

## Secondary School: Westmount Secondary School

### Site Specific Plan and Routines for Parents\*--revised September 2, 2021

HWDSB Protocol and Requirements	School 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. Applicants will be placed on a waiting list for semester 2. Should spaces become available, families on the waitlist will be contacted.
<u>Screening</u>	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day</p> <p>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.</p> <p><b>An Attestation Form, found in the Parental Portal, must be completed prior to the first day of school for all students.</b></p>
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 office phones for personal use.
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.
Bus loading and unloading	No board transportation is provided to Westmount students.
School Parking Lot	All student pick-up and drop off 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 for Students	<p>Students will have assigned entry and exit doors, nearest their classes. The school is again designated into coloured zones this year. Subject-specific zones are outlined below as well as expected entry/exit doors. Please see map on the website for more details.</p> <p><b>Blue Zone</b>--Includes 2 floors (Art, English, Vocal Music, Canadian World Studies, Humanities)</p> <p><b>Entry/Exit</b>—Front Foyer Doors</p> <p><b>Pink Zone</b>-Includes 2 floors (Music, Phys. Ed, Media Arts, Drama, Learning Commons, Guidance Office, Main Office)</p>

	<p><b>Entry/Exit--</b> Main Office Entrance – doors closest to the Main Office/Guidance Office</p> <p><b>Orange Zone--</b>Includes 2 floors (Languages, English, Alt. Ed, Student Success, Coop, Math, Science, and ALL Portables)</p> <p><b>Entry/Exit—</b>Doors from back parking lot</p> <p><b>Purple Zone--</b>Includes 1 floor (Math and Technology)</p> <p><b>Entry/Exit—</b>Tech doors (off of Rolston Drive)</p> <p>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> <p>Please note that school access to students will be limited to 15 minutes prior to class startup. The earliest students can enter the building is <b>8:25 am</b>. Students will be expected to leave the building at the end of the day within 15 minutes of dismissal, unless participating in an extra-curricular activity.</p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohorts.  Students remain in their classrooms during the 150 minutes of instruction.  Support teachers such as Learning Resource and Student Success 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. Face to face appointments can be arranged if necessary but must be set up in advance.  When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
<p>Student Belongings</p>	<p>Student will not be assigned lockers and are asked to limit what they are bringing to school to only what is needed.</p>
<p>Class Set Up</p>	<p>A sink or hand sanitizer is available in all classrooms.  Each student is assigned a work-space.  All desks are forward facing where possible.  All required work materials are located at each student’s workspace. Students may share learning materials with proper hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
<p>PE, Music, Learning Commons</p>	<p><b>Physical Education (PE)</b>  Where possible, PE will take place outdoors.  Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p>

	<p>Change rooms are open to single cohorts at a time with masking and distancing.</p> <p>Students are encouraged to come dressed in comfortable clothes. Where physical distancing may be maintained outside, student may be invited to remove their masks.</p> <p><b>Music</b></p> <p>Wind and Brass instruments are permitted indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p><b>Learning Commons</b></p> <p>Learning Commons may be scheduled for one class at a time. Students who have an independent learning period (resource, spare or elearning) may use the Learning Commons and will be assigned a designated seat for the entire period.</p>
Lunch Break	<p><b>Lunch runs from 11:10 am- 12:45 pm.</b></p> <p>Students eat in their classrooms at their work space area for the entire lunch break. No sharing of food or beverages is permitted. Students may bring a bag lunch; however, there are no microwaves, can openers or other utensils available for students to use. There is no cafeteria service at this time.</p> <p>Students can leave the school for lunch.</p> <p>Students who leave at lunch will be required to stay outside 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.</p> <p>Students maintain physical distancing while in washrooms. Urinals and stalls: every other one is marked off. Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students can use Hydration Station to fill labelled water bottle. Students cannot share water bottles. Floor markings to be followed to ensure physical distancing in line up.</p>
Clubs and Extra-curricular	<p>Clubs and extra-curricular may take place for mixed cohorts (sanitizing, masking and distancing required).</p> <p>No outside program providers or outside coaches are permitted into schools to support extra-curricular at this time.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <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>
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 905-385-5395</p>

	<p>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 <a href="https://www.hwdsb.on.ca/about/school-renewal/ventilation/">https://www.hwdsb.on.ca/about/school-renewal/ventilation/</a></p>
Quadmester 1 School Bell Times	<p><u>School Bell Times</u></p> <p>8:40 am -11:10 am                      Period 1</p> <p>11:10 am-12:45 pm                      Lunch/Travel Time</p> <p>12:45pm -3:15 pm                      Period 2</p> <p><b>Secondary Quadmester calendar outlining key dates and is posted on our website as a separate file.</b></p>
Grade 9 Orientation	<p>Grade 9 Orientation will take place on August 30<sup>th</sup> and 31<sup>st</sup> virtually from 9:00 am -11:30 am. A third evening virtual session will be held in September.</p>
September Start Up	<p><b>Please note all classes for Grades 9-12 will begin on Wednesday, September 8<sup>th</sup>.</b></p>
Device Deployment	<p>Grade 9 students requiring ipads will be issued devices on September 9<sup>th</sup>, 10<sup>th</sup> and 13<sup>th</sup> during class time. Parents will need to complete permissions forms which are located in the Parent Portal. <b>In Parent Portal go to Forms and then Permissions/Agreements.divr.it/S6qnct-.</b> New students in Grades 10-12 will be issued an ipad in the following weeks if needed. Parents will need to sign off on permission forms in the Parent Portal.</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><b><u>Student Services-- Students with last names:</u></b> A-F: Ms. Currie- <a href="mailto:jcurrie@hwdsb.on.ca">jcurrie@hwdsb.on.ca</a> G-K: Mr. Vermeer- <a href="mailto:jvermeer@hwdsb.on.ca">jvermeer@hwdsb.on.ca</a> L-O: Ms. Nagpal- <a href="mailto:jnagpal@hwdsb.on.ca">jnagpal@hwdsb.on.ca</a> P-Z: Ms. Rex- <a href="mailto:hrex@hwdsb.on.ca">hrex@hwdsb.on.ca</a></p> <p><b><u>Student Success Teacher:</u></b> Mr. Armstrong- <a href="mailto:marmstro@hwdsb.on.ca">marmstro@hwdsb.on.ca</a></p> <p><b><u>Learning Resource—Students with last names:</u></b> A-E &amp; Q-Z: Ms. Hagger- <a href="mailto:dhagger@hwdsb.on.ca">dhagger@hwdsb.on.ca</a> F-L: Ms. Papalia-Potvin- <a href="mailto:mpapalia@hwdsb.on.ca">mpapalia@hwdsb.on.ca</a> M-P: Mr. Potvin- <a href="mailto:apotvin@hwdsb.on.ca">apotvin@hwdsb.on.ca</a></p>

\*parents, guardians, caregivers

