



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 mySchool-App 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