



Columbus
Academy

CAMPUS REOPENING PLAN



A guide for the Columbus Academy Community
to the opening of the 2020-21 school year

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For the latest updates, please visit our COVID-19 information page at:
www.columbusacademy.org/covid-19-information-page

Reopening Overview

Melissa Soderberg, Head of School



Dear Columbus Academy Families,

Our Leadership Team has decided that the best path forward to invite all Academy students on to campus – an aspiration we have articulated since June – is a careful and gradual one. While we have created an environment that meets and exceeds the recommendations from the CDC and the American Academy of Pediatrics for in-person schooling, our entire community will need to play a significant role so that on-campus school for all becomes a reality.

The path that we need to travel to get to all students on campus each day requires that we attend to four powerful conditions:

1. Our families will need to understand the inherent risk every child takes in choosing to attend school in person and comply with expectations of our COVID-19 environment (which includes daily health checks for students and communicating with the school as described in our new *Community Expectations* on pages 5-6 below).
2. Our faculty and staff find they are able to execute effective teaching and learning at the current capacity level amidst health and safety expectations before additional students are added.
3. Our students will demonstrate regular habits of expected safe health practices at school.
4. Our school health and safety environment and the COVID-19 conditions in our local geography indicate that adding students on campus is possible.

The route towards in-person school every day for all students begins with two weeks of what I referred to in my [last letter](#) as a “shakedown cruise” to make sure our systems and training are working for each student and our faculty and staff. During the short week from September 8-11 after Labor Day, we hope to have our entire Lower School on campus while still conducting a hybrid (in-person and online) model in the Middle and Upper Schools. We plan to open our CASE after-school programs during this third week so long as we are able to maintain confidence that the four conditions above are being met. You will hear on September 8 if Columbus Academy intends to increase the number of MS and US students on campus for the fourth week starting on September 14 and going forward. If all goes well in our beginning and our gradual increases, we will hope to have in-person school fully and in a sustained way.

During this literal “on-boarding” time, the Lower School will be bringing students on campus at a higher capacity than the Middle and Upper Schools because maintaining the curricular life in those older

divisions requires traveling between classes, hallway passing times and many more contact points for faculty and children. The curricular composition in the Lower School lends itself well to cohorts: small individual classes (we have increased the number of classrooms from 28 to 47) that are primarily self-contained for the school day. You will find much more specific details for each division in this *Campus Reopening Plan*. We know that many of you are anxious to view class lists and advisory groupings, which will be shared next week. If you have questions about other matters, please reach out to the appropriate division head.

Encouraging us to continue to imagine on-campus school for all are our conversations with leading physicians and researchers in our community and initial experiences with upper school athletes since June. For two months, the school has had over 100 student-athletes practicing in training pods, and their success in attending to social-distancing guidelines, frequent hand-sanitizing and wearing masks when not training has been a hopeful example for us all.

"I am convinced that the consequences of cancelling or even delaying in-person instruction far outweighs the risk that any of our children are likely to contract clinically significant disease by attending classes," wrote one front-line physician with an opinion shared widely by others. This particular doctor, a practicing emergency medicine physician in one of the busiest emergency departments in the state, went on to say of the benefits of on-campus learning: "In-person instruction affords the opportunity for teachers and administrators to provide a physically-distanced environment that children are unlikely to have if not in school."

These sentiments have also been expressed by pediatricians with whom we have consulted and mirrors guidance from the American Academy of Pediatrics ([view here](#)).

While complexities abound in the opening of school this year, there is one simple truth. We have strength as a community -- of students, faculty, staff and families -- and when we are deliberate and intentional about our teaching and learning, we will be serving our mission and our students in the best ways possible.

Thank you for your partnership and your trust,

[Melissa Soderberg](#)

Head of School

Community Expectations During a Pandemic

The last sentence of Columbus Academy's Mission Statement – **Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world** – may never be more relevant than it is today as we collectively enter the 2020-21 school year. With the pandemic influencing every decision and every move we make toward holding school as “normally” and as best as possible, we ask for your thoughtful involvement, your responsible behavior and your confidence that we are doing everything in our capacity to make this a great year for our students, your children.

With the above in mind, we are asking all families to join the faculty and staff in committing to support a transparent culture of safety by adhering to Columbus Academy's health and wellness protocols. What each of us does can affect all of us, and simple mitigation efforts work when our responsibilities and concerns for each other are shared.

Therefore, our expectations of you as parents, guardians and partners with the school are that:

You will perform daily health checks on your children, which is required prior to daily arrival at school, via the new SchoolPass App.

*You will keep children home when they are not feeling well, have COVID-19 symptoms or symptoms consistent with contagious illness, or have potentially been exposed to someone with contagious illness, especially COVID-19. **

*You and your children will stay at home if exposed to someone who has experienced COVID-19 symptoms or tested positive for COVID-19 in the previous 14 days. **

You will wear masks or face coverings as directed and at all times while on campus, in buildings, hallways, common areas and classrooms, and in public as advised by local health officials.

You will practice and maintain physical distancing of at least six feet while on campus, both indoors and outdoors.

You will abide by all safety protocols and practices being implemented on campus including, but not limited to, movement around campus, no access to classrooms and very limited use of common spaces.

You will practice good personal hygiene, especially frequent hand-washing or sanitizing, and adhere to CDC-recommended actions when coughing or sneezing.

You will respond to any calls, requests or updates from the school regarding the health of your children.

You will support these expectations within your circles of influence, understanding that we all have important roles to play in setting an example for others during this historic time when the need for cooperation and care for others is of paramount importance.

These measures should reduce, but will not eliminate, the risk of acquiring COVID-19. There are risks associated with being in the proximity of anyone, and COVID-19 has a long incubation period during which time carriers may not know they are infected, contagious or carrying the virus.

We thank you, in advance, for your help in setting the course for a positive, healthy and fruitful school year for Columbus Academy.

* See the Guidelines for Home Quarantine in the Health & Safety Protocols section below.





Columbus Academy Health & Safety Protocols for COVID-19

COVID-19 is a viral respiratory illness that affects persons of all ages and is spread primarily through respiratory droplets of an infected person. Studies have shown that children with COVID-19 may experience different types of symptoms from adults and are less likely to become seriously ill, however death and severe illness may occur.

There are healthy habits that you and your family can adopt to avoid becoming exposed to COVID-19 and other contagious illnesses:

- Wash your hands often with soap and water for at least 20 seconds
- Use hand sanitizer when soap and water are not available
- Wear a face mask that covers your nose and mouth
- Avoid touching your face
- Practice social distancing
- Clean and disinfect surfaces
- Avoid close contact with sick people
- Stay at home when you are sick

Health Screenings

It is important that each child have a completed screening completed BEFORE coming to the campus. Parents will be required to monitor their child for signs/symptoms of COVID-19 before each school day based on a Wellness Screening Tool in the SchoolPass App. Parents should look for an email from SchoolPass next week for additional details on screenings. The screening questions will ask if your student has had:

- A temperature of 100 degrees Fahrenheit or higher without the use of fever reducing medications?
- A sore throat, congestion or runny nose not related to seasonal allergies?
- A NEW uncontrolled cough (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Difficulty breathing, diarrhea, vomiting, or abdominal pain?
- A NEW onset of severe headache, especially with a fever?
- Close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19 with or without a mask or been in an area of high transmission of COVID-19 within the last 2 weeks?

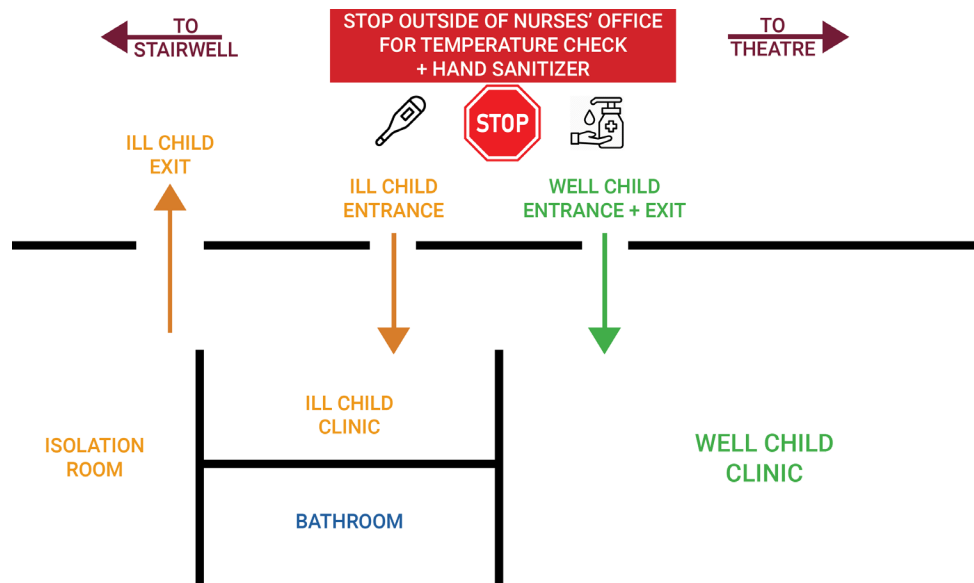
Some additional notes:

- If any one of the above symptoms have been checked, your child should stay home from school. The school nurses can help if you have questions.
- A student with only one of the screened symptoms and no close contact or exposure may return to school once fever free for at least 24 hours without the use of medications.
- Other conditions that require a student to stay home from school are strep throat until antibiotic treatment for 24 hours, pinkeye, new untreated or undiagnosed rash, influenza, etc.
- We are strongly recommending flu shots for everyone on campus to reduce the possibility of additional illnesses or confusion between influenza and COVID-19.

- Symptoms of COVID-19 range from mild to severe and may appear anywhere from 2-14 days after exposure to SARS-CoV-2. Some individuals could be without symptoms altogether.
- The nurses are ready to answer any questions (nurse@columbusacademy.org).

Nurses' Office Changes

Several changes have been made to the Nurses' Office. It will have two sides: a well/routine visit side, and an ill student side with two separate entrances for those clinic visits. Temperature and symptoms will be checked outside of the office with brief triage to ensure correct isolation or care area provided for student. Nurses will wear appropriate PPE (medical mask, face shield, gloves, gown) while caring for ill persons, and student visits will be minimized to reduce the number of students in the space as well as reduce traveling in the hallway. Classrooms will have minor first-aid supplies in them to assist with this process.



Illness at School Procedures

- If a student appears ill or presents with COVID-19 symptoms during the day, the student will be evaluated in the isolation room in the Nurses' Office.
- If it is determined that the student needs to go home, the parent's/guardian's will be called to pick up the student as soon as possible.
- The student will be escorted out of the building to the parents/guardians car.
- The parent/guardian will be referred to their medical provider for possible testing or further evaluation.
- All areas where the student/staff member has been will be cleaned once he/she has gone.
- The remainder of the cohort or class will continue with in-person classes until it has been determined if that student has COVID-19.





Once a case of COVID-19 has been identified

- The health department will be notified of a positive test result. The school nurses will also notify the health department of suspected cases or positive cases identified by staff or family.
- Staff members and parents/guardians must notify the school nurses if they or their child has been diagnosed with COVID-19, is presumed to have COVID-19, or has been exposed to someone with COVID-19.
- The health department will conduct a case investigation to determine all potential close contacts.
- If one student in a cohort is COVID-19 positive, only those people considered close contacts would need to self-quarantine for 14 days and monitor for symptoms. The school nurses and Division Heads will determine, based on the circumstances, which other students, classes, faculty or staff would also need to quarantine.
- The school nurses will also keep track of the COVID-19 cases and seek guidance from the Franklin County Public Health Department.
- FERPA and HIPAA privacy laws require the school to protect the identity of anyone with COVID-19.
- school nurses will act as the "COVID-19 Point of Contact" for the school community to voice concerns and ask questions.

Guidelines for Home Quarantine

COVID-19 Illness and Quarantine Guidelines

[Sources: Center for Disease Control & Prevention (CDC), Ohio Department of Health & Franklin County Public Health Department]

PERSON A	PERSON B	PERSON C	PERSON D
 <p>Anyone who has tested positive for COVID-19</p> <p>With symptoms: Isolation until the following requirements have been met: ✓ 10 days since symptoms first appeared and ✓ 24 hours (1 day) with no fever (without the use of fever-reducing medicine) and ✓ Symptoms have improved The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days.</p> <p>Without symptoms (Asymptomatic): Quarantine for 10 days from test date: ✓ Monitor self for symptoms, take temperature twice a day ✓ Released from quarantine after 10 days have passed as long as no symptoms have been present</p>	 <p>Any person who lives in the same household with Person A</p> <p>NO symptoms: Isolation until the following requirements have been met: ✓ Quarantine immediately ✓ Quarantine an additional 14 days after Person A has recovered and been released ✓ Quarantine can last up to 24 days or longer</p>	 <p>Any person with close contact to Person A (>15min and < 6ft without a face covering)</p> <p>Quarantine for 14 days following date of last exposure ✓ Contact CA Nurses' Office with any questions ✓ Monitor self for symptoms, take temperature twice a day ✓ Notify Primary Care Provider if symptoms develop</p>	 <p>Any person who has had exposure to Person B before quarantine</p> <p>NO QUARANTINE OR ACTION REQUIRED unless: Person B develops symptoms OR tests positive and Person D had contact within 14 days then: ✓ Contact Primary Care Provider to see about testing ✓ Contact CA Nurses Office with questions about timing/exposure</p>
<p>Definitions:</p> <ul style="list-style-type: none">• Isolation separates infected people with a contagious disease from people who are not sick.• Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.• Close Contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before the person began feeling sick until the time the person was isolated.• Insignificant Exposure is defined as contact with an infected individual for less than 15 minutes at a distance greater than or equal to 6 feet without a face covering. <p>Columbus Academy Nurses' Office Contact Information Beckie Hoagland RN, BSN, LSN Janet Fireman RN, BSN, LSN Nurses' Office Phone: 614-509-2234 Email: nurse@columbusacademy.org</p>			

Note: If your student has travelled to an area that has a high test positivity rate, you are recommended to quarantine for 14 days and monitor for symptoms.

Mask Policies

Our policy will be “Masks for All.” All Faculty, Staff, and Students will be required to wear masks at all times in and around the buildings. Each division will have some protocols for mask breaks in an age appropriate manner. Some additional mask specifics:

- Authorized Masks
 - Medical grade paper, “surgical,” daily use masks are a preferred mask as they are light, inexpensive, and easily swapped out for clean ones.
 - Cloth, multi-layered masks are also a preferred mask. These masks should be washed daily, so we suggest each student have multiple masks.
 - N95 Masks, which are designed to be fitted to individuals and used in clinical settings, are not recommended as they are costly and are not easily cleaned, but they can be worn.
- Unauthorized Masks
 - Single layer, “gaiter” type masks are not recommended as they do not provide the same level of protection of the multi-layered, cloth masks.
 - Vented masks of any kind are also not allowed since they allow air to escape through the valve.

Facilities Changes and Modifications

We have made modifications to the physical plant and classrooms based upon guidance from the CDC and the American Academy of Pediatrics. Among these are:

- Additional Classrooms. Reducing class sizes required additional classroom space. To that end, we have added six classrooms in the Mack Gym, four classrooms in the Barton Room, and several classrooms in former common areas and the Dining Hall.
- Changes to Existing Classrooms. Many items in existing classrooms were removed to make more space for physical distancing.
- Outdoor Spaces. All divisions will be using the outdoor areas of campus more frequently. We have added numerous seating and gathering areas to allow for more outdoor instruction.
- Other Modifications.
 - Adjustments have been made to the HVAC systems with higher grade filters and ionization systems to help with air flow and air cleanliness.
 - Cleaning Contractor Changes. Our cleaning contractor has upgraded their supplies to medical-grade cleaners as well as modified and more frequent cleaning protocols.
 - Classroom Cleaning Supplies. Each classroom will be supplied with a set of room cleaners and sanitizers for students/teachers to use daily.
 - Traffic Flow in and around buildings. Indoor areas will have marked, one-way traffic patterns to minimize crowding.
 - Hand-Washing Stations. There are new hand-washing stations installed at main entrances and many other areas around campus.
 - Bathroom Adjustments. Many of the bathrooms on campus have been adjusted to accommodate the new hallway traffic patterns and additional classrooms.
 - Drinking Fountains. All drinking fountains have been taken out of service, but the bottle fillers are operational and students are encouraged to bring a water bottle (with name on it) to school.

Questions or concerns, please contact the CA Nurses’ Office:
Beckie Hoagland RN, BSN, LSN | Janet Fireman RN, BSN, LSN
Office Phone: 614-509-2234 | Email: nurse@columbusacademy.org

Examples of Modified Classroom Spaces

Other classroom spaces: Dining Hall Fireside Room, Huntington Room,
7th Grade Lounge, Outdoor Learning Center, Outdoor Spaces



Lower School Classroom



Westwater Room



Middle School Classroom



Barton Room
(space for 4 classrooms)



Upper School Science Classroom



Mack Gymnasium
(space for 6 classrooms)



**Lower School Library
(space for one class)**



**Middle School Library
(space for one class)**



**Middle School Classroom
(former faculty work room)**



Upper School Classroom



**Middle School Classroom
(8th Grade Lounge)**



Music Practice Space



Lower School Reopening Letter

Mark Hansen, Head of Lower School

Dear Lower School Families,

We are excited to share additional details about the 2020-2021 school year below. We will continue to share details with you between now and the start of school as well as specific information for each grade level.

School Start

The Lower School will begin the school year with the schedule below. We are utilizing this schedule to provide students and faculty the opportunity to learn the many new routines of being back in school with numerous changes to what they have become accustomed to in our Lower School. During Week 1, each grade will be on campus one day and will have opportunities to meet with their teacher and classmates virtually for Morning Meeting or other community building activities throughout the remainder of the week. During Week 2, students will be on campus more frequently, with opportunities for online school experiences on the days they are not attending class in person. The first day of school is different for each grade, so please review the schedule below to know which day your child starts:

WEEK 1: AUGUST 25-28

- August 25: Grade 2 and Grade 4, plus Explorers (small-group)
- August 26: Grade 5 and Kindergarten, plus Explorers (small-group)
- August 27: PreK and Grade 1, plus Explorers (small-group)
- August 28: Grade 3 plus Explorers (small-group)

WEEK 2: AUGUST 31-SEPTEMBER 4

- Monday: Explorers (all), PreK, Gr. 1, Gr. 2
- Tuesday: Explorers (all), Kg, Gr. 5
- Wednesday: Explorers (all); PreK, Gr. 3, Gr. 4,
- Thursday: Explorers (all); Gr. 1, Gr. 2, Gr. 5
- Friday: Explorers (all); PreK, Kg, Gr. 3, Gr. 4

Please note: A detailed Explorer schedule will be sent to all Explorer families for these first two weeks of school.

WEEK 3 and MOVING FORWARD

Our goal beginning the week of September 7 is to have all Lower School grades on campus. We will be closely monitoring the first two weeks and make any adjustments necessary.

Students Enrolled in Online Learning

Parents selecting the online option for their child(ren) will be enrolled as a student in a homeroom class. She/he will participate in a variety of homeroom class lessons including daily Morning Meetings, some synchronous learning lessons, co-curricular classes (when possible), and a Closing Circle to end the day. They will also be assigned an associate teacher who can assist with questions she/he may have during the day with a cohort of online students and offer online support during school hours.

The Pod Environment

All Lower School homeroom classes will be in “pods”. Pods will have a class size between 6-13 students with one teacher. Co-curricular teachers will come into the homeroom pod to teach their classes or take the class outside for instruction.

Virtual Ice Cream Social

The Ice Cream Social will take place virtually on Monday, August 24. Teachers will meet with their students via Zoom from the classroom. This will be an opportunity for children to say hello to their new classmates and teachers and get a peak at their classroom through a virtual tour. Teachers will be sending individual Zoom links for these gatherings as we get closer to the date. The schedule will be as follows:

- 4:00-4:45 p.m. (Explorers, PreK, Kg, Gr. 1)
- 5:00-5:45 p.m. (Grades 2, 3, 4, 5)

Masks

All students (and faculty) will be required to bring a mask to school and wear it at all designated times. Masks will be worn inside the building, except for eating snacks and lunch. Logos on masks are acceptable, but beyond the logo masks must be free of slogans, graphics and writings. To help make sure each mask's owner is easily identifiable, please write your child's name on them to ensure proper hygiene and that no one accidentally wears another person's mask. With this in mind, we would appreciate masks that are light in color. Students who forget to bring a mask will be provided a disposable mask by the school for the day.

Lunch and Snack

Lunch and snacks will take place in the classroom. The dining hall staff will deliver lunches to the Lower School and teachers will plate and serve all food. Snacks will be provided and may be eaten in the classroom or outside during a break according to individual class schedules.

Recess

Recess time will be taken within the pod group. Teachers will supervise her/his group of students and will share a variety of games that support social distancing. We look forward to exploring our expansive campus of 231 acres even more this coming year!

Arrival Details

Students may arrive at school between 7:45-8:05 am. Doors will remain locked until 7:45 am and parents arriving before this time must wait in the carline until supervision begins. Students will go directly from their car/bus into their homeroom class.

Dismissal Details

Students will be dismissed from classrooms to CASE, bus or carline. We will be using a system called School Pass that will alert teachers when specific cars arrive on campus. Students going home through the carline will wait in their individual classrooms until their ride arrives. Details regarding *School/Pass* and how to register your vehicle will be sent home in a separate communication.

Parent and Visitors

At this time, parents and visitors will not be able to enter the Lower School. If you need to meet with your child's teacher, counselor, or administrator, it will be scheduled via Zoom.

Birthdays

Birthdays will continue to be celebrated at school. If a parent or guardian wishes to participate, they are welcome to join the celebration via Zoom. Any treat brought into the school must be pre-packaged and individually wrapped with a list of ingredients. A reminder that we are a nut-free school.

Supply Lists

In addition to the [Lower School Supply List](#), all students need to bring a water bottle to school each day.

Lockers

Hallway lockers will not be used in the Lower School. Students will keep all belongings, including jackets and boots, inside the classroom. Please mark all items with your child's name.

Class Homeroom Lists

In order to provide maximum flexibility in the creation of class lists, they will be distributed to families on Friday, August 21.

Thank you for your support, patience and understanding.

[Mark Hansen](#)

Head of Lower School



Middle School Reopening Letter

Shaka Arnold, Head of Middle School

Dear Middle School Families,

Between August 24 to August 26 middle school students will be invited to campus in groups by advisory for one full day of middle school orientation. This will allow them to acclimate to our new routines and safety protocols. On August 27, through September 11, groups of middle schoolers will begin a hybrid model of in-person and remote classes with a limited number of students attending in-person once every four days. All students will attend classes for the full day from, 8:05 a.m. - 3:20 p.m. each day. On the days when groups of students are not on campus, they will attend class remotely via Zoom or Google Meet and access course documents and instructions using Google Classroom. This in-person “hybrid” model means the population of middle schoolers on campus each day will be reduced to half or less. Details of those student groups will be made available the week of August 17. Students will receive their class schedules and advisory assignments on the first day of school, whether they are in-person or virtual.

Classroom Spaces

Classrooms inside of the middle school have been arranged by grade level, and to allow for comfortable physical distancing between students. The library and student lounge areas have been converted to classrooms and equipped with mobile whiteboards and audio visual equipment. Classrooms are also prepared in spaces outside of the middle school in the same manner. Students will be given coverings for sitting in the grass and those spaces are also equipped with appropriate seating. When classes go outside, lessons may be modified for virtual students based on limited access to wifi.

Lunch

Middle-schoolers will eat lunch in our main dining facility for lunch. Dining hall staff will serve students from the line, and there will be grab-and-go options as well. Students will be required to maintain appropriate physical distance with masks on until they are seated at their table to enjoy their meal. Our round tables have been replaced with rectangular ones that can seat no more than two students, six feet apart, all facing one direction. One-way routes will guide students into the dining hall, through the food line and to their seat. Once a child is finished, there is a specific route for them to dispose of their dishes and exit the dining hall.

Recess

Students will have recess in groupings on designated days to be determined after Labor Day.

Transitions Between Classes

Students will be released from classes in intervals and by grade level groups when they have to move classrooms.

Morning Arrival

The Middle School buildings will open no earlier than 7:30 a.m., at which time students will be directed by grade level to go to specific entry doors for morning check-in. All middle school students must enter through the grade specific doors every day, where teachers will be present to check students in. Drop off, except for those students who ride the buses, must always be at the carline circle in between the Dining and Parents (Upper School) Halls. Each day students will prepare for the start of classes in assigned rooms by grade level.

Dismissal

Bus riders will be dismissed from classes first, followed by students by grade level (in the same manner as the transition between classes).

Dress Code and Masks

Small changes have been made (detailed in my letter from July 27) to allow for more suitable footwear and shirts given that students will be going outside more often. Sneakers, hiking boots and other appropriate close-toed shoes for walking to other parts of campus are allowed. Students will be required to wear an appropriately fitting mask. It must be free of slogans or writing but can be any color or pattern. Students that forget to bring a mask will be provided a disposable mask by the school for the day.

Lockers

Middle School students WILL NOT use their lockers until further notice. Instead they will take their backpack and jackets with them to class.

Supply Lists

In addition to the [Middle School Supply List](#), all students need to bring a water bottle to school each day.

Field Trips

There will be no middle school trips in the fall. Experiences for each grade level may be scheduled for the spring.

If your family situation requires that your middle-schooler will not be attending school in person, please contact me (arnolds@columbusacademy.org).

Looking forward to getting started and working with your children!

[Shaka Arnold](#)

Head of Middle School



Upper School Reopening Letter

Cory Izokaitis, Head of Upper School

Dear Upper School Families,

The opening days of school, beginning August 24, will welcome half of each grade level in-person to school, per day, for orientation. Freshmen will dedicate the full day to advisory, unity activities, and learning about Upper School. Sophomores through seniors will spend their mornings in orientation meetings before all students begin a shortened class schedule. Those students not at school will join the synchronous classes via Zoom, so all US students will be engaging in academic work by week's end.

Starting September 3, US will be divided into four groups that contain students from every grade level, Maroon Group V, Maroon Group N, Gray Group K and Gray Group G. Students will attend classes for the full day (8:05 a.m. - 3:20 p.m.) in-person every four days on a rotation, while students not at school will join classes virtually and synchronously from home. Details of all the groupings will be made available the week of Aug. 17.

WEEK 1: AUGUST 24-28

- Monday, Aug. 24
 - ½ Grade 9 Orientation In-Person
- Tuesday, Aug. 25
 - ½ Grade 9 Orientation In-Person
 - Summer Reading (ALL)
- Wednesday, Aug. 26 (A)
 - ½ Grade 10 Orientation In-Person
 - Shortened Class Schedule Begins for ALL On Campus and at Home (end at 3:20 p.m.)
- Thursday, Aug. 27 (B)
 - ½ Grade 10 Orientation In-Person
 - Shortened Class Schedule Continues until Sept. 3
- Friday, Aug. 28 (C)
 - ½ Grade 11 Orientation In-Person

WEEK 2: AUGUST 31-SEPTEMBER 4

- Monday, Aug. 31 (D)
 - ½ Grade 11 Orientation In-Person
- Tuesday, Sept. 1 (E)
 - ½ Grade 12 Orientation In-Person
- Wednesday, Sept. 2 (F)
 - ½ Grade 12 Orientation In-Person
- Thursday, Sept. 3 (A)
 - Maroon Group - V
 - Classes on normal schedule (8:05 a.m. - 3:20 p.m.)
 - Junior Speeches begin
- Friday, Sept. 4 (B)
 - Gray Group - K

WEEK 3: SEPTEMBER 7-11

- Monday, Sept. 7 - Labor Day (NO SCHOOL)
- Tuesday, Sept. 8 (C)
 - Maroon Group - N
- Wednesday, Sept. 9 (D)
 - Gray Group - G
- Thursday, Sept. 10 (E)
 - Maroon Group - V
 - Junior Speeches
- Friday, Sept. 11 (F)
 - Gray Group - K

*Capital letters in parentheses next to the date indicate the letter day

Week Four and Beyond

After review of our opening and depending on the conditions, Upper School may continue in the four group model of two maroon and two gray groups or have the ability to shift to students coming in-person every other day by one maroon and one gray group.

Spaces

All models rely on the newly created US classroom spaces in parts of the dining hall and our regular classrooms now set up to hold 12 or fewer students (14+ in large science rooms) socially distanced. In the event all US students are back on campus, we'll implement our overflow model which entails, for example, a couple of students from sections with more than 12 students accessing their class virtually from another room on campus. This would happen on a rotating basis to be equitable. Additionally, teachers will have the opportunity to hold class outdoors in a variety of spaces.

Morning Arrival

Upper School academic buildings will open no earlier than 7:30 a.m., at which time students will be directed by grade level to go to specific entry doors for morning check-in. Freshmen will enter the side door of Parents Hall, Sophomores will enter the door at the very end of Parents Hall, Juniors will enter the glass doors off of the Junior Lounge, and Seniors will enter at the Senior Lounge. Two faculty members will be present at each entry for check-in.

Transitions Between Classes

Students will be released from class by grade level to a prescribed area outside of Upper School in order to minimize congestion in hallways. They will be added back into the school building by grade level to report to their next class. Hallways and staircases will be designated for one-way travel.

Dismissal

Bus riders will be dismissed from classes first, followed by students by grade level.

Dress Code

Small changes are being made to allow for more suitable footwear given that students will be going outside more often. Upper-schoolers may now wear sneakers, hiking boots and other appropriate close-toed, low-heeled shoes for walking to other parts of campus.

Masks

All students in Upper School will be required to wear an appropriately fitting mask. It must be free of slogans or writing but can be any color or pattern. Students that forget to bring a mask will be provided a disposable mask by the school for the day.

Lunch

Upper-schoolers will be able to use our main dining facility for lunch at designated times similar to what they had previously. Dining hall staff will serve students from the line, and there will be grab-and-go options as well. Students will be required to maintain appropriate physical distance with masks on until they are seated at their table to enjoy their meal. Our round tables have been replaced with

rectangular ones that can seat no more than two students, six feet apart, all facing one direction. One-way routes will guide students into the dining hall, through the food line and to their seat. Once a child is finished, there is a specific route for them to dispose of their dishes and exit the dining hall.

Lockers

Upper School students will not use their lockers until further notice. Instead they will take their backpack and jackets with them to class.

Advisory Meetings and Snacks

Advisory groups will meet weekly as usual, and when possible, may go outside. Snacks may only be eaten when outdoors and socially distanced.

New Parent Portal

Columbus Academy is transitioning our parent portal from My Backpack to Blackbaud's mySchoolApp for the upcoming school year. Parents and guardians will use mySchoolApp to access directory information, attendance, academic records, schedules and much more. To ease the transition, our technology team will maintain access to some components of the current My Backpack portal through October. This will include access to the directory and grade card information from the 2019-20 school year. Parents and guardians can now set up their mySchoolApp accounts by going to columbusacademy.myschoolapp.com and clicking the "Forgot login or First time logging in?" link. For more information about mySchoolApp, go to sites.google.com/columbusacademy.org/myschoolapp.

Book Ordering

Upper School families may log in to their new mySchoolApp, click on their child's name from a drop-down list and then click on "course requests." This should reveal your child's new class list, but teachers' names and exact class periods will be made available on August 24. Use this to order any required books through our online bookstore.

Supply Lists

Please know that US students do not receive a specific supply list as they are granted much more freedom to decide what sort of organizational and note-taking materials they prefer. In terms of calculators, math teachers will make clear during the first few days of class if a graphing calculator is necessary, and there will be time to purchase them individually or through the school before they will be needed in class. In addition, all students need to bring a water bottle to school each day.

Summer Reading

All US Summer Reading groups will meet on Tuesday, August 25 to discuss their book choice. Zoom links and meeting time will be available on Friday, August 21.

Parent and Visitors

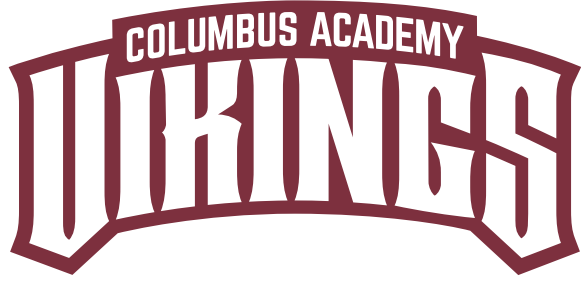
At this time, parents and visitors will not be able to enter the Upper School. If you need to meet with your child's teacher, counselor, or administrator, it will be scheduled via Zoom.

Please email the US office (langej@columbusacademy.org) if you have any questions. Additionally, if you anticipate keeping your child(ren) at home in a virtual experience due to their own physical vulnerability or that of a family member who lives with them, please reach out directly to me (izokaitisc@columbusacademy.org).

I look forward to seeing your children this fall!

[Cory Izokaitis](#)

Head of Upper School



Athletic Guidelines and Update

Since June 8, 2020, our athletic teams have been training in small training group (pods) sizes with their coaches, up to a 9:1 ratio.

Recently, larger groups have been allowed to train together. This work with our student-athletes has been a successful bellwether for how outdoor activity may happen during in-school recess and breaks.

As of now, Middle School and Upper School athletic contests and practices will proceed under guidelines set by the Ohio High School Athletic Association ([OHSAA](#)), the Governor and the Health Department. Based on their mandates and recommendations, athletics will require many health and safety procedures this year including face coverings, continuous hand washing and sanitizing, social distancing, and health screenings.

Athletic competition details and protocols will be identified once further guidance is received. If you have questions about your child's experience in athletics, please contact me (614-509-2254 or singletonj@columbusacademy.org).

[Jason Singleton](#)
Director of Athletics



CASE & ASA Guidelines and Update

Beginning September 8, 2020, Columbus Academy's C.A.S.E. (Children's After School Experience) program will be open daily from 3:30-6:00 p.m. In order for your child to attend this program, pre-registration on a first-come, first-served basis will be required to allow for planning of staffing, materials and snack needs.

We have included a [survey link here](#) to assess the demand for the CASE program for 2020-21. **If you are interested in utilizing this service, we ask that you complete this survey no later than 9:00 a.m. Monday, August 17.** Please note, this survey is NOT an official registration, but simply an assessment to gauge the enrollment numbers for the year. The following information should be considered when completing this survey:

- CASE will have one enrollment option, 5 full days per week for the full academic year. (Should a hybrid model continue past September 8th, the CASE structure will be reevaluated to accommodate the days students are on campus.)
- While the original pricing was set at \$925/quarter for 5 days per week for 2020-21, there is potential for this pricing to change once we have determined final enrollment numbers.
- Students will be podded into grade groups, meaning they will be with students outside their daily classroom but within their grade (this would be the same situation if they were riding a bus).
- The variety of snack options will be very limited due to a reallocation of staffing and in an effort to limit touch points.
- To meet required teacher-student ratio, capacity will be limited.
- Registration (at a later date) will be on a first-come, first-served basis.

Details on a finalized plan and any additional limitations will be determined in mid-to-late August. If you have any specific questions regarding the CASE program, please email Alyssa King, Director of Special Programs (kinga@columbusacademy.org).