



REQUEST FOR PROPOSAL (RFP)

Occupational Therapy Services

Solicitation #APA-2021-OT

This RFP is Being Issued by:

Utah Charter Academies (UCA), Inc.
DBA American Preparatory Academy (APA) of Draper
12892 S. Pony Express Rd.
Draper, UT 84020

ISSUE DATE: November 9, 2020

SUBMISSION DEADLINE: November 30, 2020 by 4:00 pm

EXPECTED TIME PERIOD FOR CONTRACT: UP TO THREE (3) YEARS

ELIGIBILITY: This procurement is open to those individuals or organizations that satisfy the minimum qualifications stated herein and that are available and licensed for work in the State of Utah.

American Preparatory Academy RFP COORDINATOR(S):

For Service Questions:

Name: Joan Ottley-Zeeman
Phone: 801-548-6333
Email: joz@apamail.org

For Contract Questions:

Name: Rebecca Dailey
Phone: 801-810-3590
Email: rdailey@apamail.org

Note: UCA will not answer any questions or provide any information directly to bidders that is not already included in the RFP documents or submitted through U3P. All questions or Request for Information (RFIs) MUST be submitted through and will be answered on U3P. Thank you for helping keep this process fair for all bidders.

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1. **INTRODUCTION**

1.1. **BACKGROUND**

Utah Charter Academies is a non-profit 501c3 providing public education utilizing public funds and doing business as American Preparatory Academy (APA). UCA began operations in 2002 with a single K-9 charter school in Draper, UT and is currently operating 6 public charter schools in Utah. American Preparatory Academy has a student enrollment of approximately 5700 students.

Campus locations are as follows:

West Valley 1 Campus
1255 W. Crystal Ave
West Valley City UT 84119

Draper 1 Campus
12892 South Pony Express Road
Draper, UT 84020

West Valley 2 Campus
3636 W. 3100 S.
West Valley, UT 84120

Draper 2 Campus
11938 S. Lone Peak Parkway
Draper, UT 84020

Salem Campus
1195 S. Elk Ridge Dr.
Salem, UT 84653

Draper 3 Campus
431 W. 11915 S.
Draper, UT 8402

1.2. **PURPOSE**

Utah Charter Academies (UCA) is accepting proposals for services of qualified licensed, registered Occupational Therapists and Certified Occupational Therapy Assistants. They will perform student evaluations to determine eligibility of a student to receive these supplemental services and work with students according to the needs found by the IEP Team. UCA reserves the right to hire an Occupational Therapist as our employee in lieu of the contract if the district deems appropriate and in the best interest of the students.

1.3. **TERM OF CONTRACT**

The first term of any resultant contract shall be for the current school year and may be extended annually for up to a maximum of two additional years. APA is requesting proposals for one (1) to four (4) Occupational Therapists (OT's). Bids should include rates for one (1) Full Time Equivalent (FTE) and rates for COTA's under the OT's supervision, if applicable. APA anticipates needing three (3) Occupational Therapists, 2 to serve the Salt Lake County schools, with the option of 1 to serve the Salem school on a part time basis.

The period of performance of any contract resulting from this RFP is tentatively scheduled for the 2020-21 school year. Amendments extending the number of days or period of performance, if any, shall be at the sole discretion of APA. The hourly rate will be reviewed annually for possible cost of living adjustment.

1.4.SCOPE OF SERVICES

The vendor shall evaluate referred students and provide consistent Occupational Therapy (OT) services for students with disabilities with motor goals on their Individual Educational Plans (IEP).

1. Students: Age 5-22
2. Schools: Contract covers all schools in the District
3. Number of Students: Based on an individual evaluation and educational need, OT's may be working one-on-one with students, or in small groups of students. The District currently provides OT services to approximately 43 students.
4. School Hours: Hours differ depending on the school, ranging from 7:50 am - 3:30 pm.
5. Days needed for the year: Services may be required from mid-August through mid-June.
6. Travel: The OT must provide their own, reliable transportation to schools and between schools.
7. Schedule: The contracting agency will determine therapy schedules based on daily academic schedules, according to grade ranges: K-3, 4-6, and 7-12 . The current schedule is attached as Addendum B. APA reserves the right to determine appropriate hours the students are able to receive services.
8. Organization: The OT/COTA must demonstrate organizational and management skills in the classroom. The OT/COTA must also manage behavior of students and maintain an atmosphere conducive to learning.
9. Supervision: The contracting agency will be responsible for the direct clinical supervision of the Certified Occupational Therapy Assistants (COTA). The OT/COTAs are assigned to work with the students in the classroom or other designated areas. The OT/COTA will be working closely with other educational professionals. The agency will maintain records and invoice the district monthly for documented therapy students.
10. Occupational Therapists Duties:
 - a. Maintain confidentiality
 - b. Evaluate all students referred and attend the IEP meetings
 - c. Implement the OT IEP goal for the student
 - d. Accurately complete documentation requested by APA
 - e. Make records available to the Director of Special Education as requested
 - f. Provide the supervision of the COTAs
 - g. Collaborate with the district Occupational Therapy team

1.5.CONULTANT QUALIFICATIONS

1. Undergraduate or postgraduate degree approved by the HCPC.
2. Dedication to professional growth and development.
3. Ability to relate well with diverse socio-economic groups.
4. Possess a team approach attitude toward fellow workers.

5. Establish and maintain a professional and positive working relationship with students, parents, staff and the general public.
6. Desire to be a role model for students.
7. Have a record of dependability, flexibility and strong attendance.
8. Confidentiality must always be maintained.

Additional Requirements successful bidders will provide after contract is awarded:

1. Verification of valid Occupational Therapists licensure through DOPL. Agency will certify the therapists are not presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participating by any federal governmental department.
2. Agency will validate that assigned therapists can demonstrate proficiency of the skill(s) required to serve the students to which they are assigned. The agency will provide the validation upon request.

1.6.FUNDING

This agreement is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by UCA's Board of Directors or otherwise not made available to APA.

Authorization to continue operating APA as a Utah public charter school is expressly contingent on APA's charter not being terminated by the Utah State Board of Education. APA reserves the right to cancel any and all OT service agreements executed pursuant to this RFP in the event the School's charter is terminated for any reason. All offerors must agree to cancellation of said agreements and to hold APA, its directors, officers, employees, and agents harmless for any loss of potential profits and costs/expenses incurred in the event the School's charter is terminated for any reason. Submission of an OT proposal in response to this RFP shall be deemed an acknowledgment and consent by the offeror to the cancellation provisions contained in this paragraph.

1.7. NON-DISCRIMINATION AND DISBARMENT

APA does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, physical, sensory or mental disabilities or use of a trained guide dog or service animal. Proposers may contact the RFP Coordinator(s) to receive this Request for Proposals in an alternative format.

APA cannot contract with vendors who are suspended or debarred. In accordance with this, your signature on the attached Certificate of Suspension or Debarment certifies that your non-federal entity has not been suspended or debarred or otherwise excluded.

2. GENERAL INFORMATION FOR PROPOSERS

2.1. RFP COORDINATOR(S)

The RFP Coordinator(s) are the sole point of contact in UCA for this procurement. All communication between a Proposer and UCA shall be with the RFP Coordinator(s) identified on the cover page of this RFP.

Any other communication will be considered unofficial and non-binding on UCA. Bidders are to rely on written statements issued by the RFP Coordinator(s). Communication directed to parties other than the RFP Coordinator(s) may result in disqualification.

This RFP is designed to provide those interested in submitting a proposal with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

2.2. ISSUING OFFICE AND RFP REFERENCE NUMBER

UCA is issuing this document and all subsequent addenda relating to it. The reference number for the transaction is **APA-2021-OT**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

2.3. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Procurement Activity	Date
Issue Request for Proposals:	November 9, 2020
Questions must be entered electronically via Sciqwest - Utah Public Procurement Place . Contact with any other district employee or school board member during the tentative timeline period may be grounds for disqualification.	November 9 - November 30, 2020
Proposals due:	November 30, 2020 by 4:00pm
Evaluate proposals:	December 1-4, 2020
Conduct oral interviews with finalists, if needed:	December 1-4, 2020
Announce "Apparent Successful Contractor" and send notification via email to unsuccessful proposers:	December 4, 2020
Begin contract work:	December 7, 2020

UCA reserves the right to revise the above schedule.

2.4. SUBMISSION GUIDELINES

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

The preferred method of submitting your proposal is electronically through the U3P website.

[Utah Public Procurement Place bids](#)

When submitting a proposal electronically, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

All documents should be attached as separate files.

Proposals may also be delivered by mail or courier to:

American Preparatory Academy
ATTN: Joan Ottley-Zeeman
12894 S. Pony Express Road #600,
Draper, Utah 84020.

The envelope/package should be sealed and clearly marked with the RFP Reference Number.

Proposers assume the risk for the method of delivery chosen. APA assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as email or facsimile transmission. All proposals and any accompanying documentation become the property of APA and will not be returned.

2.5. QUESTIONS

All questions must be submitted through the U3P website.

2.6. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of APA.

UCA is primarily funded by public funds for the purpose of providing public education and as such is subject to Utah State laws and procurement rules including the following:

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;

** * * * **

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the Bidder must:

1. provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the school*, and
2. include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63-2-308(1)).
3. submit an electronic “redacted” (excluding protected information) copy of your proposal response. Copy must clearly be marked “Redacted Version.”

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

To ensure the information is protected, the School asks the Bidder to clearly identify in the Executive Summary and in the body of the proposal any specific information for which a Bidder claims business confidentiality protection as "PROTECTED".

2.7. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to anyone who has notified APA they are responding to the RFP and who has requested notice

of any addenda. Proposers' questions regarding this RFP and the RFP Coordinator(s)'s answers, as well as any other pertinent information shall be provided in addenda.

APA reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. APA also has the right to reject any or all proposals.

2.8. ACCEPTANCE PERIOD

A proposer may not withdraw his/her proposal after the time and date the proposals are due and before APA has awarded a contract, unless APA does not award a contract within sixty (60) days of the date the proposals were due. If APA's decision to award a contract is delayed for more than sixty (60) days, APA may invite proposers to agree to extend their proposal.

2.9. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator(s) to determine compliance with administrative requirements and instructions specified in this RFP.

APA reserves the right, at its sole discretion, to waive minor administrative irregularities and to reject any or all proposals.

2.10. MOST FAVORABLE TERMS

APA reserves the right to make an award without further discussion of the proposal that is submitted. Therefore, the proposal should be submitted with the most favorable terms. APA may contact the proposer for clarification, but there will not be an opportunity for proposers to present "best and final" offers. Proposers must be prepared to enter into a contract based on their proposal and the terms and conditions in this RFP.

2.11. CONTRACT AND GENERAL TERMS

The successful proposer is expected to enter into a contract which will reflect information within this RFP.

2.12. COSTS TO PROPOSE

APA shall not be liable for any costs incurred by the proposer in preparation of the proposal that is submitted in response to this RFP, or for any presentations or other activities related to responding to this RFP.

2.13. REJECTION OF PROPOSALS

APA reserves the right in its sole discretion to reject any and all proposals and not to issue a contract. This RFP does not obligate APA to award a contract for the services specified herein.

2.14. INSURANCE COVERAGE

The successful proposer shall, at its own expense, obtain and keep in full force and effect insurance coverage described below for the entire term of the contract, including any extensions. The proposer shall furnish APA a Certificate of Insurance within fifteen (15) days of the contract effective date.

A proposer that is awarded a contract shall furnish APA with a **Certificate of Insurance** executed by a duly authorized representative of each insurer, showing compliance with the following insurance requirements:

Liability Insurance

1. **Commercial General Liability Insurance**: the proposer shall maintain general liability (**CGL**) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence and \$3,000,000 annual aggregate limit. All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the proposer is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts. These insurance requirements shall be the proposer's responsibility and shall be provided at proposer's expense.

Employers Liability ("Stop Gap") Insurance: In addition, the proposer shall provide employers with liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Above insurance policy shall include the following provisions:

1. **Cancellation**: The proposer shall not cancel or allow the insurance policy to expire unless written notice has been given to UCA at least thirty (30) days prior to the cancellation or expiration. The proposer's failure to maintain this insurance requirement for the term of the contract will be grounds for immediate termination of the contract.
2. **Excess Coverage**: By requiring insurance herein, APA does not represent that coverage and limits will be adequate to protect the proposer and such coverage and limits shall not limit proposer's liability under the indemnities and reimbursements granted in the contract with APA.

Worker's Compensation Coverage

The successful proposer will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. APA will not be held responsible in any way for claims filed by the proposer or its employees for services performed under the terms of the contract.

3. PROPOSAL CONTENTS

Each respondent should set forth its most compelling case to provide Occupational Therapy Services based on the scope of services required. All proposals must be organized in the following order (#1-3) and tabbed to comply with the following sections:

The proposal shall contain the following five components in this order:

1. Submittal Letter (2 pages Maximum)
2. Executive Summary (2 pages Maximum)
3. Detailed Discussion (6 pages Maximum)
4. Protected / Proprietary Information
5. Fee Proposal (2 page Maximum --- Separately Sealed)

Proposal Criteria

1. Font Size 12
2. Margins not less than 1"

Methods of Submission:

Electronic - <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>

3.1. SUBMITTAL LETTER (MANDATORY, 2 pages Maximum)

The Letter of Submittal must be signed and dated by a person authorized to legally bind the proposer to a contractual relationship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the proposer and any proposed subcontractors:

1. An introduction of the agency, including name, address,
2. telephone number and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your agency apart from other potential respondents.
3. Legal status of the proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number and the Utah Uniform Business Identification (UBI) number issued by the State of Utah Department of Revenue.
5. Location of the facility from which the proposer would operate.
6. Identify any APA employees or former APA employees employed or on the proposer's governing board as of the date of the proposal. Include their position and responsibilities within the proposer's organization. If following a review of this

information, it is determined by APA that a conflict of interest exists, the proposer may be disqualified from further consideration for the award of a contract.

3.2. EXECUTIVE SUMMARY (2 pages Maximum)

The executive summary should briefly describe the proposer's philosophical approach to Occupational Therapy and its summarized approach to completing the scope of services outlined. Clearly indicate any options or alternatives being proposed and clearly disclose any major requirements included in the scope of services the agency cannot address.

3.3. DETAILED DISCUSSION (6 pages Maximum)

This section constitutes the major portion of the proposal and must contain at least the following information:

1. Provide a brief narrative of your agency. Describe the agency and list of the agency's personnel available to the District.
2. Briefly summarize your agency's experience and overall qualifications as an Occupational Therapy provider. Provide three (3) to five (5) references of existing clients.
3. Provide summary resumes and credentials for the professionals anticipated to be assigned to work with the District. (Professional resumes will not count toward six page maximum.)
4. Provide a statement regarding your agency's ability to provide the scope of services requested.

3.4. FEE PROPOSAL (2 page Maximum --- Separately Sealed)

1. The District is interested in a Fee for Services arrangement under this agreement. All respondents must include a fee for services proposal.
2. Fee proposals should enumerate any costs the District can expect to be charged and specify the types of services that would generate any additional charges.
3. Respondents are welcome to submit alternative fee proposals for consideration.
4. Fees will be arranged by hourly rates for services and/or employee. E.g. cost per hour of direct service provision, cost per hour for evaluations etc. apples)
5. Sample of billing statement.

3.5. DISCLOSURE

All materials submitted become the property of UCA. Materials may be evaluated by members of UCA's evaluation committees and others as necessary to properly evaluate bids. Proposal information is considered proprietary and as such shall be treated as confidential subject to GRAMA requirements. Materials submitted may be returned at UCA's discretion.

Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.

4. RFP CONDITIONS

4.1. EVALUATION CRITERIA

The proposals will be analyzed and respondents may be requested to meet with a committee of UCA officials for an oral presentation. Proposals, however, may be accepted without oral presentation and the District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

EVALUATION RUBRIC

Perception of Agency's Ability to Accomplish Scope of Service	35
Overall qualifications, experience and references	20
Assigned Personnel to APA	10
Sample Billing	5
Fee Proposal and Fee Schedule	30

Award shall be made to the respondent deemed most capable of accomplishing the Scope of Services required, taking into account the proposals and evaluation factors here outlined.

ADDENDUM A

PERFORMANCE RATING SYSTEM

A UCA employee will contact at least three of the references and complete the table below.

Educational Institution Name: _____

How long have you been doing business with the proposer? _____

Do you have any unresolved concerns with the proposer? _____

Rate the proposer with the following:

- 1 = Very Poor or Inadequate
- 2 = Poor
- 3 = Satisfactory
- 4 = Good
- 5 = Excellent

These scores will be applied to the following criteria:

Criteria	Possible Points	Points This RFP
<p>Perception of Agency's Ability to Accomplish Scope of Service Include information of the methodology and approach to the requested scope of services of this RFP. Include information on how you will provide the requested services in accordance to the schedule shown as Addendum B.</p>	35	
<p>Qualifications, Experience and References – Minimum of 3 Include prior or current clients that you have provided the same or similar services as the requested scope of work. List a reference for each prior and current client including name, phone number and email address.</p>	20	
<p>Assigned Personnel to APA For all personnel who will be assigned to provide direct services under this contract, information is provided including: resumes outlining experience, education, certifications, and other relevant information is recommended.</p>	10	
<p>Fee Proposal and Fee Schedule Please submit detailed information stating your company's pricing to provide services as requested in the Scope of Services.</p>	30	
<p>Sample Billing Include a sample of your billing that identifies location of service, service provider, initials of student served, type of service, time of service, and cost of service.</p>	5	
<p>Total Possible Points</p>	100	

ADDENDUM B

STUDENT AVAILABILITY BY CAMPUS

Students are unavailable during their scheduled Group times.

DRAPER 1

School Schedule:

Mon, Tues, Fri: 8:15 am - 3:25 pm

Wednesday, Thursday: 8:15 am - 2:25 pm

K-3 Reading Groups: 8:30 am - 9:30 am

K-3 Math Groups: 10:50 am - 11:50 am

K-3 Lunch: 11:30 am - 12:15 pm

K-3 Spelling: 2:50 pm - 3:20 Monday, Tuesday, Friday

4-6 Math Groups: 9:40 am - 10:40 am

4-6 Lunch: 10:50 am - 11:25 am

4-6 Reading Groups: 12:00 pm - 1:00 pm

DRAPER 2

School Schedule:

Mon, Tues, Fri: 8:05 am - 3:15 pm

Wednesday, Thursday: 8:05 am - 2:15 pm

K-3 Reading Groups: 9:20 am - 10:20 am

K-3 Lunch: 11:15 am - 11:50 am

K-3 Math Groups: 12:15 pm - 1:15 pm

K-3 Spelling: 2:15 pm - 2:45 pm Monday, Tuesday, Friday

4-6 Reading Groups: 8:15 am - 9:15 am

4-6 Math Groups: 10:40 am - 11:40 am

4-6 Lunch: 11:55 am - 12:25 pm

4-6 Spelling: 1:30 pm - 2:00 pm Monday, Tuesday, Friday

DRAPER 3

School Schedule:

Mon, Tues, Fri: 7:50 am - 2:50 pm

Wednesday, Thursday: 7:50 am - 1:50 pm

Monday, Tuesday, Friday			
Period	Begin	End	Length
1/5	7:50 AM	9:25 AM	1:35
2/6	9:30 AM	11:05 AM	1:35
Lunch A	11:10 AM	11:30 AM	0:20
3/7A	11:35 AM	1:10 PM	1:35
3/7B Part 1	11:10 AM	11:57 AM	0:47
Lunch B	11:57 AM	12:17 PM	0:20
3/7B Part 2	12:22 PM	1:10 PM	0:48
3/7C	11:10 AM	12:45 PM	1:35
Lunch C	12:50 PM	1:10 PM	0:20
4/8	1:15 PM	2:50 PM	1:35

Wednesday, Thursday			
Period	Begin	End	Length
1/5	7:50 AM	9:10 AM	1:20
2/6	9:15 AM	10:35 AM	1:20
Lunch A	10:40 AM	11:00 AM	0:20
3/7A	11:05 AM	12:25 PM	1:20
3/7B Part 1	10:40 AM	11:20 AM	0:40
Lunch B	11:20 AM	11:40 AM	0:20
3/7B Part 2	11:45 AM	12:25 PM	0:40
3/7C	10:40 AM	12:00 PM	1:20
Lunch C	12:05 PM	12:25 PM	0:20
4/8	12:30 PM	1:50 PM	1:20

WEST VALLEY 1

School Schedule:

Mon, Tues, Fri: 8:15 am - 3:25 pm

Wednesday, Thursday: 8:15 am - 2:25 pm

K-3 Reading Groups: 9:35 am - 10:35 am

K-3 Lunch: 11:00 am - 11:50 am

K-3 Math Groups: 12:15 pm - 1:15 pm

K-3 Spelling: 2:15 pm - 2:45 pm Monday, Tuesday, Friday

4-6 Math Groups: 8:30 am - 9:30 am

4-6 Reading Groups: 10:50 - 11:50

4-6 Lunch: 12:15 pm - 1:05 pm

4-6 Spelling: 1:30 pm - 2:00 pm Monday, Tuesday, Friday

WEST VALLEY 2

School Schedule:

Mon, Tues, Fri: 8:00 am - 3:10 pm

Wednesday, Thursday: 8:00 am - 2:10 pm

Elementary Schedule:

K-3 Reading Groups: 8:10 am - 9:10 am

K-3 Math Groups: 10:30 am - 11:30 am

K-3 Lunch: 11:30 am - 12:10 pm

K-3 Spelling: 12:55 pm - 1:25 pm Monday, Tuesday, Friday

4-6 Math Groups: 9:20 am - 10:20 am

4-6 Lunch: 11:00 am - 11:40 am

4-6 Reading Groups: 11:40 am - 12:40 pm

4-6 Spelling: 1:50 pm - 2:20 pm Monday, Tuesday, Friday

Secondary Schedule:

Monday, Tuesday, Friday			
Period	Begin	End	Length
Home Room	8:00 AM	8:38 AM	0:38
1st/5th	8:45 AM	10:09 AM	1:24
2nd/6th	10:16 AM	11:40 AM	1:24
Lunch A	11:47 AM	12:09 PM	0:22
3/7A	12:14 PM	1:39 PM	1:25
3/7B Part 1	11:47 AM	12:09 PM	0:22
Lunch B	12:12 PM	12:34 PM	0:22
3/7B Part 2	12:37 PM	1:39 PM	1:02
3/7C Part 1	11:47 AM	12:34 PM	0:47
Lunch C	12:37 PM	12:59 PM	0:22
3/7C Part 2	1:02 PM	1:39 PM	0:37
4th/8th	1:46 PM	3:10 PM	1:24

Wednesday/Thursday			
Period	Begin	End	Length
1st/5th	8:00	9:22	1:22
2nd/6th	9:29	10:49	1:20
Lunch A	10:56	11:16	0:20
3/7A	11:21	12:42	1:21
3/7B Part 1	10:56	11:36	0:40
Lunch B	11:39	11:59	0:20
3/7B Part 2	12:02	12:42	0:40
3/7C	10:56	12:17	1:21
Lunch C	12:22	12:42	0:20
4th/8th	12:49	2:10	1:21

SALEM

School Schedule:

Mon, Tues, Fri: 8:00 am - 3:10 pm

Wednesday, Thursday: 8:00 am - 2:10 pm

Elementary Schedule:

K-3 Reading Groups: 8:15 am - 9:15 am

K-3 Math Groups: 10:40 am - 11:40 am

K-3 Lunch: 11:45 am - 12:25 pm

K-3 Spelling: 1:10 pm - 1:40 pm Monday, Tuesday, Friday

4-6 Math Groups: 9:25 am - 10:25 am

4-6 Lunch: 11:05 am - 11:40 am

4-6 Reading Groups: 11:40 am - 12:40 pm

4-6 Spelling: 1:50 pm - 2:20 pm Monday, Tuesday, Friday

Secondary Schedule:

Regular Monday, Tuesday, Friday			
Period	Start Time	End Time	Length
1	8:00	8:48	0:48
2	8:52	9:39	0:47
3	9:43	10:30	0:47
4	10:34	11:21	0:47
Lunch	11:21	11:45	0:24
5	11:49	12:36	0:47
6	12:40	13:27	0:47
7	13:31	14:18	0:47
8	14:22	15:10	0:48

Regular Wednesday and Thursday			
Period	Start Time	End Time	Length
1/5	8:00	9:25	1:25
2/6	9:29	10:52	1:23
Lunch	10:52	11:16	0:24
3/7	11:20	12:43	1:23
4/8	12:47	14:10	1:23