



UNIVERSITY PREPARATORY CHARTER SCHOOL FOR YOUNG MEN

Reopening Plan 2020

Abstract

A multi-tiered plan to support the safety and education of our students.

Summary

Our plan provides for the safety and security of our school community as well as supports the continuity of a rigorous and engaging academic program. Whether students and staff are on campus or in remote instruction the same schedule will be followed. This will allow easy transition from one setting to another as the crisis changes its course.

Our plan is set up to follow a student through the course of his day. From arrival to departure we will do our best to ensure his safety along with the safety of our staff.

Operationally, we have set up the following:

- Reduced numbers to adhere to social distancing guidelines
- Screening before entering the building for students and staff
- Limited access to building entrances
- Breakfast in the classroom
- New traffic patterns in the hallways and stairwells
- In some cases, classrooms with plexiglass dividers
- Hand sanitizers outside of every classroom and office
- Lunch in the classroom
- Escorted and monitored movement
- Sanitizing and cleaning classrooms after each use
- Emergency plan for contact tracing
- Nightly sanitizing and ventilation maintenance

Instructionally, we have established the following:

- Whether a student is on campus or remote learning, classes will follow his normal schedule
- Chromebooks and digital access to learning materials
- Parental access to digital classrooms and PowerSchool
- Lesson plan format that promotes rigor and engagement
- Distribution network and times for materials
- Single point of contact for parents (Advisement teacher)
- Counseling supports
- Modifications for our SWD and ELL students
- Office hours for staff on Fridays
- Increase parental communications and trainings
- A plan that is flexible and can be adjusted based on the crisis needs

Timeline (Pending Governor's Executive orders)

September 1-3	Chromebooks distribution
September 8-10	Orientation for new students
September 14	Remote classes begin in normal school schedule
October 13th	Hybrid schedule begins in normal school schedule
TBD	Full reopening of school

The attached plan goes into detail on each of the items mentioned above along with other specific items.

University Preparatory Charter School- Operational Re-opening Plan

Objectives: To safely and effectively reopen the school using the Centers for Disease Control and Preventions’ Interim Guidance for schools’ as a resource and in collaboration with the Operations facilities team, ensure all stakeholders are educated and equipped to remain safe while on our Campuses.

Focus	Action
Capacity	
Social Distancing	<ul style="list-style-type: none"> • All facilities have appropriate signage in multiple languages that promotes social distancing. • Floors marked at all facilities noting appropriate distance when in the hall. • Common spaces (staff lounge, copier room, main office etc..) will be limited to a certain number of staff based on the space (square footage) within the area • Designated entry and exits (see below) • Staff enter and exit the building through the Main entrance • Students enter and Exit the building through Exit#2 or Exit#4 on the eastside of the building based on their grade level
PPE and Face Coverings	<ul style="list-style-type: none"> • All students, staff and visitors to campus will be required to wear a face covering. • PPE and temperature check stations will be set up at each entry in which we will provide sanitizer for everyone entering the building, gloves for individuals desiring them and a disposable face covering for those who do not have one. • Staff will be given a washable, reusable face covering as well as a plastic shield. • Any person refusing to use face coverings, will not be permitted into the facility. Student policy? • Face shields will be available for individuals who are medically unable to tolerate face coverings. • Gloves will be provided.
Operational Activities	<ul style="list-style-type: none"> • Shared spaces and Classes
Vulnerable Population	<ul style="list-style-type: none"> • University Preparatory Charter School will reach out to parents and community to identify needs of vulnerable students and population ahead of re-opening. We will put together a plan on a case by case basis in partnership with parents, students, and faculty.
Restart Operations (Maintenance)	<ul style="list-style-type: none"> • All facilities will have air quality test performed mid-July and again two weeks prior to the start of the school year to ensure proper air flow throughout the building • All facilities will have the HVAC systems checked, cleaned, and meet MERV ratings of 11 or higher at all Campuses with an ultimate goal of MERV ratings of 13. • Water systems are adequate and do not hold contaminants. • Water fountains will be restricted to prevent the spread of infectious virus or disease. • Natural ventilation: when appropriate and weather permissible, windows and doors will be propped open to increase outdoor air ventilation to the greatest extent possible. • Make sure all grounds and entrances are cleaned and prepared for entry

<p>Hygienic Protocols (hygiene, cleaning, and disinfecting)</p>	<ul style="list-style-type: none"> • Teach and reinforce hand washing, covering coughs and sneezing into arm / elbow in each class led by instructional staff and health services staff members • Cleaning: All facilities will be cleaned before, during and after school hours. High traffic areas will be disinfected throughout the day to mitigate the possible spread of contaminants or viruses. All cleaning products will be “green” • Signage posted throughout each campus educating on how to stop the spread of COVID-19
<p>Promote Social Distancing</p>	<ul style="list-style-type: none"> • Limit number of Entrances and Exits per Campus • Alternate groupings for classes (little to no mixing of students and staff) recommended. • Minimal transitions throughout the building • Desks or tables with appropriate distance or lessened number of students per table. • Signage posted throughout all facilities • Fewer students per classroom • Restrict guests, visitors as much as possible • Common spaces not to be used or used with smaller groups of people.
<p>Monitor and Preparation</p>	<ul style="list-style-type: none"> • Staff and visitors to building will be required to complete a self-survey about exposure and vulnerability to COVID ahead of entrance. • No staff or visitors will be permitted if results of survey indicate vulnerability or exposure. • Staff and students with known illness will be encouraged to stay home • Identify spaces in each Campus for individuals showing symptoms • Work with Nursing staff and local health officials to report symptoms or known cases • Anyone sick will be advised not to return until meeting the CDC’s criteria to do so
<p>Food Service</p>	<ul style="list-style-type: none"> • Once date has been determined: Place food order with Sysco • One day to: Receive / unpack food order and prepare for meals; clean kitchen workspace
<p>Security</p>	<ul style="list-style-type: none"> • Go over expectations for student re-entry next day. • Re-acclimate personnel on security procedures and general expectations. • Go over video surveillance and visitor management procedures
<p>Frontline Staff (HR, Data, Admin Asst)</p>	<ul style="list-style-type: none"> • Close off Wide-Open spaces • Signage for Social Distancing • Appointment procedures if needed • Continuous Monitoring • Prepare office space, clean and be ready to receive staff and students.
<p>Vendors / Contractors</p>	<ul style="list-style-type: none"> • Inform of reentry date: restart conversations and communications as/if needed

OPERATIONAL RE-OPENING PLANS

Section	Description	Action items	Responsibility parties	Timeframe
Building Readiness	ALL STAFF AND STUDENTS WILL BE REQUIRED TO WEAR FACE MASKS AND MAINTAIN SOCIAL DISTANCING RULES WHILE IN THE BUILDING/(S).			
Entrances	<p>Students: Designated entrance for students (Will be split up between Exit 2 & 4)</p> <p>Students: Late students will be escorted to class by Grade level manager or staff.</p> <p>Staff: ARRIVAL TIMES FOR STAFF AT 7:30 AM ONLY. Early staff will report to Cafe manager in Cafe for Temperature checks.</p> <p>Staff: Designated entrance for STAFF AT EXIT 1.</p>	<p>Temperature Checks Phone Drop off Bag Checks Scans Staff Survey must be completed before entering the building.</p>	<p>Grade Level Managers Security Staff Teacher Admins Cafe Manager All staff- for Survey</p>	<p>ALL STAFF NEED TO REPORT BY 7:45 A.M.</p> <p>STUDENT ARRIVALS 7:30-8:15 AM EXIT 4 ONLY UNTIL 9 AM</p>

Section	Description	Action items	Responsibility parties	Timeframe
Building Readiness	ALL STAFF AND STUDENTS WILL BE REQUIRED TO WEAR FACE MASKS AND MAINTAIN SOCIAL DISTANCING RULES WHILE IN THE BUILDING.			
Cafeteria	<p>All meals to be provided in classrooms.</p> <p>Students: Breakfast will be delivered/ provided during 1st period in classroom. Late student arrivals (ONLY) will be held in cafe for breakfast.</p> <p>Students: Students will have the opportunity to take meals to go for the remainder of the week.</p> <p>Students: Designated days/dates and times for lunch pick-ups for those students who are completely remote.</p>	<p>Grab and go meals Wrapped meals</p>	<p>Cafe staff Grade Level Managers</p>	<p>During School Day</p>
Gym	<p>Students: Students will be held on one side of the gym in social distanced chairs before start of school</p> <p>Social Distancing Cones</p> <p>Students: Entrance and exit during school day on Cafe side. Main entrance to gym will be closed off during school day.</p>	<p>Cones ordering</p> <p>Barrier used in gym for separation</p>	<p>Physical Education Department</p>	<p>During School Day</p>

Section	Description	Action items	Responsibility parties	Timeframe
Building Readiness	ALL STAFF AND STUDENTS WILL BE REQUIRED TO WEAR FACE MASKS AND MAINTAIN SOCIAL DISTANCING RULES WHILE IN THE BUILDING.			
Ventilation	Filters in both Buildings on UPREP campus will be changed with MERV-3 filters periodically	Ordering MERV-3 Filters	Custodial Staff	Ongoing
Daily Cleaning	Buildings will be cleaned daily. (Sanitizing of surfaces) Buildings and classrooms will be defogged daily Air filters for the ventilation systems will be replaced bi-weekly with Merv-3 filters Deep cleaning of buildings will take place each Friday.	Cleaning supplies	Custodial Staff	Ongoing

Section	Description	Action items	Responsibility parties	Timeframe
Containment	<p>Narrative UPREP will continue to monitor staff and students on premises with daily surveys and temperature checks. If there is an outbreak on campus, staff/students involved will be isolated and necessary steps will be taken to mitigate risk to the population.</p> <p>Our identified Emergency Management team is : CEO; CAO; COO; Director of Safety and Security; Middle School Principal; Nurse, Athletics Director; CTE Director; HR manager; Director of Student, Family, & Community Support; Head Custodian;</p>			
School Health Offices:	<p>Nurse's office and Isolation room will be closed off and will be accessed by permission only.</p> <p>Students: All students will be escorted to Nurse's office</p>		Nurse Leadership Security Grade Level Managers	Ongoing
Isolation:	Room 104 will be Isolation Room	Closed off to all other students and staff	Nurse Leadership	Ongoing
Infected Individuals:	Room 104 Isolation Emergency Management Protocol	Emergency Management team and responsibilities.	Nurse Leadership	Ongoing
Exposed	Students: Students Reporting to Nurse, Staff report to	Emergency Management team will	Nurse	Ongoing

Individuals:	Leadership	review any reports and follow next steps	Leadership	
Hygiene, Cleaning, and Disinfection:	After report of infection/ exposure, emergency management team will make decision to close school for 48 hours to disinfect entire building/(s)	Possible School Closure and Deep clean/ Disinfect	Emergency Management team Custodial Staff	Ongoing
Contact Tracing:	Emergency Management team will meet to help contact trace	Each member of Emergency Management team will do research on chronological points of contact	Emergency Management team	As Needed
Communication:	Email, Robo Calls, Letters, PTO Virtual and in person Meetings. Website, social media and local media.	Communicate regularly via a variety of platforms and in case of emergency.	Emergency Management team Front office staff	Ongoing

Instructional plan begins on the next page.

UPREP Reopening Instruction-Multi-Tiered Plan

Component	Fully Remote-September*	Hybrid Model-October*	Fully open*
Schedule	<p>Students follow their schedule in PowerSchool remotely with the use of technology.</p> <p><u>Students and staff follow their schedules in school and remotely.</u></p>	<p>Students organized A-L, M-Z and by grade level</p> <p><u>Students and staff follow their schedules in school and remotely.</u></p> <p>Week 1 (MS) A-L (7-8-9) In school M/T, M-Z (7-8-9) Remote M-Z (7-8-9) In school W/TH, A-L (7-8-9) Remote All (HS) M. T. W. TH Remote Friday remote office hours Additional instruction SWD, ELL, Struggling Seniors</p> <p>Week 2(HS) A-L (10-11-12) In school M/T, M-Z Remote M-Z (10-11-12) In school W/TH, A-L Remote All (MS) M. T. W. TH Remote Friday remote office hours Additional instruction SWD, ELL, Struggling Seniors</p> <p>Week 3 (MS) A-L (7-8-9) In school M/T, M-Z (7-8-9) Remote M-Z (7-8-9) In school W/TH, A-L (7-8-9) Remote All (HS) M. T. W. TH Remote Friday remote office hours Additional instruction SWD, ELL, Struggling Seniors</p> <p>Week 4 (HS) A-L (10-11-12) In school M/T M-Z (10-11-12) In school W/TH All (MS) M. T. W. TH Remote Friday remote office hours Additional instruction SWD, ELL, Struggling Seniors</p>	<p>Students follow their schedule in PowerSchool</p>

Component	Fully Remote-September*	Hybrid Model-October*	Fully open*
Chromebooks	386 Chromebooks Distributed before school (Sept 1, 2, 3)	386 Chromebooks Distributed before school (Sept 1, 2, 3)	386 Chromebooks Distributed during school
Classrooms	No classrooms in use	1/2 Classrooms in use weekly Physical class size no larger than 12	All classrooms in use
Students on campus	0(0%)	100(25%)	386(100%)
Staff on Campus	0%	50%	100%
Platform	Google Classroom Zoom - with video on for all	Google Classroom Zoom - with video on for all	Google Classroom Zoom - with video on for all
Parent Portal	Grades posted weekly	Grades posted weekly	Grades posted weekly
Daily Schedule	Follow an 8-period day schedule of days and times. Teachers teach 5 periods per day and serve as advisement teacher Students attend 7 classes	Follow an 8-period day schedule of days and times. Some direct and some online. Teachers teach 5 periods per day and serve as advisement teacher Students attend 7 classes	Follow an 8-period day schedule Teachers teach 5 periods per day and serve as advisement teacher Students attend 7 classes
Attendance	Must be taken in PowerSchool for each class period Online present code (R for Remote?)	Must be taken in PowerSchool for each class period Present and Online present code	Must be taken in PowerSchool each class period
Lesson Plan Implementation	UPREP School Wide Format through online instruction integrating Rigor and relevance framework to address learning in all four quadrants	UPREP School Wide Format through direct instruction and online instruction integrating Rigor and relevance framework to address learning in all four quadrants	UPREP School Wide Format through direct instruction integrating Rigor and relevance framework to address learning in all four quadrants

Component	Fully Remote-September*	Hybrid Model-October*	Fully open*
Supplemental materials	Distribute: * Class Supplies lists * ELA novels and text through online or hard copy * SS * Math * Science - lab on-line service * Electives Art Music *CTE Building Machining - Culinary - food items IT	Distribute: * Class Supplies lists * ELA novels and text through online or hard copy * SS * Math * Science - lab on-line service * Electives Art Music *CTE Building Machining - Culinary - food items IT	Distribute: * Class School Supplies *ELA novels and text through online or hard copy * SS * Math *Science *Electives *CTE - through class
Classroom student communication	Google Classroom and Zoom	Google classroom, In-person and Zoom	In-person and Google classroom
Intervention Services	Math - Access to IXL Platform Reading/ELA - IRLA reading intervention	Math - Access to IXL Platform Reading/ELA - IRLA reading intervention	Math - Access to IXL Platform Reading/ELA - IRLA Reading intervention
Advisement	Advisement Teacher is the Case manager and # 1 contact <ul style="list-style-type: none"> • Weekly contact with family and student on class list • Problem solve student need • Maintain contact with GLM or Principal / COA /Department Head as needed Exception: Special Education case managers will assume this role for all in his/her case management list	Advisement Teacher is the Case manager and # 1 contact <ul style="list-style-type: none"> • Weekly contact with family and student on class list • Problem solve student need • Maintain contact with GLM or Principal / COA / Department Head as needed Exception: Special Education case managers will assume this role for all in his/her case management list	Advisement Teacher is the Case manager and # 1 contact <ul style="list-style-type: none"> • Weekly contact with family and student on class list • Problem solve student need • Maintain contact with GLM or Principal / COA / Department Head as needed Exception: Special Education case managers will assume this role for all in his/her case management list

Component	Fully Remote-September*	Hybrid Model-October*	Fully open*
Counseling Service	Complete Counseling Services via online and phone communication: Scheduling - all aspects including ensuring graduation requirements and NCAA requirements Independent and Small Group goal driven Counseling Triage of crisis situations Liaison for community services Monitor CPS referrals and cases Letters of recommendation Scholarship applications Organize mentorship situations	Complete Counseling Services via in person, online and phone communication: Scheduling - all aspects including ensuring graduation requirements and NCAA requirements Independent and Small Group goal driven Counseling Triage of crisis situations Liaison for community services Monitor CPS referrals and cases Letters of recommendation Scholarship applications Organize mentorship situations	Complete Counseling Services in person: Scheduling - all aspects including ensuring graduation requirements and NCAA requirements Independent and Small Group goal driven Counseling Triage of crisis situations Liaison for community services Monitor CPS referrals and cases Letters of recommendation Scholarship applications Organize mentorship situations
Special Education Goal tracking	Common App for data collection	Common App for data collection	Common App for data collection
SWD - Supplemental Services	Special Education Teachers communicate in writing how IEP is implemented with families.	Special Education Teachers communicate in writing how IEP is implemented with families.	Special Education Teachers communicate in writing how IEP is implemented with families.
SWD - Test Modifications	Implemented through zoom meetings with special education teachers	Implemented through zoom meetings with special education teachers or Friday opportunities for delivery of direct modifications	Implemented through direct Instruction
SWD - Delivery for Supplemental Services	On-line meetings, phone calls and zoom meetings	Scheduled classes, resource rooms and zoom meetings	Through scheduled classes and resource room
SWD - Specialized services	Services (psychological counseling, speech and language, OT & PT) delivered by home district. UPREP staff to monitor deliver compliance	Services (psychological counseling, speech and language, OT & PT) delivered by home district. UPREP staff to assist in coordination and monitor deliver compliance	Services (psychological counseling, speech and language, OT & PT) delivered by home district

Component	Fully Remote-September*	Hybrid Model-October*	Fully open*
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<p>Parent Communications & Trainings</p>	<p>Mass Emails, Robo Calls, Website Postings, social media Teacher /class share unit expectations and calendar of assignments and due dates</p> <p>Tutorials - videotaped for reference</p> <ul style="list-style-type: none"> • Open House online • Google platform <ul style="list-style-type: none"> ○ Basics ○ Tracking Student work • Chromebook <ul style="list-style-type: none"> ○ Care, ○ Restarting ○ Operating • Expected tasks • Parent Portal Access and Monitoring 	<p>Mass Emails, Robo Calls, Website Postings, social media Teacher /class share unit expectations and calendar of assignments and due dates</p> <p>Tutorials - videotaped for reference</p> <ul style="list-style-type: none"> • Open House online • Google platform <ul style="list-style-type: none"> ○ Basics ○ Tracking Student work • Chromebook <ul style="list-style-type: none"> ○ Care, ○ Restarting ○ Operating • Expected tasks • Parent Portal Access and Monitoring • 	<p>Mass Emails, Robo Calls, Website Postings, social media Teacher /class share unit expectations and calendar of assignments and due dates</p> <p>Tutorials - videotaped for reference</p> <ul style="list-style-type: none"> • Open House online • Google platform <ul style="list-style-type: none"> ○ Basics ○ Tracking Student work • Chromebook <ul style="list-style-type: none"> ○ Care, ○ Restarting ○ Operating • Expected tasks • Parent Portal Access and Monitoring
<p>Uniforms</p>	<p>Appropriate clothing for remote learning</p>	<p>Full Uniforms expected when in school Friday - College or UPREP Wear</p>	<p>Full Uniforms expected when in school Friday - College or UPREP Wear</p>
<p>Flexibility of Plan</p>	<p>NA</p>	<p>As data changes, this plan allows for increased school attendance to 50% attendance of school population prior to full open. All MS students could attend Weeks 1 and 3 and All HS students could attend Weeks 2 and 4.</p>	<p>NA</p>

*=Pending Governor's Executive orders on school opening

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 HS Chromebook Pickup	2 HS Chromebook Pickup	3 HS Chromebook Pickup	4	5
6	7 No School Labor Day	8 7 th grade Chromebook Pickup and Orientation HS-Remote connections	9 8 th grade Chromebook Pickup and Orientation HS-Remote connections	10 9 th grade Chromebook Pickup and Orientation HS-Remote connections	11 Remote office hours established	12
13	14 First day of Remote Classes	15 Remote Classes	16 Remote Classes	17 Remote Classes	18 Remote office hours and 1:1 for SWD, ELL, and seniors	19
20	21 Remote Classes	22 Remote Classes	23 Remote Classes	24 Remote Classes Remote Open House	25 Remote office hours and 1:1 for SWD, ELL, and seniors	26
27	28 Remote Classes	29 Remote Classes	30 Remote Classes			

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Remote Classes	2 Remote office hours and 1:1 for SWD, ELL, and seniors	3
4	5 Remote Classes	6 Remote Classes	7 Remote Classes	8 Remote Classes	9 Remote office hours and 1:1 for SWD, ELL, and seniors	10
11	12 No School Columbus Day	13 MS A-L on campus All others remote	14 MS M-Z on campus All others remote	15 MS M-Z on campus All others remote	16 Remote office hours and 1:1 for SWD, ELL, and seniors	17
18	19 HS A-L on campus All others remote	20 HS A-L on campus All others remote	21 HS M-Z on campus All others remote	22 HS M-Z on campus All others remote	23 Remote office hours and 1:1 for SWD, ELL, and seniors	24
25	26 MS A-L on campus All others remote	27 MS A-L on campus All others remote	28 MS M-Z on campus All others remote	29 MS M-Z on campus All others remote	30 Remote office hours and 1:1 for SWD, ELL, and seniors	31

Sample schedule for a seventh-grade student-with the last name Johnson

M T W T H	Period	Class	On Campus	
	8:15am	Breakfast	303	Sept. 8
	8:30 - 9:22	1	ELA -303	October 13, 26, 27
	9:25 - 10:15	2	Social Studies-304	November 9, 10, 23, 24
	10:18 - 11:08	3	Math -301	December 7, 8, 21, 22
	11:11 - 11:01	4*	Science-302	January 11, 12, 25, 26
	12:04 - 12:54	5*	Advisement-302 <hr/> Lunch-302	February 8, 9
	12:57 - 1:47	6*	Day 1 PE-Gym Day 2 Art-101	March 1, 2, 15, 16
	1:50 - 2:40	7	Day 1 Computer tech 103 Day 2 Health 109	April 5, 6, 19, 20
	2:43 - 3:30	8	Learning Lab 303	May 3, 4, 17, 18
				June 1, 14, 15 Exams: 16-24