

CARLETON PLACE HIGH SCHOOL



215 Lake Ave, W
Carleton Place, Ontario
K7C 1M3

Telephone 613-257-2720
Fax 1-855-340-9082
www.ucdsb.on.ca/cphs

10 November 2020

Dear Parents/Guardians,

We are so proud of all our students and their ability to adapt to our ever-changing school day. They demonstrate resiliency and perseverance daily. As we continue to settle into this school year, and now, to welcome some remote learners back into the Bears' Den, we would like to take the time to review a few key points.

Secondary "Quadmester"

Secondary students in the UCDSB will continue to learn 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 (with each quad being nine weeks in length). In this model, students' subject courses are 150 minutes in length each day -- one course in the morning and the other in the afternoon. A 10-minute break will be built into each class. Student timetables will not tumble daily or weekly and will remain static for the quadmester.

In the spirit of cohorting (grouping) students, **students will eat lunch in their period 1 classroom**, with those same classmates. Students in grades 9-12 are able to leave the school during lunch time; **please note, though, that parent permission must be provided for students to leave the building at lunch during the 2020-2021 school year.** If you have not already done so, click on the following link: [Lunch Permission Form](#). Students will also have access to the school cafeteria if they wish to purchase lunch, for "grab and go" style food. All students will move to their afternoon class starting at 11:25 a.m.

Calendar Update

Please note: the following adjustments have been made to the school year calendar to reflect the removal of examination days, the re-designation of these days as instructional days, and the revised start/end dates to the four quadmesters to ensure a greater balance to each segment:

For a Revised School Year Calendar [Click here](#)

	Previous Quadmester Calendar	New Quadmester Calendar
Quad 1	Sept. 11, 2020 to Nov. 16, 2020	Sept. 1, 2020 to Nov. 10, 2020
Quad 2	Nov. 17, 2020 to Feb. 4, 2021	Nov. 11, 2020 to Jan. 29, 2021
Quad 3	Feb. 5, 2021 to Apr. 20, 2021	Feb. 1, 2021 to Apr. 19, 2021
Quad 4	Apr. 21, 2021 to June 28, 2021	Apr. 20, 2021 to June 28, 2021

Daily Schedule

School Hours 8:00 a.m. – 2:10 p.m. Secondary Lunch 10:40 a.m. – 11:30 a.m. Intermediate Lunch 11:30 a.m. – 12:30 p.m.	Secondary Staggered Dismissal Grade 12 – 2:00 p.m. Grade 11 – 2:05 p.m. Grade 9 & 10 – 2:10 p.m.
---	--

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.

This provincial [screening tool](#) is intended to be used by parents, students, employees and visitors. This tool provides guidance on whether it is advised to go to school or work, along with next steps. **Note:** the symptom changes made by the Ministry of Health apply only to children.

To find a local COVID-19 Assessment Centre:

- [Leeds, Grenville & Lanark](#)
- [Eastern Ontario](#)

Our Public Health nurse assigned to CPHS is Hannah Archer. 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 a.m. - 4:30 p.m., and from 8:30 a.m.- 4:30 p.m. Saturdays and 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 and/or Pick-up at School

Please continue to use John St. at the back of the school to pick up and drop off your student(s).

To ensure student safety, the parking lot entrance is NOT to be used during bus loading and unloading hours (7:45 a.m. – 8:10 a.m. and 1:50 p.m. – 2:15 p.m.).

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 from classroom to classroom. 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 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 remain in their Period 1 classroom during the lunch break unless leaving the property. Again, school administration requires parental approval for a child to leave the school grounds during lunch. All our efforts to keep these smaller groups of students together in the school will be less beneficial if students from various cohorts interact off school grounds during lunch. We ask parents and students for their cooperation and support on this matter.

Physical Distancing

Staff and students are encouraged to remain 2 metres 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-metre separation, and for this reason, students are asked 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 while at school and on school buses. Non-medical masks will be made available 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 for this request to be considered. 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.

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 are 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 possible. A gender-neutral washroom is located on the main floor.

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 for pick-up.

Visitors

Carleton Place High School is not 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 secondary 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.

School Council

Next meeting is November 16. Please join us virtually. To ensure access to the TEAMS invite, please call Charlene Sweeney at extension 402.

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, phone number or email. 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 student(s). Efforts to adopt these safety measures will undoubtedly help our school and community reduce the risk of transmission.

- **Practice physical distancing**
- **Wear a mask, ensuring that nose and mouth are covered**
- **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