

Secondary School

Site Specific Plan and Routines for Parents*

School Name: **Orchard Park**

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at (905)662-3838 extension 3704.
<u>Screening</u>	Parents (with students under 18) must support students in screening for COVID symptoms prior to coming to school each day. An attestation document must be completed by parents annually for students under 18, and by students over 18. Students will have access to the screening tool on their iPad (or cell phone is they have one) and will be required to show proof of screening to their period one teacher daily.
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office at (905)662-3838 before coming to the school to speak with a staff member.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at (905)662-3838 to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload at: north parking lot (between the school building and the athletic field) School buses will load at: north parking lot (between the school building and the athletic field) A seating plan will be created for students on each bus. Students must sit in the same seat every day.
School Parking Lot	The north parking lot will be available for student parking. Parents driving their children to school are to drop off/pick up in the north parking lot. Please do not use the main doors for drop off/pick up.
Entry and Exit for Students	Students have been assigned specific entrances based on the location of their 1 st period classroom to enter and exit the school. No students will be entering or exiting from the front doors of the school. When students enter the school, they are to proceed directly to their designated class location. Students/parents must physically distance (2m) from other families/staff while on school property. Adults and students must wear face coverings while on school property.

	<p>Upon dismissal, students must leave school property or proceed to their after-school activity. We must avoid congregating in halls or on school property.</p>
Movement Around the School	<p>Students will remain with their class cohorts. Students remain in their classrooms during the 150 minutes of instruction. There is one morning class (150 mins.) and one afternoon class (150 mins.) Support teachers such as LRTs will travel to classes, where possible, to provide support. Student service appointments will be made by calling (905-662-3838 extension 3704) or emailing the Student Services department and will be held virtually where possible. Students are also welcome to email their guidance counsellor. When moving about the school, students/classes will walk on the right side of the hallway, maintaining physical distancing.</p>
Student Belongings	<p>Student will not be assigned lockers and are asked to limit what they are bringing to school. Students will keep work materials at their desks.</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms. Each student is assigned a work-space area that ensures distancing from others. All desks are forward facing. All required work materials are located at student's workspace. Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
PE, Music, Learning Commons	<p>Health & Physical Education (HPE): Where possible, HPE will take place outdoors. Classes may be held in the gym with cleaning/sanitizing of high touchpoints throughout the day. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes.</p> <p>Music: Instruments are permitted indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p>Learning Commons (LC): Learning Commons may be scheduled for one class at a time. Students with a spare or eLearning class are encouraged to work from home or an alternate location. If that is not possible, a spot in the LC may be found for them.</p>
Lunch Break	<p>Lunch will be from 10:30 to 11:38am. Students may stay and eat in their period 1 classrooms at their work space area. No sharing of food or beverages. There is no cafeteria service at this time. Students can leave the school for lunch. Students who leave at lunch will be required to stay out of the school for the duration of the lunch period.</p>

Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>There are markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one is marked off to ensure distance.</p> <p>Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students may use Hydration Stations to fill labelled water bottle.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).</p> <p>No outside program providers will come into schools at this time.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <p>Food sales have been suspended at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location.</p> <p>The school office will contact parents immediately to come to the school to pick up the ill or injured student.</p>
Mask Rules	<p>All students must wear a mask or face covering on school buses and in the school. Contact a vice-principal if you have any concerns about your student wearing a mask/face covering.</p> <p>Masks will be provided to students who forget to bring one.</p>
Ventilation	<p>Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>

*parents, guardians, caregivers