

CARLETON PLACE HIGH SCHOOL



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Dear Parents/Guardians,

It is with great pleasure that we welcome you and your child/ren back to Carleton Place High School. This year will undoubtedly be like no other, but we are genuinely excited to have students back! We appreciate your patience and understanding during this year's startup. Public Health, the Ministry of Education, the Upper Canada District School Board, and the staff at Carleton Place High School have been working hard to ensure that this year's school opening is safe for students. Your child's safe return to school is of the utmost importance, and as such, we have adopted several new routines and procedures that will certainly help to reduce the risk of COVID spread. I am pleased to share that we are now ready to update families on school items that are new this year.

Staggered Start

To help students transition back to school, the UCDSB has adopted a staggered start approach to ensure that students have enough time to learn more about the 2020/2021 school year. Staff will be taking students through school routines over the first days of school to ensure student safety.

Mon	Tues	Wed	Thurs	Fri
	1 PA DAY	2 PA DAY	3 PA DAY	4 Pre-Engagement of Virtual Learners & Finalizing School Routines
7 Labour Day	8 Pre-Engagement of Virtual Learners & Finalizing School Routines	9 Pre-Engagement of Virtual Learners & Finalizing School Routines	10 Pre-Engagement of Virtual Learners & Finalizing School Routines	11 K-8: Surnames A-G Start Secondary: Grade 9s Start
14 K-8: Surnames H-P Start Secondary: Grade 10s Start	15 K-8: Surnames Q-Z Start Secondary: Grade 11 & 12s Start	16	17	18

Once students start, they will continue each day.

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COVID-19 Screening

All staff and students must self-screen every day before attending schools or boarding a school bus. Parents are asked to perform daily screening of their children. Symptoms of COVID-19 can vary from person to person and in different age groups.

Common symptoms of COVID-19 include:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 37.8°C
- Sore throat
- Difficulty swallowing
- Lost sense of taste or smell
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Runny nose/nasal congestion

If a student or staff member is experiencing any symptoms of COVID-19, they must use Ontario's [self-assessment tool](#) and follow the instructions. Students that are experiencing symptoms must stay home and are encouraged to speak with Public Health for further direction.

Our Public Health nurse assigned to CPHS is Alexis Green. The school-specific phone line number for any COVID related questions is 1-866-236-0123 and is answered Monday to Friday from 7:00 am- 4:30 pm and from 8:30 am-4:30 pm on Sundays.

For more information visit:

<https://healthunit.org/health-information/covid-19/schools/>

Transportation

Student Transportation for Eastern Ontario (STEO) is the transport consortium that serves families in the UCDSB. STEO is charged with route planning for students that rely on the bus and is also responsible for contacting families with pick up and drop off times. To mitigate the risk of COVID spread, STEO has implemented some changes for students while riding the bus. Parents and guardians are encouraged to visit steo.ca to learn more about the *STEO COVID-19 Transportation Response Plan*.

Drop off

We anticipate more drop offs than usual. In an effort to ensure student safety, we would ask parents/guardians to arrange a drop off/pick up location with their child, approximately two blocks from the school.

Cohorting

Students at CPHS have been placed into specific cohorts. Our goal is to keep groups (cohorts) of students together and limit their daily interactions with other groups of students in the school.

Intermediate students will be cohorted with their peers in class. Intermediate students will remain in their class for the day with subject teachers visiting classes rather than students moving to other classrooms during the day. Intermediate students will eat their lunch in their classroom. Masks can be removed while eating lunch, but students will be asked to keep their masks on when seated or moving about the classroom. Students will take recess with their cohort peers and will be separated on the yard from other cohorts of students as per Health Unit guidelines.

Secondary students will also be cohorted and we are doing our best to limit the cohort size to 100 students. Secondary students will be attending class with other students in their cohort as well as eating lunch and taking breaks with others from their cohort. We will rely on students (and parents) to help keep interactions at school limited to cohorts. Secondary students will be asked to remain in the school during the lunch break. School administration will require parental approval for a child to leave the school grounds during lunch. More information to follow. The work to keep groups of students together in the school will have its positive effects reduced if students from various cohorts interact off school grounds during lunch. We ask parents for their cooperation and support.

Physical Distancing

Staff and students are encouraged to remain 2 meters apart when possible. Physical distancing, coupled with other safety precautions, will greatly reduce the risk of transmission. Floor stickers and posters have been placed in the school to help remind students. Many classes do not have enough room to accommodate a 2-meter separation, and for this reason, students are encouraged to keep their masks on while inside the class.

Entrances/Exits/Hallways

To control the flow of students moving through the school, we have created specific entrances and exits for students in both intermediate and secondary. All intermediate and secondary students will enter through their assigned doors (see teacher emails). Once in the school, students will follow arrows that are in place to ensure students are not coming into contact while walking through the halls. Exit doors have also been identified for intermediate and secondary students. The staff will ensure that students are aware of the new routines and expectations.

Masks

All students in grades 7–12 are required to wear their own non-medical or cloth masks indoors in school and on school buses. Non-medical masks will be made available to students should a student forget their mask at home or lose it while at school. Reasonable exceptions on mask requirements will apply (e.g., medical conditions and disabilities). An exemption form must be completed in order to be considered for an exemption. Outdoor times like recess/break can serve as a respite for students from wearing masks within their cohorts. Students are encouraged to bring two masks to school each day, however this is a family decision. Washing masks regularly is recommended. Breaks from masks will also be negotiated with classroom teachers. Open spaces in the school where students can distance themselves may be approved areas as well as outside.

Hand Hygiene

The school has been outfitted with many hand sanitizing stations. Wall mounts with Alcohol Based Hand Rub (ABHR min. 60%) have been placed around the school; larger pumps on stands have been placed in high traffic areas; classrooms have been provided with adequate hand sanitizer and students will be encouraged to wash their hands with soap and water regularly.

Washrooms & Breaks

We recognize that students will need to take breaks to use the washroom as well as opportunities to take their masks off temporarily. Washroom breaks will be established between students and teachers; however, a limit on how many students are out of class at any given time may need to be reduced. Washroom occupancy has been reduced where we can. A gender-neutral washroom is located on the main floor.

Lockers & Personal Belongings

Students will not be assigned lockers this year. This will help us to keep students physically distanced and will also encourage students to bring fewer personal belongings to school. Students can bring their backpacks to class and will place them on the back of their chairs. Resources in the classroom (textbooks, pens, pencils, paper etc.) will not be shared between students.

Wellness Room

The school has designated one room in the school to serve as the Wellness Room. This room will be used to temporarily isolate staff/students who may be showing signs of COVID-19. Staff/Students who are not feeling well will be brought to the wellness room and parents/guardians will be contacted promptly.

Intermediate Schedule

As outlined above, intermediate students will be assigned one classroom for the entire day. Intermediate students operate on a 5 day cycle; this cycle is relevant to students and staff as subjects are offered at different times of the day.

The school calendar for the intermediate 5 day cycle and relevant dates has been posted to the CPHS website.

Secondary “Quadmester”

Secondary students in the UCDSB will be learning via the quadmester format this year. Like the traditional semester, subjects are separated throughout the school year, but instead of having four courses over two semesters to earn eight credits, students will have two courses over four quadmesters. Students will have the opportunity to earn eight credits in subject courses that are nine weeks in length. With the adoption of this model, students’ subject courses are 150 minutes in length -- one course in the morning and the other in the afternoon. A 15-minute break will be built into each class.

In the spirit of cohorting students, students will eat lunch in their period 1 classroom, with their cohort. Students in grades 9-12 will be able to leave the school during lunch time. **Parent permission must be provided for students to leave the building at lunch during the 2020-2021 school year.** More information on the permission form to follow. They will have access to the school cafeteria if they wish, for “grab and go” style food. All students will start their afternoon classes at the same time. Student timetables will not tumble daily or weekly and will remain static for the quadmester.

A sample schedule for the quadmester has been included in the UCDSB Return to School Guide. In addition, a copy of the school year calendar illustrating the dates for quadmesters is posted on the CPHS website.

Remote Learning

The UCDSB has offered students and families the option to study at school or at home this year. Families were asked to complete a survey to indicate their preferred learning environment. Subsequently, for those who indicated a desire to study remotely, there were two choices: the synchronous model (tied to actual CPHS classes and teachers) or the asynchronous format (online courses delivered by our Board's virtual school). The table below will help to clarify the differences between the modes of study.

Remote Learning

Learning that occurs when classes are taught at a distance (distance learning)

...and when students and educators are not in a conventional classroom setting. Classes can be synchronous or asynchronous and can be taught online through a Learning Management System (LMS) like D2L or Microsoft Teams or by using videoconferencing tools. In some cases, learning may be delivered through emails, print materials, videos, or telephone calls. This year, students opting not to return to face-to-face classes are our 'remote learners'.

Synchronous

Learning that happens live, in real time.

Synchronous learning involves using text, video, or voice communication in a way that enables educators to teach and connect with students in real time. Classroom teachers will teach simultaneously to students face-to-face and remotely. Synchronous learning supports the well-being and academic achievement of all students, including students with special education needs, by providing students with an interactive and engaging way to learn. It helps teachers provide immediate feedback to students and enables students to interact with one another even through remote learning.

Asynchronous

Learning that is not delivered in real time.

Asynchronous learning can be digital or non-digital. Digital may involve students watching pre-recorded video lessons, completing assigned tasks, or contributing to online discussion boards. Non-digital asynchronous learning is delivered using non-digital resources such as pen and paper tasks.

Visitors

Carleton Place High School will not be accepting visitors at this time, as outlined in the [UCDSB Return to School Guide 2.0](#). Meetings with parents and community members will be done in a virtual setting. We are still committed to keeping parents/guardians informed, and we will ensure that all required meetings take place.

E-Learning

E-Learning courses are available to students again this year. Most courses will adhere to the quadmester model. Space for students to work on computers is available in the Learning Commons; however, many students opt to work from home since attendance is logged by the online teacher. For those who are unfamiliar with this model, e-learning courses are offered via a consortium of school boards that support online learners across the province with teachers in different school boards and schools. For more information, please contact the Guidance Department.

Contact Info – Update

It is critical that our school office has accurate and up-to-date contact information for parents and guardians. Please make sure to inform the school if there is a change in address, new phone numbers or emails. Your attention to this is greatly appreciated. If you are not currently registered with [My Family Room](#), please consider doing so to gain up-to-date information.

Key Points for Review

In closing, I ask that you review the safety practices below with your child. Efforts to adopt these safety measures will undoubtedly help our school and community reduce the risk of transmission.

- **Practice physical distancing and wear a mask.**
- **Wash hands often with soap and water for at least 20 seconds.**
- **Use an alcohol-based hand sanitizer containing at least 60% alcohol if soap and water are not available.**
- **Try not to touch your eyes, nose or mouth.**
- **Avoid close contact with people who are sick.**
- **Cough and sneeze into your sleeve and not your hands.**
- **If you feel sick, please self-isolate.**

Be positive – we will get through this together!!!

Sincerely,

Bill Wheeler, Rob Bradley, Shelley Riddell
Administrative Team – Carleton Place High School