



School Reopening

Secondary School

Site Specific Plan and Routines for Parents*

School Name: Saltfleet District Secondary School

Topic	School Information, Routines and Expectations												
Student Registration	<p>All student registrations will be virtual. Parent/guardians or 18+ students may contact the main office at (905) 573-3000 or email Saltfleet@hwdsb.on.ca</p> <p>Parents must complete the one-time Attestation Form for each student attending in-person, before they enter their school. The form declares they understand the Student Screening Checklist and the expectations if symptoms are present.</p>												
School Bell Times and Rotational Model	<p>Students in each cohort will attend school on alternating days using the schedule outlined below.</p> <table border="1" data-bbox="548 846 1785 950"> <thead> <tr> <th data-bbox="548 846 730 898">Monday:</th> <th data-bbox="730 846 913 898">Tuesday:</th> <th data-bbox="913 846 1096 898">Wednesday:</th> <th data-bbox="1096 846 1278 898">Thursday:</th> <th data-bbox="1278 846 1541 898">Friday Week 1:</th> <th data-bbox="1541 846 1785 898">Friday Week 2:</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 898 730 950">Cohort A</td> <td data-bbox="730 898 913 950">Cohort B</td> <td data-bbox="913 898 1096 950">Cohort A</td> <td data-bbox="1096 898 1278 950">Cohort B</td> <td data-bbox="1278 898 1541 950">Cohort B</td> <td data-bbox="1541 898 1785 950">Cohort A</td> </tr> </tbody> </table> <p>NOTE: Students that opt out of in-school instruction will continue in the Rotational Model but will know that they will not get direct teaching for the course during the in-school instructional time, however, they will continue to learn remotely. These students also have the option to enroll in an e-learning course.</p> <p>BELL TIMES AT SALT FLEET: FACE 2 FACE: 8:05 - 10:40 (145mins w/ 10 min 'break'/indep learning) LUNCH/TRAVEL: 10:40 - 12:00 (80 mins) Block 2: 12:00 - 12:40 (40 mins) 10 min indep study Block 3: 12:50 - 1:30 (40 mins) 10 min indep study Block 4: 1:40 - 2:20 (40 mins)</p>	Monday:	Tuesday:	Wednesday:	Thursday:	Friday Week 1:	Friday Week 2:	Cohort A	Cohort B	Cohort A	Cohort B	Cohort B	Cohort A
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10 min indep study + 5 min travel time to get to the bus
End of Day 2:35

ROTATION SCHEDULE

Rotation	Start Date	End Date	Instructional Days	In-Person Course	Remote Learning Courses
1	Sept 14	Oct 9	20	Period 1	Periods 2, 3/4, 5
2	Oct 13	Nov 10	21	Period 2	Periods 3/4, 5, 1
3	Nov 11	Dec 10	21	Periods 3/4	Periods 5, 1, 2
4	Dec 11	Jan 22	21	Period 5	Periods 1, 2, 3/4

*There will be a staggered start – please see **Staggered Entry in September** below

Masks/Face Coverings

All students must wear a non-medical mask or face covering on school busses and in the school.
Student Mask Attestation Exception Form: This form in the Parent Portal, which will be available on Thursday, September 3, is for students who have underlying medical, developmental, sensory or mental health reasons which inhibits their ability to wear a non-medical mask. Exceptions are also for children unable to remove the mask without assistance or anyone who has trouble breathing in the manner.

Bus loading and unloading

School buses will unload at same locations as before.
 School buses will load at same locations as before.
 Seating Plans for each bus will be created by the Saltfleet Administration.
 Students must sit in their designated seats according to the seating plan.
 ALL students are required to wear masks while on the school bus.
 Students sit one to a seat unless they belong to the same family. Maximum 2 to a seat.
 Where possible, the seat directly behind the school bus driver should remain empty to maintain physical distancing.
 Windows should be opened when feasible to increase ventilation.
 Transportation will give parents the opportunity to opt-in/opt-out of using transportation.
 Students must maintain physical distancing when loading and unloading onto/off of the bus.
 Students should immediately make their way to their designated entrance doors.
 Students to sanitize hands upon entry.

School Parking Lot

Pick up/drop off – Please **DO NOT** pick up or dropped off students in the Parking Lots.
 Students being dropped off/picked up should be done so at the front of the school or off school property. Please follow the signs.
 Any drivers must remain in their cars when dropping off or picking up students.
 We encourage student drop off and pick up away from school property: “Walk a block” initiative.

	<p>Students are reminded to park in the Student Parking Lot ONLY, not the Staff Parking Lot or the Visitors' Parking Area. Student Parking – is a privilege, not a right. Parking passes must be displayed. Failure to follow the parking contract WILL result in loss of parking pass, tickets and possibly being towed. More information to come regarding student parking passes.</p>																											
<p>Entry and Exit Doors for Students</p>	<p>Entry/Exit doors have been determined by Room Location/Cohort of the morning block (please see chart below). Staff and students will ensure they maintain physical distance (2 metres) from others when entering and exiting the building. Signage will be provided. Students will go directly to class and sanitize hands. Lockers will not be used until further notice. All students must exit the building using the same door they entered.</p> <p>Saltfleet Entrances and Bathrooms by Classroom</p> <table border="1" data-bbox="541 656 1780 1401"> <thead> <tr> <th data-bbox="541 656 957 699">Rooms</th> <th data-bbox="957 656 1369 699">Entrance/Exit</th> <th data-bbox="1369 656 1780 699">Bathroom</th> </tr> </thead> <tbody> <tr> <td data-bbox="541 699 957 776">1036, 1038, 1039, 1006, 1007, 1008</td> <td data-bbox="957 699 1369 776">Atrium (main entrance)</td> <td data-bbox="1369 699 1780 776">1st Floor Tech Hall Washroom (Across from 1018)</td> </tr> <tr> <td data-bbox="541 776 957 886">1012, 1014, 1017, 1019, 1020, 1018</td> <td data-bbox="957 776 1369 886">Stairwell 2/Stair A (Family Studies Door in the southeast corner of school)</td> <td data-bbox="1369 776 1780 886">1st Floor Tech Hall Washroom (Across from 1018)</td> </tr> <tr> <td data-bbox="541 886 957 963">1044, 1045, 1046, 1047</td> <td data-bbox="957 886 1369 963">Stair F (Gym Doors beside dumpster)</td> <td data-bbox="1369 886 1780 963">Atrium Bathroom</td> </tr> <tr> <td data-bbox="541 963 957 1039">1061 (all), 1052, 1080</td> <td data-bbox="957 963 1369 1039">Stairwell 8/Stair G (Guidance Door)</td> <td data-bbox="1369 963 1780 1039">Atrium Bathroom</td> </tr> <tr> <td data-bbox="541 1039 957 1115">2070, 2069, 2068</td> <td data-bbox="957 1039 1369 1115">Stairwell 8/Stair G (Guidance Door)</td> <td data-bbox="1369 1039 1780 1115">Bathroom 2053 & 2055 (English hall bathrooms)</td> </tr> <tr> <td data-bbox="541 1115 957 1226">2061, 2062, 2063, 2064, 2065, 2050, 2049, 2052, 2051, 2047, 2046</td> <td data-bbox="957 1115 1369 1226">Stair F (Gym Doors beside dumpster)</td> <td data-bbox="1369 1115 1780 1226">Bathroom 2053 & 2055 (English hall bathrooms)</td> </tr> <tr> <td data-bbox="541 1226 957 1336">2002, 2008, 2003, 2004, 2011, 2009, 2010, 2037, 2038, 2006</td> <td data-bbox="957 1226 1369 1336">Stairwell 2/Stair A (Family Studies Door in the southeast corner of school)</td> <td data-bbox="1369 1226 1780 1336">2nd Floor Tech Washroom (2019 & 2020)</td> </tr> <tr> <td data-bbox="541 1336 957 1401">2021, 2022, 2012, 2013, 2014, 2015</td> <td data-bbox="957 1336 1369 1401">Stairwell 3/Stair B (Daycare Door)</td> <td data-bbox="1369 1336 1780 1401">2nd Floor Tech Washroom (2019 & 2020)</td> </tr> </tbody> </table>	Rooms	Entrance/Exit	Bathroom	1036, 1038, 1039, 1006, 1007, 1008	Atrium (main entrance)	1 st Floor Tech Hall Washroom (Across from 1018)	1012, 1014, 1017, 1019, 1020, 1018	Stairwell 2/Stair A (Family Studies Door in the southeast corner of school)	1 st Floor Tech Hall Washroom (Across from 1018)	1044, 1045, 1046, 1047	Stair F (Gym Doors beside dumpster)	Atrium Bathroom	1061 (all), 1052, 1080	Stairwell 8/Stair G (Guidance Door)	Atrium Bathroom	2070, 2069, 2068	Stairwell 8/Stair G (Guidance Door)	Bathroom 2053 & 2055 (English hall bathrooms)	2061, 2062, 2063, 2064, 2065, 2050, 2049, 2052, 2051, 2047, 2046	Stair F (Gym Doors beside dumpster)	Bathroom 2053 & 2055 (English hall bathrooms)	2002, 2008, 2003, 2004, 2011, 2009, 2010, 2037, 2038, 2006	Stairwell 2/Stair A (Family Studies Door in the southeast corner of school)	2 nd Floor Tech Washroom (2019 & 2020)	2021, 2022, 2012, 2013, 2014, 2015	Stairwell 3/Stair B (Daycare Door)	2 nd Floor Tech Washroom (2019 & 2020)
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Parent Access to School	<p>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.</p> <p>It is strongly recommended that parents do not drop off items during the school day.</p> <p>Although infrequent, face to face meetings will occur by appointment only.</p> <p>All visitors must wear a medical mask while in the school.</p> <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. Appropriate “physical distancing signage” will be visibly displayed. Office staff will then notify the classroom teacher that the parent/guardian has arrived. The student will meet their parent/guardian outside.</p> <p>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. Office staff will make the required attendance changes.</p>			
Parent Communication with School	<p>Parents/guardians will communicate with the school and classroom teachers through School Messenger, the Parent Portal, email, phone, and MS Teams.</p> <p>Continue to communicate with teachers and the principal through phone and email. Contact the school at 905-573-3000.</p>			
Elevator Use	<p>Elevator use will be restricted to essential use. Contact the main office 905-573-3000 to request access for your student.</p>			
Ill or Injured Students	<p>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.</p> <p>Phone calls home: Students are not permitted to use office or school phones to call home. If necessary, the classroom teacher can contact the Office Administrator or principal who will make the phone call.</p>			
Student Lockers	<p>Students won’t use lockers until further notice. Bring only the materials and personal belongings you need.</p>			

Student Cohort Communication	Students and families can find their assigned cohort on the Parent Portal at the beginning of each rotation. At Saltfleet, we have made every effort to try to have each student remain in the same cohort for the entire semester. This may change, so please check the Parent Portal at the beginning of each rotation.																				
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Device Deployment	<i>MORE INFORMATION PENDING</i>																				
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. Study Hall is scheduled to happen in the Cafetorium but may also be in the Library and elsewhere based on numbers staying. Students are NOT to be anywhere else in the building.
Washroom Use	Students will use washrooms closest to their assigned location. Exceptions may be made by school staff.
Access to Student Services	Guidance Counsellors will be available for appointment bookings. You may book an appointment with your guidance counsellor using the following link: https://outlook.office365.com/owa/calendar/SaltfleetStudentSupport@hwdsbonca.onmicrosoft.com/bookings/ . Until further notice, appointments will be virtual through MS Teams or by phone. Parent/guardians - Contact (905)573-3000 to speak with a guidance counsellor.
Clubs and Extracurriculars	All clubs, extracurricular activities and athletics are suspended for September and until further notice.

*parents, guardians, caregivers