

Secondary School

Site Specific Plan and Routines for Students, Parents and Caregivers

School Name: **Westmount Secondary School**

Topic	School Information, Routines and Expectations										
Student Registration	Westmount is currently closed to all new student registrations. If interested in attending please complete a registration form (found on our school website) and email to the school. Applications will be placed on a waiting list for semester 2. Should spaces become available, families on the waitlist will be contacted.										
School Bell Times and Rotational Model	<table border="0"> <tr> <td>8:40 am -11:10 am</td> <td>Face to Face Rotation--Period 1</td> </tr> <tr> <td>11:10 am-12:45 pm</td> <td>Lunch/Travel Time</td> </tr> <tr> <td>12:45pm -1:35 pm</td> <td>Remote Learning--Period 2</td> </tr> <tr> <td>1:35 pm -2:25 pm</td> <td>Remote Learning--Per 3 and 4</td> </tr> <tr> <td>2:25 pm-3:15 pm</td> <td>Remote Learning—Period 5</td> </tr> </table> <p>Rotational model calendar and rotation dates will be posted on our website as a separate file.</p>	8:40 am -11:10 am	Face to Face Rotation--Period 1	11:10 am-12:45 pm	Lunch/Travel Time	12:45pm -1:35 pm	Remote Learning--Period 2	1:35 pm -2:25 pm	Remote Learning--Per 3 and 4	2:25 pm-3:15 pm	Remote Learning—Period 5
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Masks/Face Coverings	All students must wear a non-medical mask or face covering in the school. Masks should be worn prior to entering the building. Contact the main office at 905-385-5395 ext. 0 or email westmount@hwdsb.on.ca if you have any concerns about your student wearing a mask/face covering.										
Bus loading and unloading	No board transportation is provided to Westmount students.										
School Parking Lot	All student pick up and drop offs are to be at the Rec Centre parking lot, beside our school facility. Student drop off in our school parking lots is not allowed as the volume of vehicles poses a safety risk for both elementary and secondary student pedestrians. We appreciate your cooperation with this request.										
Entry and Exit Doors for Students	Students will be assigned specific doors to enter/exit each day during each rotation. This is an important Public Health protocol that must be followed. Please note that school access to students will be limited to 15 minutes										

	prior to class start up. Students will be expected to leave the building within 15 minutes of dismissal.
Parent Access to School	Access to the school will be limited for caregivers and visitors. Contact the main office at 905-385-5395 ext. 0 before coming to the school to speak with a staff member. Please note that students will not have access to school phones to arrange pick ups as per Public Health protocols.
Parent Communication with School	Please communicate with teachers and the principal/vice-principal through phone and/or email. Contact the school at 905-385-5395 to speak with a teacher, principal or vice principal.
Elevator Use	Elevator use will be restricted to essential use. Contact the main office at 905-385-5395 to request access for your student.
Ill or Injured Students	Please do not send ill or symptomatic students to school. Students who become ill or injured students at school will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up.
Student Lockers and Changerooms	Students will not be able to access lockers until further notice. Bring only the materials and personal belongings you need. Changerooms will also not be accessible. Students should be dressed appropriately for any health or physical education classes prior to coming to school.
Student Cohort Communication	Students and families can find their assigned cohort on the Parent Portal at the beginning of each rotation. Please note that cohorts may change for each face to face rotation to align with Public Health parameters to ensure cohort groupings of no larger than 17 students.
Staggered Entry in September	September 10 th and 11 th – There may be individualized visits for students needing additional transition support. Staff will contact families identified needing such supports to arrange times. <u>In person classes:</u> September 14 – Grade 9 and 10 cohort A face to face and remote learning; Grade 11 and 12 remote learning. September 15 - Grade 9 and 10 cohort B face to face and remote learning; Grade 11 and 12 remote learning. September 16 – All students Cohort A September 17 – All students Cohort B September 18—All Students Cohort A <u>Remote learning:</u> September 10 and 11– Begins for all students as welcome and orientation.
Device Deployment	Grade 9 students requiring ipads will be issued devices on September 14 th and 15 th during their period 1 face to face rotation. New students in Grades 10-12 will be issued an

	<p>ipad in the following weeks if needed. If an ipad was issued between March and June of last year, students are asked to return those devices to be exchanged for an updated TLE ipad.</p>
Student Lunch Routines	<p>Students may bring a bag lunch and stay for lunch in their assigned location OR</p> <p>Students may leave the school property to have lunch offsite for the full 95 minutes, then return for the afternoon Study Hall.</p> <p>Cafeteria services and access to microwaves will be suspended at this time.</p>
Study Hall	<p>Parents/Caregivers are asked to indicate in the Parent Portal if their student is staying for study hall for the afternoon remote learning classes. Students who stay will be assigned to one location and seat for the afternoon.</p>
Washroom Use	<p>Students will use washrooms closest to their assigned location. Exceptions may be made by school staff.</p>
Access to Student Services and Learning Services	<p>Parents/Caregivers and students are asked to email their counsellor or learning resource teacher to book appointments.</p> <p><u>Student Services-- Students with last names:</u></p> <p>A-F: Ms. Currie- jcurrie@hwdsb.on.ca G-H: Mr. Vermeer- jvermeer@hwdsb.on.ca I-O: Ms. Nagpal- jnagpal@hwdsb.on.ca P-Z: Ms. Rex- hrex@hwdsb.on.ca</p> <p><u>Student Success Teacher:</u></p> <p>Mr. Armstrong- marmstro@hwdsb.on.ca</p> <p><u>Learning Resource—Students with last names:</u> A-E & Q-Z: Ms. Hagger- dhagger@hwdsb.on.ca F-L: Ms. Papalia-Potvin- mpapalia@hwdsb.on.ca M-P: Mr. Potvin- apotvin@hwdsb.on.ca</p>
Clubs and Extracurriculars	<p>All clubs, extracurricular activities and athletics are suspended for September and until further notice.</p>

*parents, guardians, caregivers