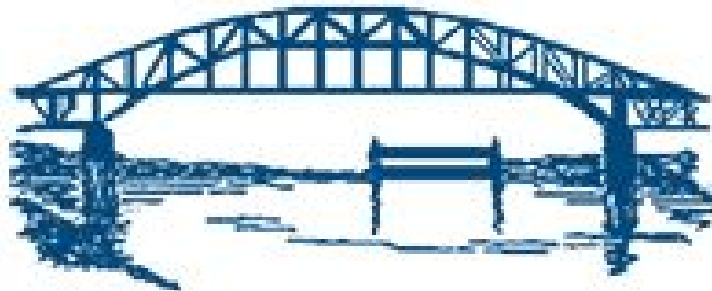


**Upper Cape Cod Technical School  
220 Sandwich Road, Bourne, MA 02532**

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## **UCT Reopening Map**



**Your bridge to the future,  
your gateway to success**

*Approved by School Committee 08/06/2020*

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## SUPERINTENDENT'S MESSAGE

August 2020

Dear Parents and Guardians:

I would first like to take a moment to thank the parents and families of our student body for their patience in the planning process and their assistance in helping to ensure that your children received the education that they deserve while learning remotely. This has been a challenging time for students, parents, teachers and administrators and it is truly our hope that the district has served your students well during these unprecedented times.

We have spent the last few months researching the options for the safest, yet most effective, way to reopen school in the fall. On June 25<sup>th</sup>, initial guidance was released from the state for the reopening of schools. The guidance asked districts to develop plans for each of the following reopening scenarios; 1) in-person schooling, 2) a hybrid model of in-person schooling coupled with remote learning; and 3) fully remote learning. As we began to develop plans for each of the scenarios, it became readily apparent that a **hybrid approach** would best suit our students' needs while concurrently ensuring their safety. With the current A week/B week schedule that is in place at Upper Cape Tech, we feel that this method of instruction and scheduling will be easier to implement for us than for other schools. Students will come to the school campus during their technical week and will learn remotely during academic week. While in their technical shops, students and staff members will be required to wear face coverings and the six-foot spacing guidance will be enforced. During the academic weeks, teachers will be synchronously live streaming classes from their classroom. Students will log into their classroom at the scheduled time and will participate in the class remotely with attendance taken for each class. Students in need of extra help will be able to schedule in-person time with their teachers to receive additional assistance after school during their technical weeks. Additionally, all teachers will be available to provide support remotely.

Detailed information regarding transportation, cafeteria services, student scheduling and social distancing policies and procedures will be mailed to each student's household. We encourage you to contact the school with any questions or concerns that you may have regarding the reopening of school. The UCT community is excited to be welcoming students back into our building soon and look forward to resuming a normal school schedule as soon as we can safely do so.

Sincerely,



Roger D. Forget  
Superintendent

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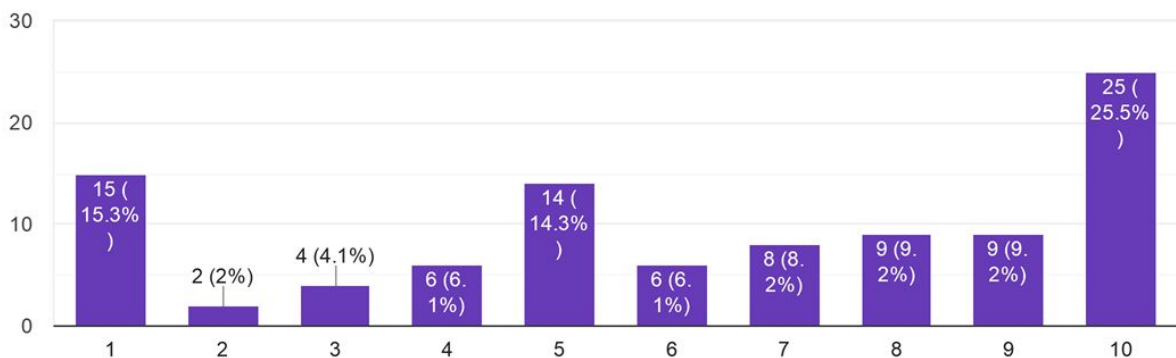
## EXECUTIVE SUMMARY

At the conclusion of the school day on Friday, March 13, 2020, Upper Cape Cod Regional Technical School closed for the remainder of the 2019-2020 school year due to the COVID-19 pandemic. Remote learning was put into place immediately and students began completing their instruction and classwork remotely on March 16, 2020. Since that time, we have been closely monitoring the affected numbers within the Commonwealth, our surrounding states, and the entire country. Additionally, we have participated in countless teleconferences with the Commissioner of Education, the Department of Revenue, area superintendents, vocational superintendents, and health experts. As we have been formulating our reopening plan for the fall, we have made adjustments based on the most recent guidance issued from Governor Baker. Throughout the entire period of remote learning, we have been truly impressed by our staff's flexibility, commitment and most importantly, their dedication to students. An integral component of our reopening plan was the staff's willingness to participate in a variety of instructional methods.

A recent survey of staff clearly demonstrates the attributes mentioned above:

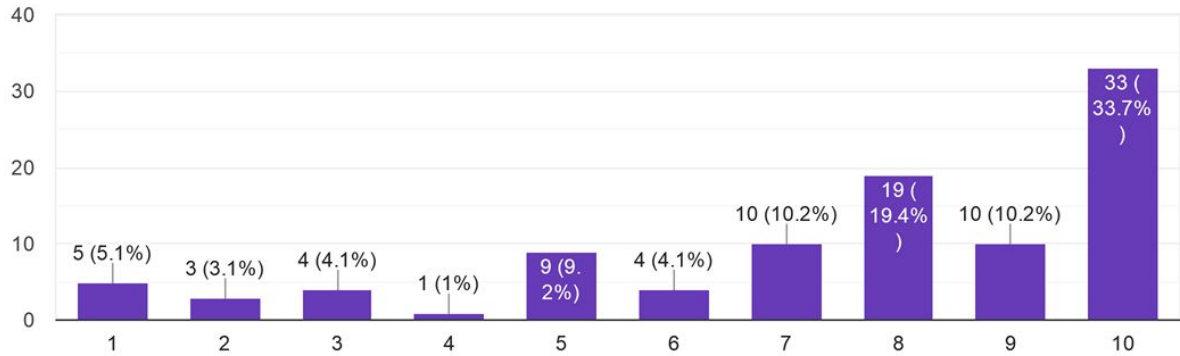
1. On a scale of 1 to 10, how comfortable are you with complete remote learning? 10 being Very Comfortable

98 responses



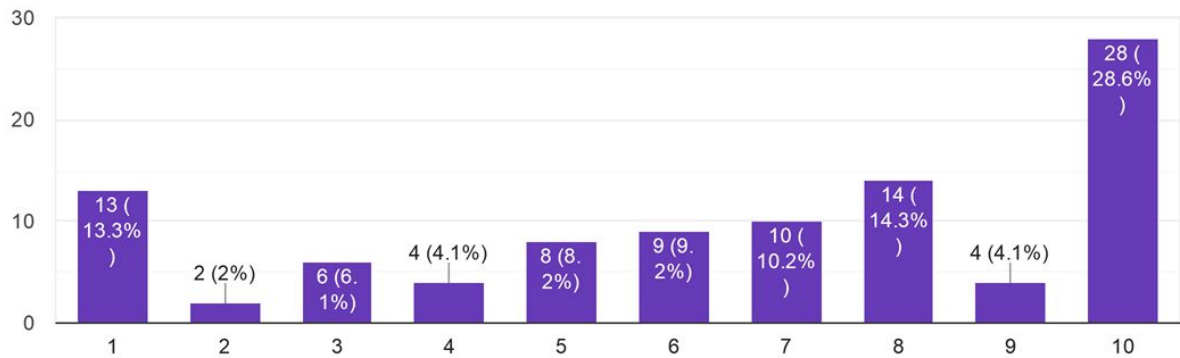
1. On a scale of 1 to 10, how comfortable are you with returning to school with a hybrid approach in place? 10 being Very Comfortable

98 responses



1. On a scale of 1 to 10, how comfortable are you with returning to school with the full student population on campus? 10 being Very Comfortable

98 responses



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1. Models of 2020-2021 school year:

**Plan 1: Full Distance Learning:** Students (9-12) will engage in 100% remote (synchronous and asynchronous) teaching and learning experiences (or work experiences for non-instructional staff). The FDL is designed specifically to respond to the needs of our UCT family if schools are closed.

**Plan 2: Hybrid Model** provides 9-12 students and staff with a combination of in-person and remote teaching and learning experiences. The Hybrid model would incorporate in person learning for vocational programs. Students will remain in the cohort model for all of the day in school. Schedules will be followed according to our a/b week schedule. Significant modifications to teaching and learning are detailed below.

**Plan 3: In Person Schooling Model** provides 9-12 students and staff with a traditional UCT schedule For the 2020-2021 school year only. The traditional A/B week model would incorporate many modifications to sanitation and follow health and safety guidelines with minimal disruption to the students daily schedule. Schedules will be followed according to our a/b week schedule. Significant modifications to teaching and learning are detailed further in this document.

2. We reserve the right to make changes to any and all aspects of this Reopening Map, as we consider community feedback, additional guidance from the State, and continue to monitor COVID-19 trends.

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## GETTING STARTED—HERE'S WHAT YOU NEED TO KNOW

### When does school start?

A copy of the planned 2020-2021 UCT School Calendar can be found here [Calendar 20-21](#) or in appendix B. We hoped our return-to-school date for students would begin on September 2, 2020; however, DESE has enhanced the Professional Development days to accommodate up to 10 days, which will result in a September 14th start date. The School Committee approves any modifications to the school calendar, and the Superintendent will notify you of any changes. In the absence of any notification on changes to school start dates, please plan to follow the dates outlined in the school calendar.

### Initial State Guidance on the Reopening of School

On Thursday, June 25, 2020, Governor Baker shared state guidelines for Massachusetts' school re-opening in the fall. A link to the Governor's press conference is <https://www.mass.gov/covid19-updates#AlertsMA>; a link to the Massachusetts Department of Elementary and Secondary Education (MA DESE) initial reopening of school guidance is [www.deseguidance.edu](http://www.deseguidance.edu). During the Governor's press conference, the spokesperson for the Massachusetts Chapter of the American Academy of Pediatrics stated that they "share MA DESE goal of bringing most children in the Commonwealth back to in-person learning this fall, while minimizing risk to them, the school staff, and their families."

The MA DESE guidance sets forth several guidelines for public schools, including but not limited to the following:

- All students and staff will stay three to six feet apart;
- We should organize students at the middle and high school levels by cohorts to minimize interaction.

The health, safety, and well-being of our students and staff is our top priority. We are working with the local Board of Health and town health officials to plan the safest return-to-school in the fall. We know that some epidemiological studies suggest we could experience a "second wave" of the pandemic in the fall. **It is important to keep in mind that the health metrics may dictate a full return to remote learning, and we should all be prepared to make a rapid transition if needed.** Conversely, we should

not lose sight of the fact that once the virus has run its course or a vaccine is made, we may be able to return to school as we once knew it under pre-COVID-19 conditions.

### Return to School Options

Until such time as we are able to return to school as we once knew it ( Plan 3 In person model), we are providing a hybrid option for teaching and learning for the 2020-2021 school year as well as a full distance learning model. After weighing the pros and cons of many models of learning, it was determined that this plan best met the needs of our stakeholders. Note that in our plan, students on IEPs and 504s will receive their required services. These services will take place either remotely or in-person, depending on individual circumstances

### Model Plan Overview

Remote Learning Model	
Academic Week	<ul style="list-style-type: none"> <li>• High School (9-12) students begin their day with a synchronous learning experience that starts at 7:35 a.m. Students will follow their 8 period designated schedule. The adopted platform for online learning is Google Classroom and Google meet. Students will be required to sign in at the start of class per their normal schedule.</li> <li>• Students in the RLM will have the ability to seek out extra help from staff through video conferencing designated in specific teacher syllabus.</li> <li>• Each period will consist of new content delivery followed by an extra help session on video for students.</li> </ul>
Vocational Week	<ul style="list-style-type: none"> <li>• High School (9-12) students begin their day with asynchronous learning experience. Students will follow their A/B week schedule and will only be given work to cover vocational content during their vocational week.</li> <li>• Google Meet/Google Classroom will be utilized as a delivery mode for instruction during vocational RLM.</li> </ul>



Hybrid Model	
Academic Week	<ul style="list-style-type: none"> <li>● High School (9-12) students begin their day with a synchronous learning experience that starts at 7:35 a.m. Students will follow their 8 period designated schedule. The adopted platform for online learning is Google Classroom and Google Meet. Students will be required to sign in at the start of class per their normal schedule.</li> <li>● Students in the HLM will have the ability to seek out extra help from staff after school Monday through Thursday.</li> <li>● Students may request, via email to the Assistant Principal, to follow their schedule in person. The request must be approved by the Principal prior to the student attending. This process is to ensure proper safety in the building is being adhered to as a limited number of academic students may be present on any given day.</li> <li>● Each period will consist of new content delivery followed by an extra help session built into the course time.</li> </ul>
Vocational Week	<ul style="list-style-type: none"> <li>● The 9-12 student population will be divided into two weeks: Week A (10/12 technical ) and Week B ( 9/11 technical).</li> <li>● Students assigned to their vocational programs will attend school in-person for vocational instruction.</li> <li>● Students will report to their assigned technical programs upon entering the building. Students being dropped off must report to their vocational program upon entering the building.</li> <li>● Students will engage in vocational learning activities throughout the day in a single cohort of students and a designated set of staff.</li> <li>● Breakfast and lunch programs will follow the UCT lunch protocols below.</li> <li>● Technical programs and academic areas will be cleaned and sanitized following OSHA and State guidelines every school day.</li> <li>● Additional supports will be granted on the students vocational week on a case by case basis.</li> <li>● Students needing academic support may meet for extra services in academics during their technical program week.</li> </ul>

In Person Model	
Academic Week	<ul style="list-style-type: none"> <li>● High School (9-12) students begin their day with a normal schedule that starts at 7:35 a.m. Students will follow their 8 period designated schedule.</li> <li>● Students in the in person model will have the ability to seek out extra help from staff on an after school basis.</li> <li>● Students will be required to follow our distancing and mask policies as well as our adopted lunch protocol during in person learning.</li> </ul>
Vocational Week	<ul style="list-style-type: none"> <li>● The 9-12 student population will be divided into two weeks: Week A (10/12 technical ) and Week B ( 9/11 technical).</li> <li>● Students assigned to their vocational programs will attend school in-person for vocational instruction.</li> <li>● Students will report to their assigned technical programs upon entering the building.</li> <li>● Students will engage in vocational learning activities throughout the day in a single cohort of students and a designated set of staff.</li> <li>● Breakfast and lunch programs will adhere to our enhanced safety policies outlined below.</li> <li>● Technical programs and academic areas will be cleaned and sanitized following OSHA and State guidelines every school day.</li> <li>● Students needing support may, by appointment, meet for extra services in academics during their technical program week or their academic week. Students needing extra support in their technical areas can schedule time after school as needed.</li> </ul>

**Out of School Time Plan:** The District will offer students extra help from staff after school on Monday through Thursday. Students experiencing difficulties may also request to follow their schedule in person from time to time. In the hybrid learning model, each period will consist of new content delivery followed by an extra help session built into the course time.

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## **The First Two Weeks**

The Commissioner of Education has allowed districts the flexibility to reduce the number of school days for students from 180 to 170 days to allow for more time for teachers to participate in professional development opportunities. The school calendar that we have developed will provide our students with 175 days of school while still allowing ample time for our teachers to participate in worthwhile professional development activities.

Monday, August 31st	Staff reports / Professional Development Day
Tuesday, September 1st	Full Day Professional Development for staff
Wednesday, September 2nd	Full Day Professional Development for staff
Thursday, September 3rd	Full Day Professional Development for staff
Tuesday, September 8th	Freshmen Only (Half Day)/ P.D. for Staff
Wednesday, September 9th	Sophomores Only (Half Day)/P.D. for Staff
Thursday, September 10th	Juniors Only (Half Day)/P.D. for Staff
Friday, September 11th	Seniors Only (Half Day)/P.D. for Staff
Monday, September 14th	Full Hybrid Model Begins

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## UCT PLANNING PRINCIPLES AND PRIORITIES

In the initial stages of the “back-to-school” planning process, we identified the principles that would drive our decision-making and the key features we hope to incorporate in the final UCT Return to School Plan. The priorities that inform our planning and thinking is health, safety, and the well-being of our school community. This priority has shaped every aspect of our planning process, including the models of learning that we will use to start the school year.

### **Back to School Blueprint: Planning Principles**

1. Health, safety, and well-being of our school community above all else.
2. Intentional about matters of equity and begins by first addressing the needs of our most vulnerable or marginalized student populations.
3. Builds from our UCT core mission.
4. Builds on our strengths of technology as a 1-1 school. (e.g. nearly 100% have devices and Internet connections).
5. Incorporates need for licenseable trade hours in Electrical, Plumbing, Cosmetology, Health Careers, and HVAC.
6. Allows for flexibility and fluidity in how we deliver instruction and strives for a continuum of services (e.g. All learning done remotely→all learning done in school buildings), acknowledging the varying student needs across the 9 -12 range and responding to differences in age-appropriate ways.
7. A plan that evolves to address the curricular challenges all educators face if remote learning becomes longer-term.
8. A plan that takes into account the needs of ALL stakeholders (students, families, and staff) and builds in continued flexibilities (e.g., high-risk families/staff, daycare needs, etc.).
9. Ensure that plans are sustainable and take into account the mental, physical, social, and emotional needs of the school community.

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## UCT GRADING POLICY AND STUDENT ENGAGEMENT

The UCT COVID reopening committee has heard from students, families and staff regarding our spring remote learning execution. After extensive analysis from DESE and stakeholders we have developed a clear and concise grading policy for incoming students based on fairness, equity, and access. In order for maximum student achievement the committee has developed the below three criteria. Individual teacher syllabus will outline specific rubric standards for each of the three main criteria below.

Criteria:
<ul style="list-style-type: none"><li>● Attendance: 20%</li></ul> <p>Attendance will be measured during each remote session as well as daily for in person learning.</p>
<ul style="list-style-type: none"><li>● Assessments: 30%</li></ul> <p>Assessments will consist of tests, quizzes, homework assignments, and performance assessments.</p>
<ul style="list-style-type: none"><li>● Engagement: 50%</li></ul> <p>Engagement will consist of an individual's participation and quality of effort based on clearly defined rubrics which will be documented in each teacher syllabus and posted online.</p>

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## **UCT CO-OP PROGRAM**

The UCT Cooperative education program achieved record numbers prior to the COVID-19 closure. Students in our hybrid, remote, and in person models will be able to participate in the program with the following guidelines:

- Grading eligibility requirements per our student handbook
- Proper safety evaluation in accordance with the Chapter 74 [Co op Manual](#)

Please contact Nolan Leroy at [nleroy@uppercapetech.org](mailto:nleroy@uppercapetech.org) for further information.

## **UCT FOOD SERVICE PROGRAM**

The UCT COVID committee has developed our food service plan. The model is designed to follow the state COVID-19 distancing requirements and sanitation requirements. The model focuses on sanitation, health, and the wellness of our students.

### **Food Service Model Keys**

- Students with staff will follow their cohort into large designated areas where social distancing is achievable.
- Students will be scheduled based on capacity guidelines for proper social distancing.
- Each designated area will be outlined with signage indicating proper spacing.
- Each designated area will receive scheduled sanitation protocols between cohorts.
- All food items will be served in individual disposable containers.
- Student payment methods will be available in no touch options for safety of staff and students.
- UCT food service team will continue to prepare meals for remote students.

## PROPOSED LUNCH SCHEDULE

### A week

Designated area	Lunch 1 10:40 - 11:00	<b>C L E A N I N G</b>	Lunch 2 11:15 - 11:35	<b>C L E A N I N G</b>	Lunch 3 11:50 - 12:10	<b>C L E A N I N G</b>	Lunch 4 12:25 - 12:45
Cafeteria			Car(26) IT(25)		EL(20)		HC(43) AT(24)
Multipurpose	COS(18)		AB(34)		PH(21)		M(28)
Gym			ET(13) EN(13)		Hort(19)		Vet(15), HVAC(25)

### B week

Designated area	Lunch 1 10:40 - 11:00	<b>C L E A N I N G</b>	Lunch 2 11:15 - 11:35	<b>C L E A N I N G</b>	Lunch 3 11:55 - 12:15	<b>C L E A N I N G</b>	Lunch 4 12:30 - 12:50
Cafeteria			IT(32) COS(21)		EL (32) Car (30)		HC (39), Vet(14),
Multipurpose			EN (16)		Hort(31)		AT(20)
Gym			ET (29) AB(22)		PH(34)		M(27), HVAC(25),

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## Personal Protective Equipment (PPE) Preparedness

UCT has applied for grant funding for the following items. Additionally, we seek funding to supply our technical programs with specific PPE needed for education delivery.

- |   |  |
|---|--|
| <input type="checkbox"/> Masks (adult and child-size) | <input type="checkbox"/> Scrub tops for designated personnel   |
| <input type="checkbox"/> Reusable face masks          | <input type="checkbox"/> Hand Sanitizer Dispensers (Classroom) |
| <input type="checkbox"/> Face Shields                 | <input type="checkbox"/> Hand Sanitizer Dispensers (Standing)  |
| <input type="checkbox"/> Eye Goggles                  | <input type="checkbox"/> Hand Sanitizer Refills                |
| <input type="checkbox"/> Distancing visual aids       | <input type="checkbox"/> Sanitizer Wipes                       |
|   | <input type="checkbox"/> Safety Signage                        |

## School Safety Protocols

- Prior to the first in-service day for staff, all staff will be invited on campus to undergo a voluntary COVID rapid test at no expense to the employee.
- What to do if sick - learn more about steps to take if a child or staff member is sick and presents with COVID-19-like symptoms; DESE [Illness Scenarios](#).
- Handwashing and proper respiratory hygiene; [Face coverings / Social Distance Requirements](#).
- Instruction on masks/face coverings (how to do, wear, remove, and store);
- Student transportation options and capacities; [DESE Transportation Protocols](#)
- Safe ways for students to enter and exit the school building and classrooms;
- Safe ways for students to eat lunch (see UCT Lunch Protocol)
- Plans to monitor bathrooms, disable air dryers/water fountains, provide paper towels;
- Administrators will be verifying compliance with safety protocols and procedures.
- Frequent risk assessment checks by Administrators to ensure that all safety measures are being followed and supplies are in stock.



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## **FACILITIES / VENTILATION**

Upper Cape Cod Regional Technical School has a state-of-the-art HVAC system equipped with an energy management system which tracks the run time hours on the unit with scheduled occupied and unoccupied modes. Classrooms and vocational shops are time scheduled based on use. For example, the classroom runtime begins at 5 a.m. and ends at 9 p.m. The district is currently working with a consultant to enhance the system with additional programming capabilities to increase the frequency of air exchange to a minimum of three purge cycles during the system's unoccupied modes. Filters are changed regularly according to run hours with the lifetime clock being reset at each filter change. In addition to the air exchange system, all overhead doors in the vocational shop areas will remain open to allow for cross ventilation during the school day weather permitting.

## **School Face Mask Policy**

It is the policy of the Upper Cape Cod Regional Vocational-Technical School District that all students, staff members and visitors to the campus must wear a face covering until such time that it is deemed unnecessary. Face coverings must be worn in all hallways, stairwells, classrooms, shop areas, offices and common areas and may only be removed while eating lunch or during designated mask breaks. Face coverings are required outdoors if safe social distancing and gathering practices are not possible. Face coverings **must** adhere to the UCT dress code at all times. Additionally, face coverings reflecting political affiliations or statements will not be permitted.

Students who provide medical documentation stating that they have a personal health condition making them unable to wear a face covering will be exempt from this policy but must strictly adhere to all other social distancing guidelines in place.

All members of the Upper Cape Tech community are expected to comply with this policy at all times. Failure to comply may result in disciplinary action as outlined in both the Student and Teacher Handbooks.

CROSS REF.: Student Handbook (COVID Addendum)  
Teacher Handbook

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## School Medical Guidelines

- UCT has made significant renovations to prepare for COVID Isolation. UCT has renovated a room near the Nurse's office to accommodate students who exhibit symptoms. Initially, a tent will be set up for students who exhibit symptoms prior to parental pickup.
- Students and sick staff members should not return to school until they have met the criteria established by the Massachusetts Department of Health (MPDH) to [Discontinue Home Isolation](#) and [Quarantine](#). Students and staff will check with their school nurse prior to returning as well. A student will only be allowed to return to school based on the most current DESE protocols found here: [Requirements for student return](#).

## When a Student or Staff Member Becomes Ill

- Any student or staff member exhibiting COVID-19-like symptoms must stay home. Staff and families should not come to school if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case. Staff and families will be asked to report any illness symptoms that precludes them from attending school, to be able to identify symptom surveillance.
- Staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school will be separated from students/staff. Individuals who are sick will be triaged by the school nurse and asked to either go home immediately or to a healthcare facility depending on the severity of the symptoms. Any individual who becomes sick at school will be triaged for further medical assessment and testing based on their symptoms. They will be asked to follow [CDC guidance](#) for caring for oneself and others who are sick.
- UCT will have a designated "sick area," where staff and/or students will be triaged and assessed for an appropriate disposition. Sick students and staff will be separated from students and staff who are well.
- School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See also [What Healthcare Personnel Should Know](#), a protocol that explains what we need to know about caring for patients with confirmed or possible COVID-19 infection.
- If the nurse/school personnel are calling an ambulance or bringing someone to the hospital, they will alert the dispatcher that the person may have COVID-19.

- 
- Families need to provide the school nurse with emergency contacts, indicating individuals who will be able to come to the school and pick up their child if they become sick during the school day. Dismissing sick children (and staff) in a timely fashion (within 30 minutes) is imperative for the safety of all.

### **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school nurses/administrators should notify the Bourne Health Office, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- The UCT Nursing Team will work collaboratively with the Town Health departments to identify individuals who have tested positive and/or who had [close contact](#) with a person diagnosed with COVID-19. Individuals and families will be instructed to stay home and [self-monitor for symptoms](#), following [CDC guidance](#) if symptoms develop.

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## **Clean and Disinfect**

- UCT has implemented a facility plan to follow state guidelines ([facility guidance](#)).
- All rooms and shop areas will undergo a deep cleaning every day with frequently used spaces being cleaned and sanitized multiple times a day.
- Disinfectant spray and/or wipes will be available in all restrooms, offices, classrooms, shops, and dining areas.
- Custodial and maintenance staff will participate in a two-day training session focusing on school sanitization during COVID sponsored by the Massachusetts Facilities Administrators Association.
- UCT will close off areas used by a sick person and will not use these areas until after [cleaning and disinfecting](#).

## **Clean and Sanitized Restrooms**

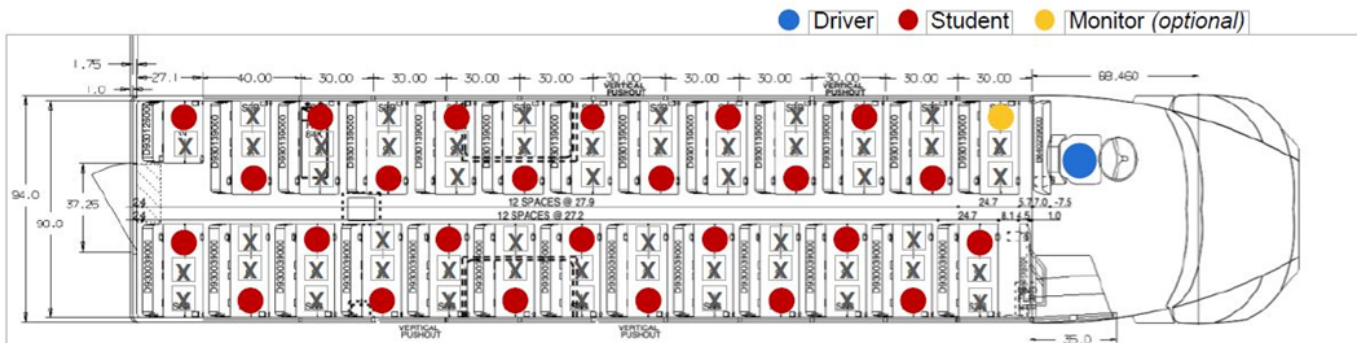
We continue to follow the guidance below from the Centers for Disease Control (CDC), which includes the ongoing maintenance of restrooms, ensuring they have functional toilets, clean and disinfected surfaces, and handwashing supplies. UCT will continue to take the following precautions:

- Ensure that we operate with functional toilets.
- [Clean and disinfect](#) regularly using [EPA-registered disinfectants](#) that are effective against SARS-CoV-2, the virus that causes COVID-19, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.
- Clean and disinfect restrooms at least four times during school days and more often for frequently used restrooms.
- Instructions for proper hand washing will be posted around the building.
- Follow the [Guidance for Cleaning and Disinfecting](#) to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- Regularly stock supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no touch trash cans.

## TRANSPORTATION PROTOCOLS

Transportation will occur with the following mandatory requirements as outlines in the DESE guidance for [transportation](#):

- Masks are mandatory for drivers and students at all times.
- Windows must be open at all times unless inclement weather.
- Students must be assigned seats.
- Only one student per seat is allowed and students must be staggered between seats.
- Students from the same family may sit together.
- Buses will be cleaned and sanitized according to state guidelines following every run.
- Sanitation logs will be maintained on all buses.



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## **SPECIAL EDUCATION**

### **Overview of Special Education Supports**

Special education educators often have particularly close connections with their students; therefore, ongoing communication and meaningful partnerships with families continues to be important to us. As we arrive at the start of a new school year, special educators will be working closely with related service providers, paraprofessionals, academic/vocational educators, and others who support children in Special Education, ensuring that goals for activities are appropriate and accessible whether they occur in-person, hybrid, or remote. The collaboration that took place during the spring closures will continue into the new school year to provide students with their IEP services.

The District is dedicated to providing a free and appropriate public education (FAPE) to our students, consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services. Students will receive support to access the curriculum both in-person and remote. Students may access after school help Monday through Thursday. Transition planning and services will continue. Specialized PPE will be provided when the instructional needs require closer proximity, such as our vocational programming. As we consider social distancing requirements, the District will factor in the additional special education personnel who enter classrooms to provide accommodations and modifications. IEP meetings will be held mainly remotely, and the District will continue to work with families to meet timelines or agree to extensions for Initial Evaluations, Reevaluations, and IEP Team Meetings. The District will make every effort to maintain as much in-person instruction as is safely possible should a full closure once again be necessary.

To assist in supporting our students with their social-emotional wellbeing, the district has transitioned a 1.0 FTE School Counselor to a .5 FTE School Counselor / .5 FTE Adjustment Counselor. This position will support our students both in-person and remotely to ensure holistic well-being.

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## **TECHNOLOGY**

The UCT Technology department played a significant role supporting remote teaching, learning, and working during the spring school closure period. The department also provided devices for support staff and other stakeholders which allowed them to support students in the classroom and also helped the district to continue to operate smoothly during the closure. Students, families and staff were able to safely get support through the technology office throughout the school closure period.

In addition to providing devices and technical support, the Technology Department collaborated with the curriculum office to support teaching and learning across our curriculum. UCT has been a google school and 1:1 device school for 6 years. During such time our staff have been trained, and will continue to train, on the following adopted platforms:

- [Google Classroom](#)
- [Google Drive](#)
- [Google Meet](#)
- Go teacher
- Go guardian
- Google apps supporting instructional goals

### **Deploying 1:1 Devices for Incoming Students**

The UCT technology team will be scheduling all ninth grade families to attend our annual Chromebook training and rollout program. This program will be scheduled in late August and will consist of Chromebook account orientation, acceptable use policy, and device insurance program. Families will be contacted for scheduling times in small groups.

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## **PROFESSIONAL LEARNING**

Based on staff surveys and our experiences with our spring COVID-19 remote learning plan, the Professional Development Committee will be planning staff activities to promote the mission of UCT. Our goals are to improve content delivery in each model of learning outlined. The committee also strives to consider the health and well being of all students and families. The following professional development events will be scheduled for our enhanced reopening plan:

- Total of 8 days
- Google Meet paradigm
- Google Classroom advanced
- Instructional strategies in digital environment
- Promethean board tools
- Health and sanitation protocols
- Teacher protocol training
- Go guardian training
- Online classroom management



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## APPENDIX A

### School Re-entry Frequently Asked Questions

1. What are the expectations for learning in a *remote setting*?

*Students in their academic week are responsible for attending a full 8 period day synchronously. Students will be graded according to the UCT remote grading policy and individual teacher rubrics / course expectations. Attendance is a requirement for full remote learning.*

2. How often can I expect my child to participate in synchronous (live) sessions during remote weeks in the Hybrid Learning model?

*During the remote academic week students will be on task for 5 days, Monday - Friday, from 7:35 - 2:10 pm.*

3. What are the expectations for learning in an in-person setting?

*Content in academics and vocational areas will be new content following the MA curriculum frameworks. Students will be graded via the UCT grading policy and individual teacher rubrics posted in their class syllabus. Students will be held to the UCT student handbook for all activities in person and remote. During the in person learning students will experience new lunch protocols and must adhere to our adopted mask policy and social distancing requirements.*

4. How is the day structured in a remote setting?

*In the hybrid model, during the academic week, the students' day will consist of an 8 period day following their schedule. During a possible full remote model, students in academic weeks will follow synchronous learning experiences. Students in vocational weeks will follow an asynchronous plan.*

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5. How is the day structured in an in-person setting?

*The day will be structured with students entering their designated vocational cohort groups. Students will follow their vocational schedule while maintaining distancing and safety protocols outlined in our program. Changes will be made to a students' morning routine and lunch schedule to maintain safety protocols. The students' day will begin at 7:15 a.m. Students will be able to access support academically and vocationally Monday through Friday.*

6. Who is my child working with in a remote setting/hybrid setting?

*Students will remain with their vocational cohort of teachers. Additionally, students who seek extra academic support will be working with Special Education liaisons, academic teachers, and paraprofessionals as needed. On the remote end, students will be working with certified instructors in their academic areas.*

7. When we return to school in the fall, will students earn Pass/Fail or traditional grades?

*In accordance with DESE remote learning guidance students will be held accountable according to the grading policy outlined in our planning document. Students will be responsible for attendance, assessment, and engagement and will be challenged.*

8. Families need time to plan. When can I expect to receive instructional materials for my child?

*UCT will be organizing students ½ days for the execution and orientation of curriculum materials for online learning. Dates for the orientation are preliminarily scheduled for 9/8 - 9/11. Students will follow an abbreviated academic schedule and dismissal will be at 11:00 am.*

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9. What type of feedback can I expect my child's teacher to provide on both remote and in-person assignments?

*Feedback and assessments will be graded based on teacher syllabus which will be posted on their Google Classrooms and PowerSchool.*

10. Will my child be sharing materials and instructional resources with other students?

*No, all supplies and materials will be utilized by single students. Vocational students will be required to use their own tools where applicable. On the occasion in some vocational programs where a tool will be shared the tools will be sanitized for each single use according to our sanitation protocols. Additionally, all shops will be sanitized and deep cleaned each day.*

11. How will classrooms be set up to maximize safety for students and staff?

*Students will be distanced and wearing masks. A thorough evaluation of UCT spaces has been conducted and shop spaces will be reorientated to maximize distancing and work flow patterns.*

12. Will my child have homework?

*Yes, your student will have academic and vocational homework.*

13. What about conferences? Back-to-School nights?

Currently we have cancelled all large gatherings based on Board of Health, CDC, and DESE guidelines. As the guidance allows we will evolve our planning to address and evaluate the feasibility of holding school events.

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14. What are the start and end times for students participating in the Hybrid Learning Model? Do students on the Remote Week of the Hybrid Learning Model go to school for the same time as those students on the In-person Week?

*Hybrid: 7:35am - 2:10pm*

*Vocational: 7: 35am - 2:10pm (support 2:45 pm)*

15. When will I know what my student's schedule is?

*Students will be given schedules during our planned ½ day orientations.*

16. Is the curriculum the same in the Remote Learning Academy (RLA) and the Hybrid-Learning Model?

Yes

17. What is the plan for fall sports?

*Fall sports are to be determined based on State Guidance. MIAA has pushed Fall start to September 14th and the Governor is currently evaluating the situation.*

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## APPENDIX B

### UCT POINTS OF CONTACT

UCT families that have questions should reach out to any of the following:

James McCue, Principal  
[jmccue@uppercapetech.org](mailto:jmccue@uppercapetech.org)  
508 759-7711 x. 202

Josh Greeley, Assistant Principal  
[jgreeley@uppercapetech.org](mailto:jgreeley@uppercapetech.org)  
508 759-7711 x. 207

Mark Dufresne, Director of Student Services  
[mdufresne@uppercapetech.org](mailto:mdufresne@uppercapetech.org)  
508 759-7711 x. 237

Nolan LeRoy, Vocational Supervisor  
[nleroy@uppercapetech.org](mailto:nleroy@uppercapetech.org)  
508 759-7711 x. 254

Peter Winiarski, Culinary Arts/Cafeteria Supervisor  
[pwiniarski@uppercapetech.org](mailto:pwiniarski@uppercapetech.org)  
508 759-7711 x. 249

Judith Pelletier, Director of Practical Nursing Director/Health Technology  
[jpelletier@uppercapetech.org](mailto:jpelletier@uppercapetech.org)  
508 759-7711 x. 285

Lisa Schmitt, School Nurse  
[lschmitt@uppercapetech.org](mailto:lschmitt@uppercapetech.org)  
508 759-7711 x. 208

Ben Rabinovitch, Athletic Director  
[brabinovitch@uppercapetech.org](mailto:brabinovitch@uppercapetech.org)  
508 759-7711 x. 412

# APPENDIX C

## UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

REVISED  
2020-2021

August/September 2020 (14 days)						
S	M	T	W	T	F	S
		31	1	2	3	4
A	6	7	8	9	10	11
B	13	14	15	16	17	18
B	20	21	22	23	24	25
A	27	28	29	30		

October 2020 (21 days)						
S	M	T	W	T	F	S
A				1	2	3
B	4	5	6	7	8	9
A	11	12	13	14	15	16
B	18	19	20	21	22	23
A	25	26	27	28	29	30

November 2020 (17 days)						
S	M	T	W	T	F	S
B	1	2	3	4	5	6
A	8	9	10	11	12	13
B	15	16	17	18	19	20
A	22	23	24	25	26	27
B	29	30				

December 2020 (17 days)						
S	M	T	W	T	F	S
B			1	2	3	4
A	6	7	8	9	10	11
B	13	14	15	16	17	18
A	20	21	22	23	24	25
	27	28	29	30	31	

January 2021 (19 days)						
S	M	T	W	T	F	S
					1	2
B	3	4	5	6	7	8
A	10	11	12	13	14	15
B	17	18	19	20	21	22
A	24	25	26	27	28	29
	31					

February 2021 (15 days)						
S	M	T	W	T	F	S
B		1	2	3	4	5
A	7	8	9	10	11	12
	14	15	16	17	18	19
B	21	22	23	24	25	26
	28					

March 2021 (23 days)						
S	M	T	W	T	F	S
A		1	2	3	4	5
B	7	8	9	10	11	12
A	14	15	16	17	18	19
B	21	22	23	24	25	26
A	28	29	30	31		

April 2021 (16 days)						
S	M	T	W	T	F	S
A				1	2	3
B	4	5	6	7	8	9
A	11	12	13	14	15	16
	18	19	20	21	22	23
B	25	26	27	28	29	30

May 2021 (20 days)						
S	M	T	W	T	F	S
						1
A	2	3	4	5	6	7
B	9	10	11	12	13	14
A	16	17	18	19	20	21
B	23	24	25	26	27	28
A	30	31				

June 2021 (18 days)						
S	M	T	W	T	F	S
A			1	2	3	4
B	6	7	8	9	10	11
A	13	14	15	16	17	18
B	20	21	22	23	24	25
	27	28	29	30		

*\*June 24 completion date includes 5 snow days; deduct one day for each day not used.*

IMPORTANT DATES	
August 31 & September 1, 2 & 3	Teacher In-Service Days (No school for students)
September 4	Vacation Day
September 7	Labor Day
September 8	Teacher In-Service (Half day for Grade 9 students, no school for Grades 10, 11 & 12)
September 9	Teacher In-Service (Half day for Grade 10 students, no school for Grades 9, 11 & 12)
September 10	Teacher In-Service (Half day for Grade 11 students, no school for Grades 9, 10 & 12)
September 11	Teacher In-Service (Half day for Grade 12 students, no school for Grades 9, 10 & 11)
October 7	Teacher In-Service (Half day for all students)
October 12	Columbus Day
November 11	Veterans' Day
November 25 – 27	Thanksgiving Recess
December 2	Teacher In-Service (Half day for all students)
Dec. 24 – Jan. 1	Vacation
January 18	Martin Luther King, Jr. Day
February 3	Teacher In-Service (Half day for all students)
February 15 – 19	Winter Vacation
April 2	Vacation Day
April 19 – 23	Spring Vacation
May 5	Teacher In-Service (Half day for all students)
May 31	Memorial Day
June 6	Class of 2021 Graduation Ceremony



Approved by School Committee 8/6/2020

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## **APPENDIX D**

### **RESOURCES**

The Clay Center for Young Healthy Minds at Massachusetts General Hospital offers free accessible, online educational information on a myriad of mental health topics so that parents and schools can better support their students. A list of resources from MGH are below.

#### **LUNCH:**

How to apply Directions for Free and Reduced Lunch program - [FRLP](#)

Printable Free and Reduced Application: [Printable Application](#)

Free and Reduced Application: [Online Application](#)

#### **ANXIETY:**

How to Help Kids Cope with Situational Anxiety – [bitly.com/CC-SituationalAnxiety](https://bitly.com/CC-SituationalAnxiety)

Generalized Anxiety Disorder – [bitly.com/GADinKids](https://bitly.com/GADinKids)

#### **STRESS:**

Stress Awareness: How Parents Can Help Their Children With Stress –

[bitly.com/StressKids](https://bitly.com/StressKids)

#### **DEPRESSION:**

What If My Child Has Depression? – [bitly.com/CC-Depression](https://bitly.com/CC-Depression)

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## **SUICIDE:**

When Teens Talk Of Suicide: What You Need To Know –

[bitly.com/CC-SuicidePrevention](https://bitly.com/CC-SuicidePrevention)

## **CULTURE + SOCIETY:**

7 Ways to Support Kids and Teens During the Coronavirus Pandemic –

[bitly.com/CC-COVID-19](https://bitly.com/CC-COVID-19)

How to Help Young People Cope With Grief and Loss During COVID-19 – [bitly.com/CC-](https://bitly.com/CC-COVID_Grief)

[COVID\\_Grief](https://bitly.com/CC-COVID_Grief)

**Gaming Disorder:** Is It a Real Illness? – [bitly.com/GamingKids](https://bitly.com/GamingKids)

Digital Media and Body Image – [bitly.com/Media\\_BodImage](https://bitly.com/Media_BodImage)

## **HEALTHY LIVING for INCREASING RESILIENCE:**

The Importance of Sleep for Kids' Emotional Well-being – [bitly.com/SleepforKids](https://bitly.com/SleepforKids)

Building Mental Wellness in Children: What Parents Can Do – [bitly.com/ClayWellness](https://bitly.com/ClayWellness)

11 Self-Care Tips for Teens and Young Adults – [bitly.com/Teens\\_SelfCare](https://bitly.com/Teens_SelfCare)

## **LEARNING + ATTENTION ISSUES:**

Learning Disabilities 101 – [bitly.com/Learn\\_Dif](https://bitly.com/Learn_Dif)



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The following resources have been assembled from sources other than MGH and are offered in addition to the items listed above.

**Accessing Nutrition and Food:**

<http://www.projectbread.org/news-and-events/news/covid-19-hunger-food.html>

**Technology Access:**

[www.internetessentials.com](http://www.internetessentials.com)

<https://www.mass.gov/info-details/frequently-asked-questions-about-telephone-broadband-and-cable-service-during-covid-19>

<https://www.rcn.com/internet-first/>

**Mental/Emotional Health:**

<https://namimass.org/> National Alliance on Mental Illness, MA

<https://www.mass.gov/guides/resources-during-covid-19#-domestic-violence-&-sexual-assault-resources-Student> CoVID Knowledge and Daily Awareness:

<https://www.youtube.com/watch?v=GoXxmzKdick> BrainPop COVID

<https://www.youtube.com/watch?v=4E7UkDInvZA> Hand Washing vs. Hand Sanitizing

<https://www.youtube.com/watch?v=kGBJK4wYF60> Mask Use

**Housing and Utilities Assistance:**

<https://www.mass.gov/orgs/department-of-transitional-assistance>

<https://www.mass.gov/how-to/find-emergency-family-shelter>

<https://www.helpsteps.com/hs/home/#/> Multiple resources index

<https://www.citizensenergy.com/assistance-programs>

<https://www.mass.gov/service-details/learn-about-low-income-home-energy-assistance-program-liheap>

<https://www.mass.gov/info-details/financial-assistance-during-the-covid-19-crisis#utility-assistance>  
<https://www.mass.gov/info-details/frequently-asked-questions-about-electric-gs-and-water-utilities-during-covid-19>

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**Emergency Health or Financial Relief:**

[Financial Assistance during the COVID-19 crisis](#)

<https://www.mass.gov/orgs/department-of-unemployment-assistance>

[https://www.mass.gov/doc/ma-reg/download-debt-collection-emergency-regs.](https://www.mass.gov/doc/ma-reg/download-debt-collection-emergency-regs)

<https://www.mahealthconnector.org/massachusetts-health-connector-offers-extended-enrollment-for-uninsured-individuals-to-ease-coronavirus->

[fears?fbclid=IwAR17hjQg3rDtBpDSa18bFJeMf7sol1BtdM63pxp5ZojhRrZxOk-58Ojlw88](https://www.mahealthconnector.org/massachusetts-health-connector-offers-extended-enrollment-for-uninsured-individuals-to-ease-coronavirus-fears?fbclid=IwAR17hjQg3rDtBpDSa18bFJeMf7sol1BtdM63pxp5ZojhRrZxOk-58Ojlw88)

<https://memamaps.maps.arcgis.com/apps/webappviewer/index.html?id=5867d881a9324121839605c56a3d7cc9> State layered map of multiple resources