

Saltfleet District High School

Site Specific Plan and Routines for Parents*

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-573-3000 or saltfleet@hwdsb.on.ca
<u>Screening</u>	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day.</p> <p>A sign off document must be completed by parents each day for students under 18, and by students over 18.</p> <p>Students will have access to the screening tool on their device and will be required to show proof of screening to their period one teacher daily.</p>
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	Please continue to communicate with teachers and the office staff through phone and email. Contact the school at (905) 573-3000 or saltfleet@hwdsb.on.ca to speak with a teacher, principal or vice principal.
School Bell Times	<p>Quadmester 1 Sept. 8 – Nov. 12 Period 1 - 8:00 am – 10:30 am Lunch 10:30 am – 12:00 pm Period 2 - 12: 00 pm– 2:30 pm</p> <p>Quadmester 2 Nov. 15 – Feb. 1 Period 1 - 8:00 am – 10:30 am Lunch 10:30 am – 12:00 pm Period 2 - 12: 00 pm– 2:30 pm</p> <p><i>Semester 2 classes begin on February 3, 2022 and the schedule will be shared once determined.</i></p>
Bus loading and unloading	School buses will unload and load at their usual location adjacent to Stairwell F.
School Parking Lot	<p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>Caregivers driving their children to school are encouraged to “drop and walk” at a location near to the school. If it is necessary to drop students off at the school, please use the traffic lane closest to the school building. For safety reasons, please do not drop students off in the staff parking area (the south lot closest to Highland). Student parking is only available in the north lot (closest to the athletic field)</p>

	and the school does not assume responsibility for any vehicle damage. Parking is at one's own risk.
Entry and Exit for Students	<p><i>Students will have assigned entry and exit doors, nearest their classes.</i></p> <p>When students enter the school, they are to proceed directly to their designated class location.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Adults and students must wear face coverings while on school property.</p> <p>Upon dismissal, students must leave school property in a timely fashion. Classes will have a staggered dismissal by grade, with Grade 12's being dismissed first, followed by Grades 11, 10 & 9.</p>
Movement Around the School	<p>Students will remain with their class cohorts.</p> <p>Students remain in their classrooms during the 150 minutes of instruction.</p> <p>Support teachers will travel to classes where possible to provide support.</p> <p>Guidance appointments will be made by calling or using the link on the Student Services web page https://www.hwdsb.on.ca/saltfleet/departments/guidance/ and will be held virtually where possible.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p> <p>At lunch, students are asked to either proceed to their designated lunch room (generally their period 2 classroom unless that room is a lab or shop) or leave the building.</p> <p>Students who choose to leave the school for lunch will be re-admitted starting at 11:45 am.</p>
Student Belongings	Students will not be assigned lockers and are asked to limit what they are bringing to school.
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing/facing the same direction. In some spaces such as computer labs, workstations are on the perimeter facing the wall.</p> <p>All required work materials are located at a student's workspace</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Study Periods (Spares) & eLearning Students	Students who need to be at the school during a Study Period (spare) or eLearning period due to bus transportation will be in the Lecture Hall until the Library Learning Commons re-opens from renovations.
PE, Music, Learning Commons	<p>Physical Education (PE)</p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p>

	<p>Change rooms are open to single cohorts with masking and distancing.</p> <p>Students are encouraged to come dressed in comfortable clothes</p> <p>Music</p> <p>Wind instruments permitted indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p> <p>Library Learning Commons</p> <p>The Library Learning Commons may be scheduled for one class at a time once it re-opens after the renovations are completed.</p>
Lunch Break	<p>Lunch is from 10:30 am – 12:00 pm</p> <p>Students eat in their period 2 classrooms at their work space area.</p> <p>No sharing of food or beverages.</p> <p>There is no cafeteria service at this time.</p> <p>Students can leave the school for lunch.</p> <p>Students who leave at lunch will be required to stay out of the school for the whole lunch period and will be re-admitted starting at 11:45am.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted on washroom doors.</p> <p>Markings are on the hallway floors outside washrooms for physical distancing of students awaiting entry.</p> <p>Students should maintain physical distancing while in washrooms.</p> <p>Urinals and stalls are marked off for use.</p> <p>Students may use hand dryers or paper towels after hand washing.</p>
Hydration Stations	<p>Students may use Hydration Stations to fill their personal water bottle. Markings are on the hallway floors for physical distancing of students waiting to fill their water bottle.</p> <p>Water fountains have been closed.</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 and cafeteria services 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 for pick up.</p> <p><i>[add any school specific information for parents]</i></p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact the main office at 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>