

SHERWOOD SECONDARY SCHOOL

Site Specific Plan and Routines for the Sherwood Families for the Start of the 2021/22 School Year under the Quadmester Model

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 email our Student Services Office Administrator, Ms Chamoun at kchamoun@hwdsb.on.ca
One Time Attestation **To be completed before school starts on September 8th	Parents and caregivers, and students over 18 years of age, are asked to complete <u>one-time attestation</u> to declare that you will participate in active daily screening. The attestation can be completed in the <u>Parent Portal</u> . **This is to be completed before school starts on September 8th
Daily On-site Verification of Self-Screening	Secondary students will continue to validate their daily screening when they arrive at school each day. Students will show their screening to their educators using their personal or board device.
Masks/Face Coverings	<u>All students must wear a mask</u> 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.
School Bell Times and Quadmester Schedule **Note the end time for instruction in this model ***Buses run on our regular school day end of 2:30pm ****Bus students will have a supervised	School Bell Times: A reminder that Sherwood changes to an 8am start as of September 2021. **Please note that our new daily schedule runs from 8am to 2:30pm, BUT, while in the quadmester model, our 300 mins. of instructional time actually ends at 2:15pm because we do not have the transitional time between periods we normally would. ***Please note that the bus/transportation schedule will run on our 2:30pm end time (we can not change this as transportation is coordinated with many schools between two school boards. ****Given the bus/transportation schedule is running on the 2:30pm end time, these

<p>study/wait area in the learning commons/library beginning 2:15pm</p>	<p>students may use the learning commons/library for a supervised study/wait area beginning at 2:15pm</p> <p><u>Daily Schedule Quad 1:</u></p> <ul style="list-style-type: none"> ● Period 1: 8:00am - 10:30am (150 mins.) ● LUNCH: 10:30am - 11:45pm (75 mins.) ● Period 2: 11:45am - 2:15pm (150 mins.) <p>All students (except those in self-contained classes—please see this schedule below) will attend school for the full day and focus on 2 classes at a time: Periods 1 & 2 from Sept. 8th to Nov. 12th and Periods 3/4 & 5 from Nov. 15th to Feb. 1st.</p> <p><u>Self-Contained Class Bell Schedule:</u></p> <p>Our students in our self-contained classes will attend daily and run on our regular 75mins 5-period day bell schedule. Their school start and end times are 8am-2:30pm.</p>
<p>Entry and Exit Doors for Students & In/Out after School Start</p>	<p>To minimize congestion and close contact as much as possible, students should enter through the coloured door associated with their period 1 classroom and exit through their period 2 door colour. (See your student timetable and coordinate it with the coloured door chart below.)</p>

	<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>
<p>Bus loading and unloading</p>	<p>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 the school based on the colour code associated with their Period 1 classroom. ***Also please note, the times for bus drop off and pick up are based on our regular school day start and end.</p>	
<p>School Parking Lot</p>	<p>Self-driving students may use the north side of the school parking-lot off of Princeton. 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>	

Lunch Break	<p>Students will eat in their period 1 classrooms at their work space area.</p> <ul style="list-style-type: none"> • No sharing of food or beverages. • There is no cafeteria service at this time. • Students can leave the school for lunch. • There will be no gathering in groups in the hallways or classrooms at lunch <p>Students who leave at lunch will be required to stay out of the school for the whole lunch period.</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>Student services appointments will be made by calling or emailing the Student Services department 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>They are to be no gatherings of students in the hallways.</p>
Student Belongings	<p>Student will not be assigned lockers (lockers will not be available) and are asked to limit what they are bringing to school.</p> <p>Students will keep work materials at their desks.</p>
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.</p> <p>All required work materials are located at student’s workspace</p> <p>Students may share learning materials with hand washing/sanitizing.</p> <p>These materials will be cleaned on a regular basis.</p>
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 touch points 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 rather than use the change rooms.</p> <p>Music</p> <p>Wind instruments permitted indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p>

	<p>Learning Commons/Library</p> <p>Our Learning Commons/Library Lead teacher (Ms. Pacey) will communicate the supports provided by the Learning Commons including tech support and book distribution.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. 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 marked off.</p> <p>Students may use hand dryers or paper towels as provided.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottle.</p> <p>Adhere to markings to ensure physical distancing in line up.</p>
Clubs and Extracurricular Activities	<p>Clubs and extracurriculars may take place for mixed cohorts--masking and distancing required.</p> <p>No outside program providers will come into schools.</p>
Cafeteria Services	<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. The school office will contact parents immediately to come to the school for pick up.</p>
Ventilation	<p>Families may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>
Elevator Use	<p>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.</p>
Device Deployment	<p>All secondary students within the HWDSB are provided with a 1:1 device (eg. iPad). Students enrolled at Sherwood as of June 2021 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 if they have one 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. Pacey, dpacey@hwdsb.on.ca</p>

Access to Student Services	<p>To make a virtual Guidance appointment: Last Names from A-Bi email Mr. Murkovich mmurkovi@hwdsb.on.ca Last Names from BL-G email Ms. Grilli egrilli@hwdsb.on.ca Last Names H-N email Ms. Lea clea@hwdsb.on.ca Last Names O-Z email Mr. Sloan ssloan@hwdsb.on.ca Incoming Grade 9 students can direct questions to Ms. J. Zsiros (jzsiros@hwdsb.on.ca)</p>
Student Absences	<p>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.</p> <p>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.</p>
Student Lates	<p>Students who arrive late to school are to report directly to class. Parents must excuse lates through School Messenger.</p>
Parent/Guardian/Caregiver Access to School	<p>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.</p> <p>It is recommended that parents do not drop off items during the school day.</p>
Parent Communication with School	<p>Continue to communicate with teachers and the Administration 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.</p> <p>Families are also encouraged to follow the school on Twitter and Instagram: @Sherwood_hwdsb</p>