

Secondary School

Site Specific Plan and Routines for Parents*

School Name: Sir Winston Churchill

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) 547-6415 or email gsimon@hwdsb.on.ca .
Screening	Parents must support students in screening for COVID symptoms prior to coming to school each day. A sign off document must be completed by parents each day for students under 18, and by students over 18. 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.
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(s) through phone and email. Contact the school at (905) 547-6415 or sirwinstonchurchill@hwdsb.on.ca to speak with a teacher, principal or vice principal. Please also continue to check the website.
Bus loading and unloading	School buses will unload at: front doors School buses will load at: front doors
School Parking Lot	Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents driving their children to school are encouraged to drop off and walk at a location near to the school.
Entry and Exit for Students	<i>Students will have assigned entry and exit doors, nearest their classes.</i> When students enter the school, they are to proceed directly to their designated class location. Students/parents must physically distance (2m) from other families/staff while on school property. Adults and students must wear face coverings while on school property. Upon dismissal, students must leave school property in a timely fashion.

	<p>Students will eat in their period one class at lunch or must leave the building until the start of the afternoon class. They must re-enter through the appropriate door.</p>
Movement Around the School	<p>Students will remain with their class cohorts. Students remain in their classrooms during the 150 minutes of instruction. Support teachers will travel to classes where possible to provide support. Student service appointments will be made by calling or emailing the Student Service department and will be held virtually where possible. When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
Student Belongings	<p>Students will not be assigned lockers and are asked to limit what they are bringing to school. Students will keep work materials at their desks.</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms. Each student is assigned a work-space area that ensures distancing from others. All desks are forward facing. All required work materials are located at student’s workspace Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
PE, Music, Learning Commons	<p>Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes.</p> <p>Music Wind instruments permitted indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Learning Commons may be scheduled for one class at a time.</p>
Lunch Break	<p>11:30 – 12:35 (65 minutes) Students eat in their classrooms at their workspace area. No sharing of food or beverages.</p>

	<p>There is no cafeteria service at this time. Students can leave the school for lunch. Students who leave at lunch will be required to stay out of the school for the whole lunch period.</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. Students maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottle. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'. 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>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact the school at (905) 547-6415 if you have any concerns about your student wearing a mask/face covering. 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>

*parents, guardians, caregivers

Time Schedule For All Classes except for Special Education Self-Contained Classes	
Morning Period	9:00 – 11:30
Lunch	11:30 – 12:35
Afternoon Period	12:35 – 3:05