell Times and Rotational Model	<b>8:00am – 2:08pm</b> Please see the posted Rotational model calendar and rotation dates on our school website
Masks/Face Coverings	All students must wear a non-medical mask or face covering on school busses and in the school. Contact the appropriate VP if you have any concerns about your student wearing a mask/face covering. Mr. Hopman works with students with the last name A-L. Ms. Schaap works with students with the last name M-Z. Please call the main office to speak with the VPs.
Bus loading and unloading	School buses will unload at the north parking lot between the school and the football field. School buses will load at the north parking lot between the school and the football field.
School Parking Lot	Student parking is available in the north parking lot. There are visitor parking spots near the front doors of the school for parents/guardians (although access to the school by visitors is significantly reduced during this time).
Entry and Exit Doors for Students	Students have been assigned an entry/exit door based on the location of their face-to-face class. Period 1 teachers will email students their assigned entry door and a map based on the location of their period 1 face-to-face class.
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 administration through phone and email. Contact the school at <b>905-662-3838</b> to speak with a teacher, principal or vice principal. You can also email teachers using the email list on our school website, or send general inquiries using the "Contact" button on our school website.
Elevator Use	Elevator use will be restricted to essential use. Contact the main office <b>905-662-3838</b> and speak to a VP 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 for the day.
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 8 and 9 <sup>th</sup> – No classes for students. Staff/student timetable adjustments <u>In person classes:</u> September 10 & 11 – individualized visits for students needing transition support. Staff will contact families to arrange times. Peter Sheahan ( <a href="mailto:psheahan@hwdsb.on.ca">psheahan@hwdsb.on.ca</a> ) can be contacted for support. September 14 – Grade 9 and 10 cohort A September 15 – Grade 9 and 10 cohort B September 15 – All students cohort A September 16 – All students cohort B <u>Remote learning:</u> September 10 – Begins for all students
Device Deployment	Devices for grade 9s will be deployed as quickly as possible by the staff of the learning commons. It is important for grade 9s to bring in their iPad permission form to receive an iPad. Students in grades 10-12 should have an iPad. Please email Julie Boudreau at <a href="mailto:jboudrea@hwdsb.on.ca">jboudrea@hwdsb.on.ca</a> if you have questions about iPads.
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 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. Locations for Study Hall will be determined after numbers are determined.
Washroom Use	Students will use the washrooms closest to their face-to-face class (where they are spending their mornings). Exceptions may be made by school staff.
Access to Student Services	Guidance appointments will be virtual, or on the phone, at this point in time. Parent/guardians - Contact <b>905-662-3838 x3704</b> to speak with a guidance counsellor. You can also email your guidance counsellor to set up an appointment. Visit the "Student Services" tab on our school website for contact information.
Clubs and Extracurriculars	All clubs, extracurricular activities and athletics are suspended for September and until further notice.

\*parents, guardians, caregivers