


SHERWOOD SECONDARY SCHOOL

Site Specific Plan and Routines for the Sherwood Families

Topic	School Information, Routines and Expectations																				
Student Registration	All student registrations will be virtual. Parent/guardians or 18+ students may contact the main office at 905.383.3377 or Sherwood@hwdsb.on.ca																				
School Bell Times and Rotational Model	<p>School Bell Times:</p> <ul style="list-style-type: none"> ● Block 1 (Face to Face Rotation): 8:30am - 11:00 (145mins w/ 5 min independent learning) <i>Alternating Cohorts A & B as per the Rotation Model Below</i> ● LUNCH/TRAVEL HOME: 11:00 - 12:20pm (80 mins) ● Block 2 (Remote Learning): 12:20 - 1:00 (40 mins) ● 10 min independent study ● Block 3 (Remote Learning): 1:10 - 1:50 (40 mins) ● 10 min independent study ● Block 4 (Remote Learning): 2:00 - 2:40 (40 mins) ● 10 min independent study ● End of Day 2:50pm <p>First 2 Weeks at a Glance:</p> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr style="background-color: #c6e0b4;"> <th data-bbox="516 1354 683 1390">MONDAY SEPTEMBER 7</th> <th data-bbox="683 1354 850 1390">TUESDAY SEPTEMBER 8</th> <th data-bbox="850 1354 1018 1390">WEDNESDAY SEPTEMBER 9</th> <th data-bbox="1018 1354 1185 1390">THURSDAY SEPTEMBER 10</th> <th data-bbox="1185 1354 1370 1390">FRIDAY SEPTEMBER 11</th> </tr> </thead> <tbody> <tr style="background-color: #fff2cc;"> <td data-bbox="516 1390 683 1549"> LABOUR DAY HOLIDAY </td> <td data-bbox="683 1390 850 1549"> Student/Staff Timetable Adjustments Study Hall Readiness </td> <td data-bbox="850 1390 1018 1549"> Student/Staff Timetable Adjustments Study Hall Readiness </td> <td data-bbox="1018 1390 1185 1549"> Students that Require Special Education Supports/Supports with Transitions and Mental Health (in-person) All Students Remote – welcome and orientation </td> <td data-bbox="1185 1390 1370 1549"> Students that Require Special Education Supports/Supports with Transitions and Mental Health (in-person) All Students Remote – welcome and orientation </td> </tr> <tr style="background-color: #d9d9d9;"> <th data-bbox="516 1549 683 1585">MONDAY SEPTEMBER 14</th> <th data-bbox="683 1549 850 1585">TUESDAY SEPTEMBER 15</th> <th data-bbox="850 1549 1018 1585">WEDNESDAY SEPTEMBER 16</th> <th data-bbox="1018 1549 1185 1585">THURSDAY SEPTEMBER 17</th> <th data-bbox="1185 1549 1370 1585">FRIDAY SEPTEMBER 18</th> </tr> <tr style="background-color: #fff2cc;"> <td data-bbox="516 1585 683 1759"> Grade 9 & 10 Cohort A In-Person and Remote Learning Classes Grade 11 & 12 Remote Learning Classes Only Rotation 1 Begins </td> <td data-bbox="683 1585 850 1759"> Grade 9 & 10 Cohort B In-Person and Remote Learning Classes Grade 11 & 12 Remote Learning Classes Only </td> <td data-bbox="850 1585 1018 1759"> All Students Cohort A </td> <td data-bbox="1018 1585 1185 1759"> All Students Cohort B </td> <td data-bbox="1185 1585 1370 1759"> All Students Cohort B </td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> curiosity creativity possibility </div>	MONDAY SEPTEMBER 7	TUESDAY SEPTEMBER 8	WEDNESDAY SEPTEMBER 9	THURSDAY SEPTEMBER 10	FRIDAY SEPTEMBER 11	LABOUR DAY HOLIDAY	Student/Staff Timetable Adjustments Study Hall Readiness	Student/Staff Timetable Adjustments Study Hall Readiness	Students that Require Special Education Supports/Supports with Transitions and Mental Health (in-person) All Students Remote – welcome and orientation	Students that Require Special Education Supports/Supports with Transitions and Mental Health (in-person) All Students Remote – welcome and orientation	MONDAY SEPTEMBER 14	TUESDAY SEPTEMBER 15	WEDNESDAY SEPTEMBER 16	THURSDAY SEPTEMBER 17	FRIDAY SEPTEMBER 18	Grade 9 & 10 Cohort A In-Person and Remote Learning Classes Grade 11 & 12 Remote Learning Classes Only Rotation 1 Begins	Grade 9 & 10 Cohort B In-Person and Remote Learning Classes Grade 11 & 12 Remote Learning Classes Only	All Students Cohort A	All Students Cohort B	All Students Cohort B
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Rotation Model Dates:

Rotation	Start Date	End Date	Instructional Days	4 Period School	
				In-Person Course	Remote Learning Courses
1 (A=10/B=10)	September 14	October 9	20	Period 1	Periods 2,3,4
2 (A=10/B=11)	October 13	November 10	21	Period 2	Periods 3,4,1
3 (A=11/B=10)	November 11	December 10	21	Period 3	Periods 4,1,2
4 (A=10/B=11)	December 11	January 22	21	Period 4	Periods 1,2,3

Please Note: September 14 and 15 are full remote learning days for students in Grades 11 & 12

Rotation Model Calendar (2020-2021):



2020-2021 SECONDARY RETURN TO SCHOOL
Semester 1

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
September		1 P	2 P	3 P	4 B		7 H	8 SES	9 SES	10 SES	11 SES	14 A	15 B	16 A	17 B	18 B	21 A	22 B	23 A	24 B	25 A	28 A	29 B	30 A		
October				1 P1	2 P1		5 A	6 B	7 A	8 B	9 A		12 H	13 B	14 A	15 B	19 A	20 B	21 A	22 B	23 A	26 A	27 B	28 A	29 B	30 B
November	2 A	3 B	4 A	5 B	6 A		9 A	10 B	11 A	12 B	13 A	16 A	17 B	18 A	19 B	20 A	23 A	24 B	25 A	26 B	27 A	30 A				
December		1 B	2 A	3 B	4 A		7 A	8 B	9 A	10 B	11 A		14 A	15 B	16 A	17 B	21 H	22 H	23 H	24 H	25 H	28 H	29 H	30 H	31 H	
January					1 H		4 A	5 B	6 A	7 B	8 A	11 A	12 B	13 A	14 B	15 A	18 A	19 B	20 A	21 B	22 A	25 E	26 E	27 E	28 E	29 E

■ P - PROFESSIONAL ACTIVITY DAY
 ■ A – COHORT A
 ■ H - HOLIDAY
 ■ (SES) Transition Days
■ E – EXAMINATION DAY
 ■ B – COHORT B
■ B – Board HOLIDAY

Masks/Face Coverings

All students must wear a mask on the school busses and at all times in the school. The mask does not have to be medical, but it must cover the nose, mouth and chin without gaping. **Bandanas and gaiters are not considered to be masks.**

Bus loading and unloading

School busses will unload at: Front entrance (High Street)
School busses will load at: Front entrance (High Street)
 **Despite where students are dropped off, they must enter and exit the school based on the colour code associated with their Block 1 classroom.
 ***Also please note, the times for bus drop off and pick up are based on our regular school day start and end—there is not mid-day pickup.

School Parking Lot

Self-driving students may use the north side of the school parking-lot off of Princeton.

	<p>To minimize vehicle traffic and maximize student and staff safety, we respectfully ask parents/guardians to not use the back parking lot for student drop-offs—please drop them off at the road.</p>				
<p>Entry and Exit Doors for Students & In/Out after School Start</p>	<p>Students must enter and exit and use the stairwells associated with their block 1 classroom location as per the coloured maps on the doors and the chart below.</p> <p>**Note: After the morning entry, all doors except the front door (High Street) will be locked to entry. Students will not be allowed in and out until lunch/transition time—breaks will be taken in the students’ classroom.</p> <p style="text-align: center;">Student Entry/Exit Based on Block 1 Classroom</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #92d050; padding: 10px; vertical-align: top;"> <p style="text-align: center;">MAIN ENTRANCE ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0004, 0006,0008</p> <p>Main Floor – 1062,1063,1060, 1067,1027,1037,1038,</p> <p>Second Floor - 2036, 2037, 2040, 2041, 2042</p> </td> <td style="background-color: #f4cccc; padding: 10px; vertical-align: top;"> <p style="text-align: center;">PHYSICAL EDUCATION (front West side) DOOR ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0009, 0011, 0012, 0017,</p> <p>Main Floor - 1028,1029,1030,1031,1034, 1035,1036, Gym A, Gym B, Weight Room</p> <p>Second Floor – 2004, 2006, 2007, 2010, 2011, 2021, 2022</p> </td> </tr> <tr> <td style="background-color: #ffff00; padding: 10px; vertical-align: top;"> <p style="text-align: center;">PARKING LOT ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0027, 0026</p> <p>Main Floor – 1054, 1064, 1065, 1066, 1074</p> <p>Second Floor – 2031, 2033, 2034, 2035, 2039</p> </td> <td style="background-color: #cfe2f3; padding: 10px; vertical-align: top;"> <p style="text-align: center;">PHYSICAL EDUCATION (back East side) DOOR ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0018, 0020, 0024, 0025</p> <p>Main Floor – 1044, 1045, 1046, 1047, 1048, 1051, 1052, Gym C, Fitness Room</p> <p>Second Floor – 2008, 2009, 2012, 2013, 2023, 2024, 2025</p> </td> </tr> </table>	<p style="text-align: center;">MAIN ENTRANCE ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0004, 0006,0008</p> <p>Main Floor – 1062,1063,1060, 1067,1027,1037,1038,</p> <p>Second Floor - 2036, 2037, 2040, 2041, 2042</p>	<p style="text-align: center;">PHYSICAL EDUCATION (front West side) DOOR ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0009, 0011, 0012, 0017,</p> <p>Main Floor - 1028,1029,1030,1031,1034, 1035,1036, Gym A, Gym B, Weight Room</p> <p>Second Floor – 2004, 2006, 2007, 2010, 2011, 2021, 2022</p>	<p style="text-align: center;">PARKING LOT ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0027, 0026</p> <p>Main Floor – 1054, 1064, 1065, 1066, 1074</p> <p>Second Floor – 2031, 2033, 2034, 2035, 2039</p>	<p style="text-align: center;">PHYSICAL EDUCATION (back East side) DOOR ENTRY/EXIT FOR CLASSROOMS</p> <p>Basement – 0018, 0020, 0024, 0025</p> <p>Main Floor – 1044, 1045, 1046, 1047, 1048, 1051, 1052, Gym C, Fitness Room</p> <p>Second Floor – 2008, 2009, 2012, 2013, 2023, 2024, 2025</p>
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Parent Access to School	In order to maximize student, staff, and community safety, access to the school will be very limited for parents, volunteers and visitors. Please contact the main office before coming to the school to speak with a staff member. It is recommended that parents do not drop off items during the school day.
Parent Communication with School	Continue to communicate with teachers and the Principal through phone and email. Please see the school website https://www.hwdsb.on.ca/sherwood/ for contact information. Families are encouraged to subscribe to the Sherwood website for school wide updates.
Elevator Use	Elevator use will be restricted to essential use. Maximum of 2 people at a time—masks must be worn. Contact the main office at 905-383-3377 to request access for your student if they need it for medical reasons.
Ill or Injured Students	If a student is feeling ill while at school, they should alert their teacher and the student will be escorted to a separate supervised location within the school. The school office will contact parents immediately to come to the school for pick up. Students exhibiting COVID symptoms must get a test. Students who test positive for COVID are not to return to school until they are cleared by public health; students who test negative may return once they are symptom free for 24 hours, unless they have been directed to self-isolate. A good article on Ministry and Public Health requirements can be found at: https://www.cbc.ca/news/canada/toronto/covid19-case-school-ontario-student-teacher-plan-1.5706191
Student Lockers	Students won't be using lockers until further notice. Students are encouraged to bring only the materials and personal belongings needed on any face to face learning day. Change rooms will also be unavailable so students should come to school ready to participate in PE classes.
Student Cohort Communication	Students and families can find their assigned cohort on the Parent Portal at the beginning of each rotation (see dates above). **Please note, due to the maximum cohort load requirements, cohorts may change. Cohorts will not be changed to support being with a peer as changing one class has implications on others and may set others over the Public Health class limit.
Device Deployment	All secondary students within the HWDSB are provided with a 1:1 device (eg. iPad). Students enrolled at Sherwood as of June 2020 should still have in their possession an electronic device (eg. iPad) for their use this academic year. Grade 9's are to bring any old Board devices on Sept 14 & 15 and a new I-Pad will be given to them. If a student does not have a device, or there is an issue with their device, email Ms. Nicol, jnicol@hwdsb.on.ca
Student Lunch Routines	To minimize contacts, students are encouraged to leave the school for lunch and remote learning. If a student must stay for study hall, students may either: <ul style="list-style-type: none"> (a) Bring a bag lunch and stay for lunch in their study hall location (b) Leave the school property to have lunch and return for study hall after the 80-minute lunch/transition period. **There is no in and out during this 80-minute period. Cafeteria services and access to microwaves have been suspended at this time.

Study Hall	To ensure proper physical distancing, students who stay in study hall for the afternoon remote learning will sit in the same assigned seat daily in a study hall location associated with the colours of their entry/exit locations and their block 1 learning location. They will be assigned to one location and seat within the school for the duration of the afternoon—students must sign in and there are no in/out privileges except to sign out for the bathroom. Students must bring ear phones as there will be other students around them also learning remotely. Please note, while study hall is supervised, there is not teacher instruction except that given by the remote class room teacher. If a student will not be staying for study hall, they need to have their parents/guardians indicate this via the Parent Portal.
Washroom Use	Students will use washrooms closest to their assigned classroom location—Block one teachers will review this on a map with students—students will sign in and out for washroom breaks for contact tracing purposes. Exceptions may be made by school staff, but this must be noted.
Access to Student Services	To make a virtual Guidance appointment: Last Names from A-F email Ms Grilli egrilli@hwdsb.on.ca Last Names from G-M email Ms Lea clea@hwdsb.on.ca Last Names from N-Z email Mr Sloan ssloan@hwdsb.on.ca
Clubs/Extracurricular Activities/Athletics	All clubs, extracurricular activities (unless held virtually) and athletics are suspended for the month until further notice.
Student Absences	Students and parents will have significantly limited access to the main office; therefore, all parents are expected to report absences and early dismissals through School Messenger or through a direct phone call to the school. Notes will not be accepted in the office. Where possible, please schedule appointments outside of the regular school day. There is a link to School Messenger in the Parent Portal. If you are having problems with these, please call the school for help. If a student needs to be dismissed early, the pick up time must be entered in School Messenger. In case of emergencies, the parent must call the office directly with this information. Parents arriving at school to pick up their student will wait outside and call the office to confirm their pick up.
Student Lates	Students who arrive late to school are to report directly to class. Parents must excuse lates through School Messenger.