



UCDSB District-Wide Timetable

May 26, 2020

Dear Parent/Guardian

Beginning in September 2020, the Upper Canada District School Board will implement a district-wide timetable at all secondary schools. This means that all high schools, including Carleton Place High School, will follow a common five-period day and have the same start/finish times each day. **Please note that CPHS has already been following this timetable for the 2019-2020 school year.** Char-Lan District High School and Tagwi Secondary School are the only exceptions as alignment of start/finish times will be delayed for these locations until September 2021.

The District-Wide Timetable structure features a five-day rotation with five periods in each school day. The model has a daily repeat period intended for learning activities that require extended time, collaboration, group work and work completion. This means that students will have time built into each of their courses every week to stay caught up and on track for success – with the support of their subject teacher to do so. Currently, we have 14 of our 21 secondary schools running variations of a 5-period day. We are excited to have all schools on board in an aligned model by September 2020 to begin to realize the opportunities this common structure will bring. We provide the District-Wide timetable day schedule and a draft school year calendar below for your review.

	Day 1	Day 2	Day 3	Day 4	Day 5
BLOCK A 8:00-9:00	1	2	3	4	*5
BREAK 9:00-9:05					
BLOCK B (Repeat) 9:05-10:05	1	2	3	4	*5
BREAK (Nutri) 10:05-10:15					
BLOCK C 10:15-11:15	2	1	4	3	*5
LUNCH 11:15-12:05					
BLOCK D 12:05-1:05	3	4	1	2	*5
BREAK 1:05-1:10					
BLOCK E 1:10-2:10	4	3	2	1	*5

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The rationale for a district-wide timetable is grounded in two UCDSB realities – the need for our students to be able to access the courses they desire for future success and, our desire as a Board to ensure that all UCDSB students have equitable opportunities to do so

We have many high schools with less than 300 students, which can limit some course choices for some students. A district-wide timetable will allow us to provide access to e-Learning courses for students in a more supported synchronous delivery model and will in turn allow schools flexibility to continue to offer face-to-face courses that are best presented in this manner within the school-based timetable.

With all UCDSB secondary schools following the same schedule, we can offer synchronous eLearning courses that occur in a set period of the day with the class teacher available and online during that time for digital instruction and daily support. Students from across our Board can be taking the same course at the same time and have direct contact with the teacher and other students, much like a traditional face-to-face course. Together, they can participate in discussions, collaborate on learning tasks and seek clarification and feedback on assignments. This will provide students with the flexibility of online learning with enhanced support that taking it synchronously can offer.

The district-wide timetable structure will allow us to develop a coordinated approach to program delivery across the UCDSB to provide greater equity in our schools. eLearning, Continuing Education, Summer Semester and face-to-face instruction are familiar means for students to access learning in UCDSB and we are excited to use these more strategically within the structure of a district-wide timetable to serve our students, regardless of geographic location or the size of the local secondary school.

We look forward to offering our secondary students expanded program opportunities with the full roll out of the district-wide timetable in September 2020.

For more information about the UCDSB's District-Wide Timetable please contact me by email at shelley.riddell@ucdsb.on.ca or leave a message at the school number and I will return your call.

Sincerely,

Shelley Riddell
Shelley Riddell
Principal
Carleton Place High School
(613)257-2720