



Ursuline
Academy

Returning to Campus: Part II

October 6, 2020

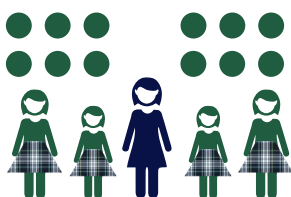
A GUIDE TO THE NEXT PHASE OF LEARNING

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On October 8, we will begin our concurrent (hybrid) model of learning, in which each student will attend classes in person two days a week and will participate online on the other three days. This document details what students and families need to know as we enter this new phase. Please note that all of the health protocols that have been in place during Bear Cave Weeks will still apply. Students are expected to wear masks while on campus except during designated mask breaks, and to maintain a distance of six feet between herself and others. These practices are detailed in the [Returning to Campus: Fall 2020](#) guide distributed in August.

ACADEMIC SCHEDULES



THE CONCURRENT (HYBRID) MODEL

This is a cohort model that decreases exposure to illness by reducing the number of students on campus at a given time while preserving the face-to-face classroom experience.

HOW IT WORKS

- Students are grouped alphabetically by last name into two teams or cohorts, the Angela team (A–L) and the Ursula team (M–Z). Please make note of your daughter's cohort; the days she will be on campus will remain the same from week to week.
- Each cohort attends classes for two days on campus, either Monday–Tuesday or Thursday–Friday. In-person instruction for two consecutive days deepens students' relationships with each other and with their instructors, so that when they are at home, they still feel connected to the physical classroom and the individual teacher who knows them well.

M	T	W	R	F
Angela Team A - L	Angela Team A - L	All Students Online Learning	Ursula Team M - Z	Ursula Team M-Z
Angela Team A - L	Angela Team A - L	All Students Online Learning	Ursula Team M - Z	Ursula Team M-Z
Angela Team A - L	Angela Team A - L	All Students Online Learning	Ursula Team M - Z	Ursula Team M-Z
Angela Team A - L	Angela Team A - L	All Students Online Learning	Ursula Team M - Z	Ursula Team M-Z

- On the days when a student is not on campus, she will engage in synchronous learning through Zoom, as she did at the start of the year. On Wednesdays, all students will be at home, utilizing Zoom for synchronous learning.
- Classrooms have been equipped with Swivl cameras, a video conferencing technology to support learners at home. Live streaming permits students both at home and at school to see and hear each other and participate as a whole in class discussion or group projects.
- While students are at home on Wednesdays, our facilities team will have the opportunity to do additional cleaning in all school buildings.

*Swivl cameras provide
live streaming
capability from the
classroom*



WHEN YOU ARE LEARNING FROM HOME



- Zoom in to your classroom before class starts.
- Be dressed in your school uniform shirt and be ready to participate in learning activities as if you were present in the classroom.
- Be seated in a chair or a desk. No laying on your bed!
- Follow the schedule. For now, Activity Period is an opportunity to move away from the screen.
- Remember to Zoom back into your first period class during Enrichment unless you have a Guidance class during this block.
- Let your teachers know how your learning experience is going. Participate in the surveys the teachers send to provide constructive feedback.

WHEN YOU'RE LEAVING FOR SCHOOL



- **Parents:** Make sure to submit the Wellness Check for each Ursuline student. If you answer "no" to all questions, your daughter will get a PawPass in her Ursuline email, which she will need to show as she enters school. If you answer "yes" to any of the questions, keep your daughter at home and follow the procedures in the **Health Protocol Guide**.
 - Note: In the event that a student needs to be tested for COVID, PCR testing is the only type of test accepted by Ursuline.
- **Students:** Remember to pack your mask, books and materials, hand sanitizer, water bottle, lunch (if bringing), and iPad.
 - Vending machines and microwaves will not be available, as they are common touchpoints.
 - Water fountains have been turned off, but touchless refilling stations are available.
- Remember: you should be in your full school uniform when attending classes on campus. See page 11 for the full uniform code.
- Remember that lockers will not be in use; you should bring your backpack and will be carrying all personal items with you throughout the day.

LUNCH



IN ACCORDANCE WITH STATE RECOMMENDATIONS, THE TEA ROOM WILL BE CLOSED TO URSULINE STUDENTS AND STAFF.

- At lunch time, you will return to the classroom where your first class period was held and will eat lunch with your teacher at your desk. Microwaves and vending machines are not available.
- You may bring your lunch from home or you may pre-order from SLA, Ursuline's food service provider.
- SLA has created a touchless, online pre-ordering system that will allow students or their families to place an order from a limited menu of hot and cold items with beverages. The packaged meal will then be delivered by the start of the lunch break to a bin outside of the classroom where students are located.
- In order to take advantage of this new system, you must have a positive balance in your lunch account 24 hours before ordering, as there will be no cash or credit payments for lunch processed on campus.
- SLA has taken extra precautions in food handling, staff training and cleaning in accordance with their own and state requirements. Please see the attached document for information regarding SLA's protocols.

ORDERING INSTRUCTIONS

- Orders must be placed by 8:30 a.m.
- To set up your SLA account or add money to an existing account, click here.
- For additional instructions on how to set up your account or make a deposit, click here.
- To view the lunch menu, click here.
- To order lunch, click here or scan the QR code with your phone.



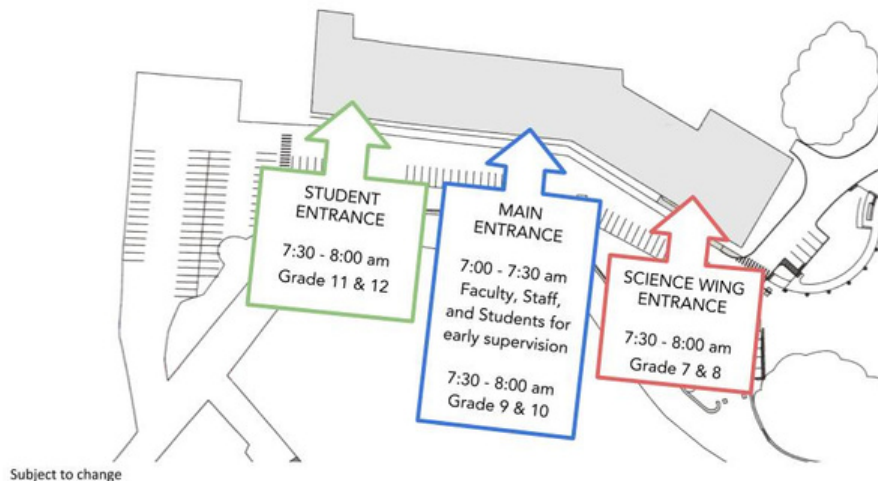
DROP-OFF, PICK-UP, AND BEFORE/ AFTER SCHOOL SUPERVISION

MORNING DROP-OFF

- Classes begin at 8:00 a.m., so students are encouraged to arrive between 7:30 and 7:55 a.m.
- Upon arrival at school, students should check their Ursuline email, and have their PawPass out and ready to show.
- If your first period class is in the Carriage House or Reynolds Center, please go directly there. All other students should enter the Main School Building in the following manner:
 - Main Entrance 7:00–7:30 a.m.
 - Students with reservations for early morning supervision in Angela Hall
 - Main Entrance 7:30–8:00 a.m.
 - Grade 9 and Grade 10 ONLY
 - Science Wing Entrance 7:30–8:00 a.m.
 - Grade 7 and Grade 8 ONLY
 - Student Entrance 7:30–8:00 a.m.
 - Grade 11 and Grade 12 ONLY



Main School Building Morning Entry Patterns



At morning drop-off, cars should pull all the way up to the end of the Science Wing.

AFTERNOON PICK-UP

- Afternoon dismissal is staggered as follows to reduce congestion on Lowder Street:
 - **Grades 11 & 12:** dismissed between 2:45 and 2:50 p.m.
 - **Grades 9 & 10:** dismissed between 2:50 and 2:55 p.m.
 - **Grades 7 & 8:** dismissed between 2:55 and 3:00 p.m.
- Students will exit the door on the front side of the main building closest to their last class, except for the Reynolds Center, from which all students must exit via the back door.
- When picking up, cars should pull up to the crosswalk in front of the Reynolds Center.

BEFORE AND AFTER SCHOOL SUPERVISION

- Students who are on campus before or after classes may only be in designated, supervised spaces. Students who are on campus before 7:30 a.m. or between 3:00 and 5:00 p.m. must reserve a spot. We have a limited number of spaces available.
- Students who require early or late supervision must make a reservation quarterly by emailing Regina MacLeod at rmacleod@ursulineacademy.net.
 - Note: Athletes must also make reservations for after school supervision if they are remaining on campus for a practice or game that starts later than 3:30 p.m.
- Daily reservations will only be accepted in case of emergency and if space is available.

Use caution at all times when
driving on campus and on
Lowder Street. Drive as if
you live here!

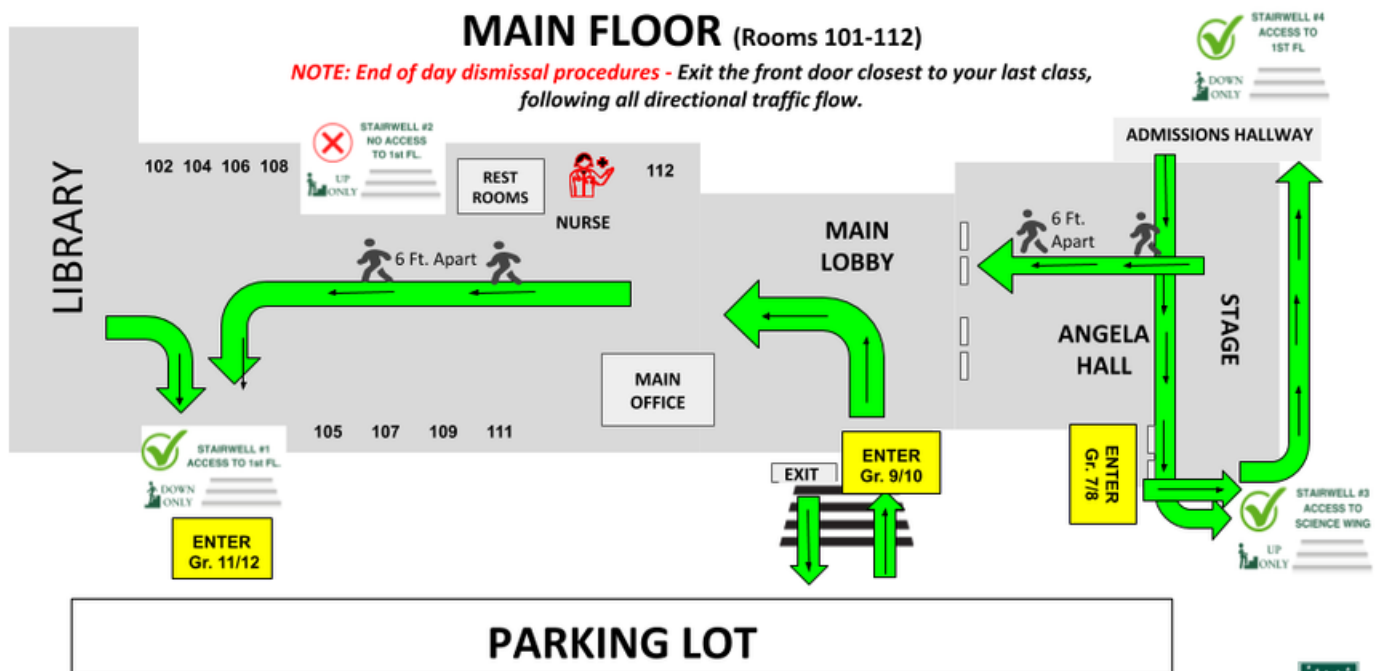
MOVEMENT THROUGH THE BUILDINGS

- Movement through the buildings will follow the patterns outlined in the following maps. Please review them carefully to understand how to safely move through the campus.
- Hall monitors will be assigned to ensure safety, appropriate distancing and traffic flow in and around hallways, stairs and bathrooms.
- At the end of each class, each student will be required to clean her own desk/table and chair before traveling to their next class. Cleaning wipes will be provided.

MAIN BUILDING/85 LOWDER STREET

- Please note the following stairway directions:
 - Stair #1 (Student Entrance)-Down Only
 - Stair #2 (Mid-Building/Field)- Up Only
 - Stair #3 (Science Wing/Parking Lot Side)-Up Only
 - Stair #4 (Science Wing/Field Side)-Down Only

For a PDF of all of the maps, [click here.](#)



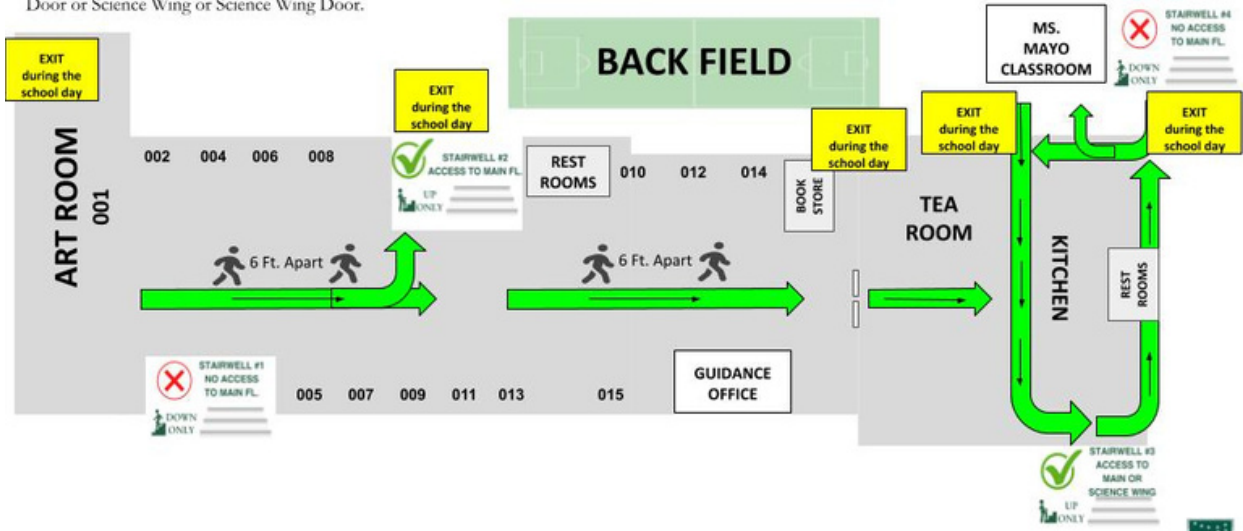
Subject to change



LOWER FLOOR

(Rooms 001-025)

With the exception of dismissal at the end of the school day, all community members must ONLY exit the building through the exits on the side/s or back of the building (i.e.) Art Room, Mid-Field (Stairway #2), Vending Machine Room Door, Tea Room Door or Science Wing or Science Wing Door.



Subject to change



Science Wing

Main Floor



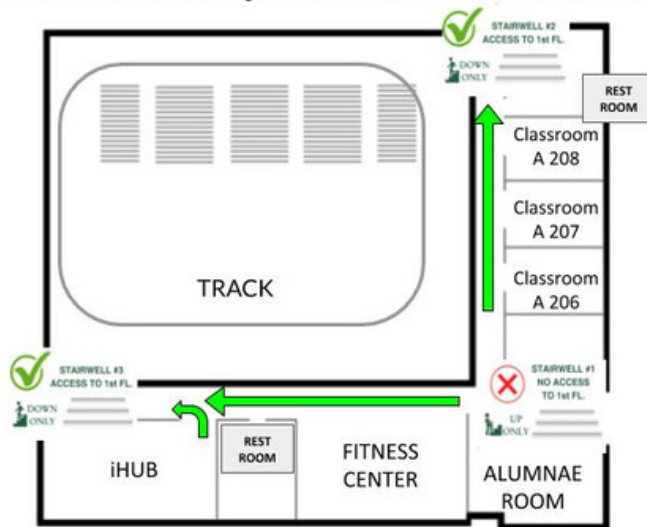
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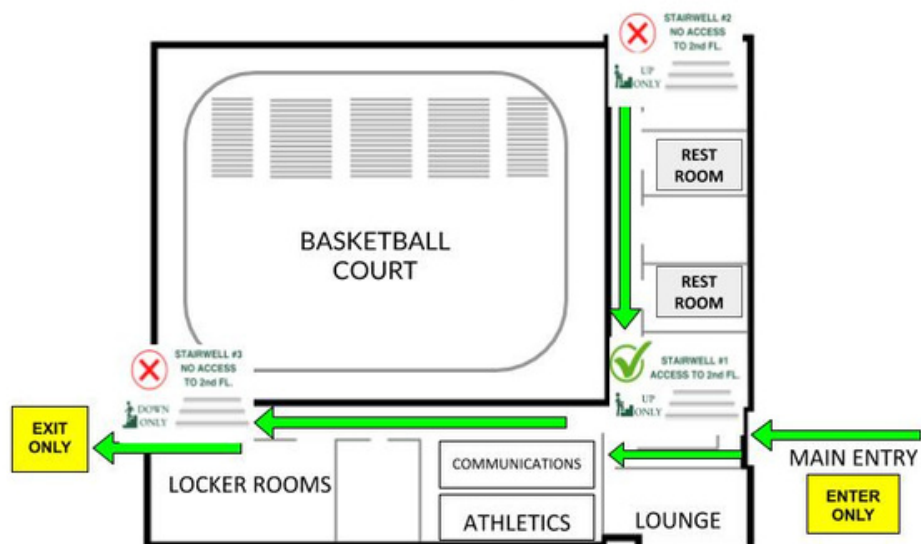
REYNOLDS CENTER

- Please note the following stairway directions:
 - Stair #1 (Near Front Entrance)-Up Only
 - Stair #2 (Near Lowder Street)-Down Only
 - Stair #3 (Near iHub)-Down Only

UPPER FLOOR Reynolds Center (Rooms A206-A208 and iHub)

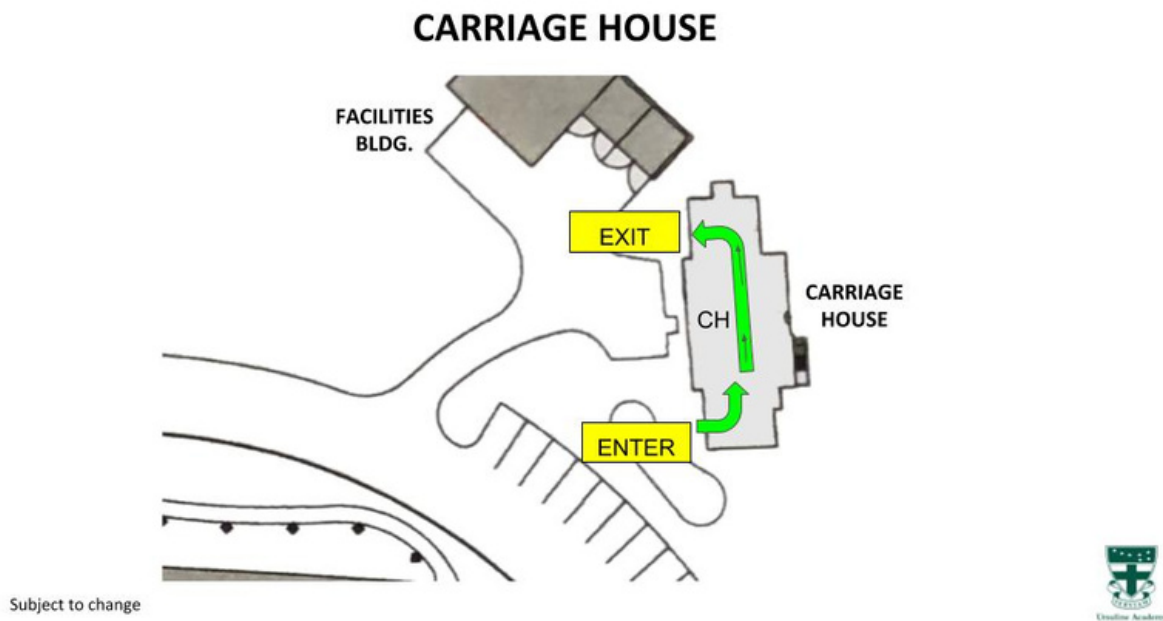


GROUND FLOOR Reynolds Center



CARRIAGE HOUSE

- Community members enter the Carriage House through the doors on the right.
- Community members exit the Carriage house through the doors on the left.



IMPORTANT REMINDERS

- Students may not bring food to share with other students, e.g., baked goods.
- Absolutely no sharing of items is allowed. This includes but is not limited to food, drinks, utensils, brushes, hair items, makeup, school supplies, iPads, phones, clothing, etc.

UNIFORM GUIDELINES

- **School ID** — Must be worn on the school-issued lanyard around the student's neck at all times, including Spirit Days and uniform holidays.
- **Ursuline's green plaid skirt** — Hem must be no more than an inch above the knees as a student stands straight.
- **White polo shirt, long or short sleeve*** — (The senior class wears navy blue polos.) Polos may be worn untucked, but they should be no longer than the student's hip. ***Note:** Ursuline has adopted a uniform polo shirt with the school insignia. All students are required to wear the polo shirt with the school insignia starting in the fall of 2020.
- **Socks and Tights** — Navy blue knee socks (no crew socks, athletic socks, or socks with insignias); black or blue tights.
- **Shoes** — Black sneakers with black laces (there may be a minimal amount of white on the sneaker, or they may be all black); tan, brown, black, or navy shoes with rubber sole (i.e., docksider or penny loafer). For more information on acceptable footwear, [click here](#).

Additional Options for the Basic Uniform (contingent on weather)

- **Navy blue fleece jacket with school logo**
- **"URSULINE" navy blue crew neck sweatshirt** (sold only in the UA bookstore) — Starting with the fall of 2020, this is the only sweatshirt allowed as part of the Ursuline uniform.
- **Black or navy solid leggings** — Worn under plaid skirt during winter months.
- **Personal winter coat/parka** — Worn when traveling between buildings
- At the discretion of the administration, students may be allowed to wear boots.

For our complete uniform guidelines, [click here](#).
