

## Secondary School

### Site Specific Plan and Routines for Parents\*

School Name: Sir Winston Churchill

Topic	School Information, Routines and Expectations	
Student Registration	All student registration will be virtual. Parent/guardians or 18+ students may contact the main office at (905) 547-6415 or email <a href="mailto:gsimon@hwdsb.on.ca">gsimon@hwdsb.on.ca</a>	
School Bell Times and Rotational Model <i>Bell Times: 9:00am - 3:05pm</i> <i>Rotational model calendar and rotation dates:</i>		
<b>SIR WINSTON CHURCHILL - ADAPTIVE MODEL BELL SCHEDULE</b>		
9:00 - 11:25 (145 minutes)	BLOCK ONE (PERIOD ONE)	IN PERSON COHORT A/COHORT B OR REMOTE LEARNING
11:25 - 12:45 (80 minutes)	LUNCH TRANSITION TIME INDEPENDENT LEARNING	
12:45 - 1:25 (40 minutes)	BLOCK TWO (PERIOD TWO)	REMOTE LEARNING
1:25-1:35	INDEPENDENT LEARNING	
1:35 - 2:15 (40 minutes)	BLOCK THREE (PERIOD THREE)	REMOTE LEARNING
2:15-2:25	INDEPENDENT LEARNING	
2:25 - 3:05 (40 minutes)	BLOCK FOUR (PERIOD FOUR)	REMOTE LEARNING
Masks/Face Coverings	All students must wear a non-medical mask or face covering on school busses and in the school. Contact <a href="mailto:sirwinstonchurchill@hwdsn.on.ca">sirwinstonchurchill@hwdsn.on.ca</a> if you have any concerns about your student wearing a mask/face covering.	
Bus loading and unloading	School buses will unload at: Main St., Front Door of Building School buses will load at: Same location	

School Parking Lot	Staff and students park in approved designated areas. Any drivers must remain in their cars when dropping off or picking up students. Students are encouraged to be dropped off and picked up away from school property: "Walk a block" initiative
Entry and Exit Doors for Students	<i>Students will be assigned a door based on the location of their face to face class. More details to come.</i>
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	Continue to communicate with teachers and the principal through phone and email. Contact the school at (905) 547-6415 or <a href="mailto:sirwinstonchurchill@hwdsb.on.ca">sirwinstonchurchill@hwdsb.on.ca</a> to speak with a teacher, principal or vice principal.
Elevator Use	Elevator use will be restricted to essential use. Contact the main office (905) 547-6415 or <a href="mailto:sirwinstonchurchill@hwdsb.on.ca">sirwinstonchurchill@hwdsb.on.ca</a> to request access for your student.
Ill or Injured Students	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. <i>The isolation area is located in room 2011.</i>
Student Lockers	Students won't use lockers until further notice. Bring only the materials and personal belongings you need.
Student Cohort Communication	Students and families can find their assigned cohort on the Parent Portal <b>at the beginning of each rotation.</b>
Staggered Entry in September	September 8 and 9 <sup>th</sup> - individualized visits for students needing transition support. Staff will contact families to arrange times. Questions please contact: <a href="mailto:tfalco@hwdsb.on.ca">tfalco@hwdsb.on.ca</a> - DD Jr <a href="mailto:sparras@hwdsb.on.ca">sparras@hwdsb.on.ca</a> - ASD <a href="mailto:smiskovic@hwdsb.on.ca">smiskovic@hwdsb.on.ca</a> - DD Sr <a href="mailto:aklose@hwdsb.on.ca">aklose@hwdsb.on.ca</a> - Comp <u>In person classes:</u> <b>September 14 – Grade 9 and 10 cohort A</b> <b>September 15 - Grade 9 and 10 cohort B</b> <b>September 16 – All students Cohort A</b> <b>September 17 – All students Cohort B</b> <u>Remote learning:</u> September 10 – Begins for all students
Device Deployment	If a student needs a device please email Ms. Ruscinski at <a href="mailto:sruscins@hwdsb.on.ca">sruscins@hwdsb.on.ca</a> .
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.
Washroom Use	Students will use washrooms closest to their assigned location. Exceptions may be made by school staff.
Access to Student Services	Parent/guardians - Contact (905) 547 - 6415 ext 4608 to speak with a guidance counsellor. Students may make in person appointments with guidance. Ms. Hockin - <a href="mailto:shockin@hwdsb.on.ca">shockin@hwdsb.on.ca</a> Mr. O'Connor - <a href="mailto:joconnor@hwdsb.on.ca">joconnor@hwdsb.on.ca</a>
Clubs and Extracurriculars	All clubs, extracurricular activities and athletics are suspended for September and until further notice.

\*parents, guardians, caregivers