

June 2, 2020

Dear Parents/Guardians,

With the news that our school will remain closed for the rest of the school year, the DDSB has developed a procedure to allow for safe retrieval of student belongings and the return of materials such as musical instruments, library books, and Chromebooks for graduating grade 12 students and those moving away from the district.

This plan has been approved by the Ministry of Education and Durham Region Health Department. In order to accomplish this as safely and efficiently as possible, please review the instructions in this message carefully.

### **Access Dates and Times**

Access to retrieve personal belongings will be made available Monday, June 8, 2020 to Friday, June 12, 2020, between 9:00 am and 3:00 pm.

Students with pre-existing medical conditions (i.e. students who are at a high health risk for susceptibility to illness) resulting in accommodation needs specific to the retrieval of items will be prioritized. Our school team will work with parents/guardians individually on arrangements. Please contact Vice Principal Andrew Lue and Administrative Assistant Janet Burry at [andrew.lue@ddsb.ca](mailto:andrew.lue@ddsb.ca) and [janet.burry@ddsb.ca](mailto:janet.burry@ddsb.ca) or call 905-666-5400.

### **Zones**

Our school has been divided into zones, based on student locker location, and each student will be allotted a 10-minute maximum time slot. Please consult with your child(ren) if you do not know which zone to register for. Here are the following zones for our school:

<b>Zone</b>	<b>Location</b>	<b>ENTRY/EXIT Doors</b>
1	1st and 2 <sup>nd</sup> floor hallways, 100 and 200 level	Enter off Taunton Rd. Enter through main school entrance facing west, faces back of the stores. Line up in your designated zone Line and enter the building when permitted. Check in at the table and proceed to your locker either on the first floor; the gym hall, tech hall or library hall. Return the same way and proceed down library hall, through student commons and to the cafeteria to drop off textbooks. Exit school through doors outside of the cafeteria.
2	2 <sup>nd</sup> floor, Locker Bay	Enter off Taunton Rd. Enter through main school entrance facing west, faces back of the stores. Line up in your designated zone Line and enter the building when permitted. Check in at the table and proceed to your locker. Once your

		locker is cleaned out proceed towards library hall, through student commons and to the cafeteria to drop off textbooks. Exit school through doors outside of the cafeteria.
3	3 <sup>rd</sup> floor	Enter off Anderson; enter door on North side of the courtyard. Opposite of the entrance to the student commons in the courtyard. Line up in your designated Zone Line and enter the building when permitted. Check in at the table, proceed up stairs to the 3 <sup>rd</sup> floor, clear out your locker and then proceed to the stairwell that brings you down to student commons. Go through student commons and to the cafeteria to drop off textbooks. Exit school through doors outside of the cafeteria.
4	4 <sup>th</sup> Floor	Enter off Anderson; enter door on North side of the courtyard. Opposite of the entrance to the student commons in the courtyard. Line up in your designated Zone Line and enter the building when permitted. Check in at the table, proceed up stairs to the 4 <sup>th</sup> floor, clear out your locker and then proceed to the stairwell that brings you down to student commons. Go through student commons and to the cafeteria to drop off textbooks. Exit school through doors outside of the cafeteria.

It is critical that you use the entrance that has been designated for access for the safe and efficient retrieval of items. Arrive no earlier than 10 minutes before the designated time to respect the no social gatherings and social distancing.

Once you exit the building, please leave school properly and do not socialize with friends in the parking lot.

**How do I book a time to retrieve items?**  
**Instructions**

1. Go to the Sinclair Secondary School scheduling webpage at <https://sinclair.parentinterview.com>
2. Enter the Access Code (printed below) and click "Sign In"  
**Please make a note of your Confirmation #**
3. Fill in your contact information and click "Continue to Make Appointments"
4. Indicate if you need to enter the school and any reasons that apply
5. Click on the Zone or Teacher that applies to you
6. Select a date and time at which you wish to visit the school
7. Click on "My Schedule" (top left of the page)
8. Print out, email or copy down your schedule

**The Access Code for this term is available in your (by grade) Google Classroom.**

If you have an EpiPen/medication or personal musical instruments that need to be picked up outside of the locker/classroom, you must check the appropriate box when registering. Any other items will need to be picked up in September.

**Who can come to pick up items?**

Students are to retrieve their personal items from their own lockers. *One parent/guardian may accompany the student, if necessary. All accompanying names must be identified when registering.*

**Grade 12 students, and students not returning to the DDSB, will have an opportunity to schedule a time after June 18th to coordinate the returning of Chromebooks, instruments, textbooks, etc.**

**Self Assessment Requirement**

To access the school, individuals must perform a self assessment prior to arriving:

- You must be symptom free of respiratory illness (fever, new cough and shortness of breath);
- Have not been outside of Canada within the last 14 days from the date of entry to the building;
- and
- Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, runny nose, difficulty breathing, etc.).

If any of the conditions apply, then individuals **must not** access the building.

If you are experiencing symptoms, contact your family physician or complete the Ministry of Health self-assessment for further direction. The assessment is found here: [COVID-19 Self-Assessment](#).

**Returning School Owned Materials and Chromebooks**

Students should be prepared to bring back school owned materials such as musical instruments, library books, textbooks, etc.

Grade 12 students, and students not returning to the DDSB, should be scheduled as close to the end of the school year as possible, to coordinate the returning of Chromebooks, instruments, textbooks, etc.

Students in all other grades should hold onto their DDSB issued Chromebooks in preparation for the upcoming school year.

**Instruments, textbooks, and any other items being returned to the school must be clearly labelled at home with the student's grade, homeroom teacher name, and student first and last name.**

**Parents/guardians and/or students are expected to:**

- Arrive at the school 5 minutes prior to the designated time;
- Conduct self-screening measures;
- Respect physical distancing requirements;
- Provide identification if requested;
- Retrieve their own belongings; and
- Exit school property promptly.

On behalf of our school team, we thank you in advance for your cooperation and assistance to facilitate the safe and efficient retrieval of student belongings from our school. Please continue to stay safe and do not hesitate to contact our school team if you have any questions about your child(ren)'s education and/or the retrieval of items.

Sincerely,

Vicky Pidgeon Cheryl Rock Andrew Lue  
Principal Vice Principal Vice Principal  
Sinclair Secondary School Sinclair Secondary School Sinclair Secondary School