

## UPAD Middle School Quarter 4 Reopening Plan

We have created our Q4 reopening plan to ensure BOTH our in-person students and our virtual students continue to receive a safe, responsive, and restorative educational experience throughout Quarter 4. Our academic program and school day remains the same. Our teachers will continue with a similar pacing and content delivery schedule, intervention schedule, and overall grade level communication as they have all year. This will minimize interruption to our students' experience and allows a more seamless integration between the virtual and in-person programs.

### UPAD Middle Quarter 4 Reopening Dates April 19th - June 17th

\*\*Due to staff capacity and social distancing, we have limited in-person spots designated for each grade level. This unfortunately means that we will **not** be able to accommodate every family who wishes to return for Q4. We do apologize for that fact.\*\*

#### In Person Students

In person students will be divided into two groups and will attend in person **2 days per week**, with the remaining 3 days being virtual.

In-person students will bring their chromebook when in-person, as they will attend their virtual synchronous classes on Zoom, so our staff can teach both virtual and in-person students.

#### Virtual Students

The virtual schedule of classes will remain exactly the same for 100% virtual students. We aimed to change as little as possible. Some virtual students may experience new class schedules (a new order of subjects), however the start and end times for classes and their teachers will remain the same.

**School Schedule:** 9:00 am - 3:30 pm

**Doors Open:** 8:30 am

**Dismissal:** 3:30 - 4:00 pm

\*Arrival and dismissal times will be strict due to safety and social distancing. Families who cannot consistently make the windows may need to return to virtual learning\*

**Mon - Thurs:** 9:00 am - 3:30 pm

Academic Classes & Crew

**Friday:** 10:00 - 3:30 pm

Virtual Crew Conferences & Academic Conferences

Group A	Group B
<p><b>Mon &amp; Tues: In Person</b> Wed &amp; Thurs: Virtual</p>	<p>Mon &amp; Tues: Virtual <b>Wed &amp; Thurs: In Person</b></p>
<p><b>Friday:</b> Virtual for ALL students</p>	
<p>*Students will not be able to switch between Group A and Group B for contact tracing</p>	



## UPAD Middle School 100% Virtual Schedule (no changes)

	Mon	Tues	Wed	Thur	Fri		Early Release Wednesday	
	Teal Day	Black Day	Teal Day	Black Day	Scheduled Student Conferences*		Teal Day	
<b>9:00</b> - <b>10:45</b>	A Hour	D Hour	A Hour	D Hour	<b>10:00</b> - <b>12:00</b>	Scheduled Crew Student Conferences for 2 Way Communication	A Hour	<b>9:00</b> - <b>9:45</b>
<b>10:50</b> - <b>12:35</b>	B Hour	E Hour	B Hour	E Hour			B Hour	<b>9:50</b> - <b>10:35</b>
<b>12:35</b> - <b>1:05</b>	Lunch	Lunch	Lunch	Lunch			Lunch	<b>10:40</b> - <b>11:10</b>
<b>1:10</b> - <b>1:40</b>	Crew	Crew	Crew	Crew	<b>12:00</b> - <b>12:30</b>	Lunch	Crew	<b>11:10</b> - <b>11:40</b>
<b>1:45</b> - <b>3:30</b>	C Hour	F Hour	C Hour	F Hour	<b>12:30</b> - <b>3:30</b>	Scheduled Subject Based Conferences	C Hour	<b>11:45</b> - <b>12:30</b>
<p><i>*Friday Scheduled Subject Based Student Conferences to be pre-scheduled for small groups, and one on one opportunities. Individual Student Schedules will be shared by Crew teacher during first week of Crew.</i></p>							<b>ERWs</b> <i>**Parent Teacher Conferences</i>	
							9/16	2/24
							10/7	3/10**
							10/21**	3/24
							11/11	4/14
							12/9	5/5
							1/13	5/19
							1/27	6/2
							2/3	



## UPAD Middle School In-Person Schedule

<b>Group A</b> In-Person Mon & Tues Virtual Wed & Thurs Friday: Virtual for all				<b>Group B</b> In-Person Wed & Thurs Virtual Mon & Tues Friday: Virtual for all			
MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
Teal Day		Black Day		Teal Day		Black Day	
Time	Action	Time	Action	Time	Action	Time	Action
8:30 - 9:00	Arrival	8:30 - 9:00	Arrival	8:30 - 9:00	Arrival	8:30 - 9:00	Arrival
9:00 - 9:55	A Hour Sync	9:00 - 9:55	D Hour Sync	9:00 - 9:55	A Hour Sync	9:00 - 9:55	D Hour Sync
9:55 - 10:45	A Hour Async	9:55 - 10:45	D Hour Async	9:55 - 10:45	A Hour Async	9:55 - 10:45	D Hour Async
10:45 - 10:50	Physical Break	10:45 - 10:50	Physical Break	10:45 - 10:50	Physical Break	10:45 - 10:50	Physical Break
10:50 - 11:40	B Hour Sync	10:50 - 11:40	E Hour Sync	10:50 - 11:40	B Hour Sync	10:50 - 11:40	E Hour Sync
11:40 - 12:35	B Hour Async	11:40 - 12:35	E Hour Async	11:40 - 12:35	B Hour Async	11:40 - 12:35	E Hour Async
12:35 - 1:05	Lunch	12:35 - 1:05	Lunch	12:35 - 1:05	Lunch	12:35 - 1:05	Lunch
1:05 - 1:10	Lunch Clean Up	1:05 - 1:10	Lunch Clean Up	1:05 - 1:10	Lunch Clean Up	1:05 - 1:10	Lunch Clean Up
1:10 - 1:40	Crew	1:10 - 1:40	Crew	1:10 - 1:40	Crew	1:10 - 1:40	Crew
1:40 - 1:45	Physical Break	1:40 - 1:45	Physical Break	1:40 - 1:45	Physical Break	1:40 - 1:45	Physical Break
1:45 - 2:35	C Hour Sync	1:45 - 2:35	F Hour Sync	1:45 - 2:35	C Hour Sync	1:45 - 2:35	F Hour Sync
2:35 - 3:30	C Hour Async	2:35 - 3:30	F Hour Async	2:35 - 3:30	C Hour Async	2:35 - 3:30	F Hour Async
3:30 - 4:00	Dismissal	3:30 - 4:00	Dismissal	3:30 - 4:00	Dismissal	3:30 - 4:00	Dismissal



## Daily Logistics

Activity	Details	Where	Notes
<b>Arrival begins at 8:30 am and class begins at 9:00 am</b>	Scholars will stand in line outside 2nd Avenue entrance to confirm Health Checks & Temperature Checks with school staff	2nd Avenue UPAD Entrance (left side door)	Scholars enter the 2nd Avenue entrance for their arrival at starting at 8:30 am and ending at 9:15 am  *If you are going to be later than 9:15 am please call the office to schedule a later arrival, so we can meet you outside. More than 3 unexcused late arrivals may result in placement back in the 100% virtual program*
<b>Breakfast &amp; Before Class 8:30 – 9:00 am</b>	Scholars will grab bagged breakfast in 1st floor common space and head straight to learning lab	1st floor common space  Assigned 1st floor learning studio	Scholars will be divided into learning studios based on grade level  Scholars will have the option of a bag breakfast.
<b>Class Expectations</b>	Scholars will have designated, socially distanced spots within their grade level learning studio	All grade level learning studios will be on the first floor	Scholars will remain in their designated, socially distanced spot within their grade level studio for all classes. Students will use their chromebook brought from home to log into their Zoom classes during synchronous time. During asynchronous time students will work on their classwork assigned for that day.
<b>Lunch 12:35 - 1:05 pm</b>	No transition, students will remain in learning studio throughout the day	Eat in learning studio	Scholars will eat at their designated, socially distanced spot in their learning studio. Students may bring their lunch to school (cannot use fridge or microwave). Families cannot bring lunch orders mid-day.
<b>Bathroom Breaks</b>	Two students will be allowed in the hall at any given time	1st floor bathroom only	Bathroom occupancy reduced based on bathroom size to allow for distancing.

			“Occupied/Not Occupied” signs will be used for single use restrooms to assist in social distancing.
<b>Main Office</b>	No more than two parties in the main office at a time	Main Office	Main office is only open by appointment for families. Families can call or email for appointments.
<b>Dismissal 3:30 pm</b>	Dismissal will take place solely outside in a social-distanced fashion	Cass Avenue CCS Parking Lot (same location as last year’s middle school dismissal)	<p>Students will remain outside in socially distanced grade level zones.</p> <p>Students will wait in their designated area, not the vestibule. Students will not be allowed back into the building.</p> <p><i>*Dismissal ends at 4:00 pm. More than 3 unexcused late pick ups may result in placement back in the 100% virtual program*</i></p>

### Scholar Participation

- **Current expected returning Scholar count:** 72 students
- Scholar selection based on initial Q4 In-Person Learning Commitments (this form will be shared on Wednesday March 17th at our 5:30 CommUnity Crew Meeting, and are to be completed by 11:59 pm Friday March 19th)
- Additional Scholars prioritized by 1) need for academic support 2) IEP plans or special needs 3) family request (ex: multiple Scholars, parents working outside the home, insufficient internet or school space at home)

### Other Important Information

#### Building Safety & Protocols

We are focused on creating a safe environment for our staff and scholars. We will set up classrooms and common spaces for social distanced use. We will minimize large group gatherings and student movement as much as possible. We will use signage and reminders to encourage social distancing at all times. Facilities and Cleaning Vendors will be doing extra cleaning of high touch surfaces and building spaces. In addition, staff members will be provided with cleaning supplies and PPE to augment with additional cleaning at designated times or if needed and students will practice wiping down their designated areas only. Additional action taken includes:

- Students and staff will wear masks at all times
- Increasing outside air flow in the buildings by adjusting our heating and cooling systems.
- Disinfecting common spaces or positive cases areas using an electrostatic sanitizing system.
- Hand sanitizer for student and staff use.



	<ul style="list-style-type: none"><li>● Partitions in high contact areas (Educator and Receptionist desks, other areas based on protocols).</li><li>● Cleaning buildings each day Scholars are present for on campus learning.</li><li>● Performing extra cleaning during the day, after hours and on weekends</li><li>● Frequently touched surfaces, including light switches, doors, benches, bathrooms must undergo cleaning at least every <b>four hours</b> with an approved disinfectant.</li><li>● Libraries, Computer Labs, Art, and other hands-on classrooms must undergo cleaning after every class period with an approved disinfectant.</li><li>● Crew Members must wear gloves, face masks, and a face shield when performing all cleaning activities.</li></ul>
<b>Learning Studio Use</b>	<ul style="list-style-type: none"><li>● Scholars will be in social distanced classroom settings with reduced desks or utilizing dual classrooms if walls are collapsible</li><li>● Scholars will log into their synchronous zoom classes, which will still be taught virtually (scholars need to bring their chromebooks when in-person for this reason)</li><li>● Classroom assistants will walk the room for support and assist small groups</li><li>● Students will keep their materials in the classroom or with them in a bag. Lockers will not be utilized.</li><li>● Hand sanitizing upon entry and exit.</li></ul>
<b>Breakfast &amp; Lunch</b>	<ul style="list-style-type: none"><li>● To help ensure distancing and unnecessary contact, bag breakfast and lunches will be provided for those who do not wish to eat breakfast at home or bring their own lunch.</li><li>● Meals will be consumed in the designated learning studio</li><li>● Masks can be removed for food and beverage consumption and should be put back on immediately following eating/drinking.</li></ul>

<b>Scholar Needs</b>	
<b>Technology</b>	Students should bring the following: <ul style="list-style-type: none"><li>● Chromebooks (mandatory, as students will be attending their virtual zoom classes during synchronous time)</li><li>● Wireless mouse</li><li>● Headphones</li></ul>
<b>Uniforms</b>	<ul style="list-style-type: none"><li>● Families will not need to purchase uniforms for their scholars for 4th Quarter.</li><li>● Close toed shoes are required.</li><li>● Appropriate school attire is required.</li></ul>
<b>Food &amp; Beverage</b>	<ul style="list-style-type: none"><li>● Scholars may bring their own breakfast or lunch but will be unable to use microwaves or refrigerators.</li><li>● Families will not be able to drop off food during the day.</li><li>● Scholars should bring their own filled reusable water bottle or fill their bottle using a filling station on campus.</li></ul>
<b>COVID-19</b>	<ul style="list-style-type: none"><li>● <b>Please reference the Family FAQs for detailed information on our COVID-19 vaccine, testing, illness, contact tracing, and reporting protocols.</b></li></ul>



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### Key Dates

- **CommUnity Crew: Reopening Edition, this Wednesday March 17th at 5:30 pm**
  - [Q4 In-Person Commitment Forms](#) shared here and with all families after the meeting
- **Completion of In-Person Commitment Form by Friday, 3/19/21 at 11:59 pm**
- Families of Selected In-Person Students notified week of 3/29
- Spring Break, week of 3/29
- **Family & Student Virtual Orientation for In-Person Learning Thursday April 8th at 5:30 pm**
- Scholars back on campus week of 4/19