

Concord Academy

Safe Return to CA, Fall 2020



Table of Contents:

- [Important Dates](#)
- Academic Plan
 - [Hybrid/HyFlex Learning Model](#)
 - [Schedule and Curriculum](#)
 - 2020-21 Course Catalog
 - 2020-21 Academic Calendar
 - [Assessment](#)
 - [Attendance](#)
 - [Visual and Performing Arts](#)
- Health and Safety
 - [Testing](#)
 - Pre-Arrival Testing
 - On-Campus Testing During STAC 2
 - [Daily Symptom Checks \(MyMedBot\)](#)
 - [Contact Tracing \(Boardingware\)](#)
 - [Improvements to Campus](#)
 - [Mask & Physical Distancing Protocols](#)
- [Boarding Life and Expectations](#)
- Student Life
 - [The Concord Pact / Community Expectations](#)
 - [Athletics](#)
 - [Daily Schedule](#)
 - Day Students
 - Boarding Students
 - [Dining](#)
 - [Visitor Policy](#)
- [Positive COVID-19 Test on Campus](#)
- [Tuition](#)

Please note: All plans are current as of October 9, 2020, and are subject to change.

Important Dates

- **Friday, October 9:** *Last day of STAC 1*
- **Sunday, October 11:** *Boarding students we are able to accommodate on campus and who indicated their desire to be on campus in October/November will be notified of their approved date to return to campus*
- **Monday, October 12 - Friday, October 16:** *Fall break*
- **Friday, October 16:** *Students will be notified which group (Group 1 or Group 2) they will be a part of to return to campus for in-person learning*
- **Monday, October 19 - Friday, October 23:** *First week of STAC 2, all students will take classes remotely*
- **Saturday, October 24:** *First day of phased return of approved boarding students to campus*
- **Monday, October 26:** *Staggered move into houses for approved boarding students*
- **Monday, October 26 - Friday, October 30:** *First week of hybrid learning*
- **Monday, October 26, and Thursday, October 29:** *Group 1 takes in-person classes, Group 2 takes classes virtually*
- **Tuesday, October 27, and Friday, October 30:** *Group 2 takes in-person classes, Group 1 takes classes virtually*
- **Wednesday, October 28:** *Follow typical Wednesday programming schedule*
- **Saturday, October 31:** *Second phased return of approved boarding students to campus*
- **Monday, November 2:** *Staggered move into houses for approved boarding students*
- **Friday, November 20:** *Boarders may return home for the remainder of the year*
- **Monday, November 23-Tuesday, November 24:** *Remote learning for all; houses open for those wishing to remain on campus*
- **Wednesday, November 25, 12:00 p.m.:** *All houses close for the year; boarders depart*

Academic Plan

Hybrid and HyFlex Learning

HyFlex refers to the classroom space. A HyFlex classroom is one in which technology — cameras, microphones, and large display monitors — allows for a physical classroom to bring remote students and in-person students together into a shared, synchronous learning experience. Remote students have sight and sound into the classroom, and in-person students are able to see and hear their remote classmates on screen. The HyFlex classroom aims to provide an active and interactive experience for all class members, regardless of location, and allows the teacher, either remotely or in-person, to engage with all students.

Hybrid refers to students learning in classrooms in distinct groups on designated days of the week, and learning remotely on their off days. All students will attend classes four days a week,

Please note: All plans are current as of October 9, 2020, and are subject to change.

either in-person or remotely. For students who have decided to participate in in-person learning, their hybrid schedule will determine when they are in the classroom.

When our campus reopens for in-person learning on Monday, October 26, we will engage in an educational model that includes Hybrid, HyFlex, and remote learning, along with a limited and phased boarding program. Courses will be taught through the HyFlex technology we have installed in every classroom. You may see examples of this technology, and of the many other facilities changes we have made to make CA safe for in-person instruction, [in this slideshow](#).

To limit numbers in classrooms and common spaces, in accordance with all COVID-19 compliance guidelines and the Concord Pact, we will employ a hybrid model for in-person learning, dividing the student population into two groups. Each student will attend classes in person twice per week (Monday and Thursday for one group, and Tuesday and Friday for the other group). Boarders will attend classes in person on their “in-person” days and will take classes remotely from their rooms in their houses on their “remote” days. Boarding students who plan to attend school as a day student will follow all the day student guidelines within this reopening plan.

Day student group scheduling will consider access to fall athletics and P.E. commitments and take into account commuting and sibling schedules to the best of our ability. Boarding students will be assigned by house.

Schedule and Curriculum

The 2020–21 schedule is designed to support all students in accessing CA’s academic program, whether in-person or remote. The schedule supports our mission-driven work: equity, love of learning, close adult-student partnerships, deep learning, purposeful collaboration, and creative engagement.

In developing a new mode of virtual learning at CA, we have reimagined the academic schedule with Short Terms at Concord, or STACs, a modular-style program that allows deep engagement with a few subjects at a time.

The STAC model will carry through the 2020–21 academic year regardless of CA’s virtual or in-person operational status. The academic year will consist of six 5.5-week STACs, with breaks between each STAC. Components will include the following:

- Students’ course loads will be spread across three STACs per semester, with students typically taking no more than four classes per STAC.
- There will be breaks between classes to allow for students to step away from their screens, rest their eyes, and check in with themselves and their families.
- Breaks between each STAC to allow for grading, comment-writing, and rest.

Please note: All plans are current as of October 9, 2020, and are subject to change.

- Classes will not meet on Wednesdays. Instead, Wednesdays will feature X or H blocks whose programming is designed to foster meaningful connections between CA students and adults, and enrich students' academic and community experiences.
- Time has been preserved for advisor meetings, College Counseling Office (CCO) meetings, Individual Music Instruction (IMI), club meetings and more.
- Classes will be shorter on Fridays, allowing time for students to complete remaining assignments for the week, and take time to rest and rejuvenate.

Between STAC 1 and STAC 2, teachers will train on the HyFlex technology and will work in partnership with students during STAC 2 to adapt to this new classroom environment as we enter a phased reopening of on-campus learning.

Thanksgiving Break (November 25 until December 3) and the start of STAC 3 (December 3 until January 3): Beginning with Thanksgiving break and continuing through the first part of STAC 3, CA will be fully remote for all students. It is our intention to reopen in January with on-campus living and learning for students, and we will share our plan for January reopening in mid-December. We considered many factors in our decision to transition back to a remote schedule:

- **Time to learn and operationalize in preparation for HyFlex after winter break:** We intend to use this period to learn how to re-open campus in the safest way possible. We will learn from our pilot period, make necessary adjustments to our program, policies, and infrastructure, and communicate early and often with all of our constituents in a clear and comprehensive way.
- **Challenge of travel over a holiday:** For those who celebrate it, Thanksgiving is a time of communal celebration, and generally one of the busiest travel periods of the year.
- **Frequency of travel for boarding students:** Hosting boarding students on campus during this period would require extensive travel, which would increase the risk of community exposure due to the short duration of our breaks in the STAC schedule.
- **Alignment with our plans to be remote for STAC 3:** We had always planned and constructed our STAC schedule around a remote STAC 3. We designed a shorter Thanksgiving break schedule, which would preclude move-in days on the back end of Thanksgiving break to ensure the time needed to properly test and allow the return of students to campus.
- **Consistency with regional and peer secondary schools and institutions of higher education:** The majority of independent secondary schools and many of the region's colleges and universities have opted to shift to remote learning for the period after Thanksgiving. We're grateful to have benefited from the collective wisdom of schools that used hybrid models throughout the fall.

Please note: All plans are current as of October 9, 2020, and are subject to change.

Quick links:

- [2020–21 Course Catalog](#)
- [2020–21 Academic Year Calendar](#)
- [Weekly STAC Schedule](#)

Assessment

We are committed to maintaining the academic integrity that CA families expect, while creating a framework that will support all of our students in this unprecedented season.

Grading: At the end of each STAC, students will receive either a grade for the STAC (where the course is a standalone STAC)* or a current progress grade for those courses continuing into another STAC. These grades will be shared internally with students, advisors, and families. History and most upper-level English courses are single-STAC electives. Students will take two electives in a semester to earn 3 credits, the equivalent of a major course. Semester grades will combine the grades from both STACs, taking into account student growth and progress over time. For year-long courses, final grades will combine the grades from both semesters. As usual, transcripts will reflect semester or year-long grades, depending on the course's designation.

**This will apply to single-STAC minors and upper level English and History courses.*

Grades for 9th Graders: All fall courses for 9th graders are offered on a P (pass) or NC (no credit) basis. However, students will see the grade they would have earned in the body of their course comment.

Comments: Comments will be written at the end of each STAC and made available through the parent portal.

Attendance

Students are expected to attend all CA commitments — classes, chapels, community meetings, announcements, weekly advisory meetings, P.E./athletics, class meetings, and any required X or H block events — on time each day.

Excused absences and those necessitated by self-quarantining policies will not result in any disciplinary action by the school, provided that the individual is complying with these policies in good faith. A student who accrues multiple unexcused absences in an academic class or in P.E./athletics will be at risk of not receiving credit for that particular course. A student who accrues too many unexcused absences for mandatory community events may receive a Dean's Warning for failing to meet community expectations.

Please note: All plans are current as of October 9, 2020, and are subject to change.

Students participating in in-person learning may choose to attend classes remotely on their in-person days. These decisions may be made on a day-by-day or class-by-class basis. Attendance will be determined by presence either in-person or online. In order for the teacher to prepare the most appropriate lesson for the class configuration, we ask that students who will be remote for a class on an in-person day alert the teacher as far in advance as they are able.

You will find additional guidelines around athletics and P.E. attendance in the [Athletics section](#) below.

Please note: We recognize that students and families will be trying hybrid learning for the first time. Students may opt back into remote learning at any time if they decide that this mode works better for them, or for any other reason.

Visual & Performing Arts

The arts are an essential part of the CA experience and are rooted in CA's academic program. CA continues to offer a full range of visual and performing arts courses, adapting approaches and curricula to serve a blend of in-person and remote learning. Both departments have been shipping materials and sending supply lists to enrolled students to ensure they have access to materials needed for their courses. In the current conditions, some music ensembles and dance classes are being held remotely, and the Performing Arts Department is reviewing ways to incorporate some in-person, modified opportunities for these groups. In addition to scheduled courses, the Visual and Performing Arts departments will be working to reimagine art shows, concerts, theater, and dance productions that bring students together across locations.

Individual Music Instruction (IMI) is operating remotely for all three STACs of the fall semester. The Performing Arts Department is currently assessing how available campus spaces align with currently scheduled IMI lessons, and will be in contact with any day or boarding students whose lessons might need to be adjusted.

Health and Safety

Testing

Pre-Arrival Testing

Day students and boarders coming from the state of Massachusetts or lower risk states (currently listed in the [state guidelines](#) as Connecticut, District of Columbia, Maine, New

Please note: All plans are current as of October 9, 2020, and are subject to change.

Hampshire, New York, and Vermont) will need to present a negative COVID-19 polymerase chain reaction (PCR) test to the Health Center. The test must be dated within 7 days prior to the return to campus. **CA families will need to arrange pre-arrival testing independent of CA.** If possible, we encourage our more local students to complete their PCR test at Emerson Hospital, which also uses the CIC/Broad protocol, and we prefer the test be completed as close to October 26 as possible. You may find a list of all Massachusetts COVID-19 testing locations [here](#).

Boarding students coming from any location not listed above will need to provide the Health Center with a negative PCR test result that has been administered up to 72 hours prior to their return to school. Parents can email their student's PCR test results to the Health Center at healthcenter@concordacademy.org.

On-Campus Arrival Testing

We plan to begin on-campus testing for day students on Monday, October 26.

Boarding students will be tested upon their arrival to campus on either Saturday, October 24, or Saturday, October 31, depending on when they are scheduled to return. Once their testing is completed, boarders will be asked to leave campus and isolate with their families off campus. Once we have received a negative test result (within 24-48 hours), the Health Center will notify boarders that they are able to move onto campus. In the event of a positive test, boarders will not be able to return to campus. The Health Center will notify any boarder who tested positive. You will also be contacted by the Department of Public Health, and will need to quarantine. More information will be sent to boarding families, including a list of [local accommodations](#) where students and families can isolate.

Regular On-Campus Testing During STAC 2

Weekly on-site testing will be required for students, faculty, staff, and all campus residents the weeks of October 26, November 2, November 9, and November 16. Boarding students will be included in regular weekly on-campus testing starting the week they return to campus. The Health Center will notify parents of test results only if their child has tested positive for COVID-19. Concord Academy will cover the costs for all tests administered on campus under our protocol.

CA has contracted with [CIC Health](#) and the [Broad Institute](#) to participate in the COVID-19 testing regimen that the Broad is operating with educational institutions across Massachusetts and other states. A research partnership between Harvard and MIT, the Broad Institute has been providing testing successfully for independent schools, colleges, and universities throughout the state. They have proven to be one of the premier testing sites in the country, adept at working with educational institutions and offering a quick testing turnaround of 24-48 hours.

Please note: All plans are current as of October 9, 2020, and are subject to change.

[Cataldo Ambulance](#) will administer the tests on our campus in the Performing Arts Center (P.A.C.). Signage will direct students to the P.A.C. testing site. The procedure is an anterior nasal swab of both nostrils — a simple lower nasal swab — rather than the more invasive nasopharyngeal swab. The test should take only about 10-15 seconds. Testing will be conducted multiple days per week in prescheduled 15-minute windows. We are working with students' hybrid, class, and athletics schedules to schedule testing and will be communicating with students shortly on their weekly timeslot. This might require a short absence from a class, but every effort will be made to schedule testing during students' free time.

Required Enrollment for All Students: To enroll students in the testing program — which is required for them to be on campus for any activities — all families must electronically sign a consent form which can be found in Magnus Health, accessed through the CA parent portal. You may find a copy of the consent form [here](#). A separate consent form is required for each student and will only need to be completed once. **Parents/guardians are required to sign this consent form prior to October 16.**

Required Health Questionnaire for All Students: Students will be required to submit a health questionnaire ([view sample pre-screening questions here](#)) on each day they are tested. There is a certain amount of required reporting information to collect for the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC). CA will provide printouts of this form for students to complete as they enter the testing area.

Please contact the Health Center (healthcenter@concordacademy.org) or Jeff Desjarlais (jeff_desjarlais@concordacademy.org), director of health and student support services, with any testing-related questions.

Daily Symptom Checks (MyMedBot)

All students are required to complete a daily symptom self-screening if coming to campus for any period of time. We have moved away from Boardingware for symptom checks, so that students will no longer need to complete self-screening two hours prior to coming to campus. Instead, we will use the app MyMedBot. Detailed information about downloading, activating, and using the app will be provided next week.

Contact Tracing (Boardingware)

CA will use Boardingware for contract tracing on our Main Campus and at the Moriarty Athletic Campus. All community members are asked to “chip in” to their location through the Boardingware app when entering any location on campus, including: a classroom, an office grouping, the Stu-Fac, a conference room, or an outdoor location (sports field), if they plan to be there for more than 15 minutes. “Chipping in” refers to using your mobile device to update your location on campus. In order to chip in, a student will:

Please note: All plans are current as of October 9, 2020, and are subject to change.

- Download the Boardingware app on their mobile device and log in using their CA email address.
- Look for the chips around campus (shown below) to chip in or out of a location:



In the event we have a COVID-19 positive case, this tracking will enable the local Board of Health Department and Concord Academy to inform those who were in direct contact with this person. Students will be assigned desks in classrooms and seats in the dining hall. This will allow the contact tracing to identify those who were in close contact.

Please note: The Boardingware app is secure and private. Only select administrators have access to location data.

Improvements to Campus

Concord Academy has partnered with more than 20 Boston-area independent schools on best practices for reopening campus facilities. Substantial changes have been made across CA's campus for the safety and well-being of our community. In addition to what is listed below, [this slideshow](#) shows many of the campus safety upgrades that have been made.

Updates to Physical Spaces:

- Classrooms:
 - Reorganized classrooms to allow for 6 feet of separation
 - Posted occupancy limits in all rooms in school buildings
 - Marked furniture placement for separation
 - Supplied 4' x 6' portable dividers for teachers in each classroom
 - Created classrooms in student house common rooms
 - Installed new technology to enable HyFlex learning
 - Supplying sanitizing wipes and sanitizer in all classrooms
- Hallways:
 - Installed physical distancing signage
 - Developed and indicated one-way traffic wherever possible
 - Installed touchless sensors for automatic door opening on several exterior doors
 - Supplied masks at entryways
- Dining Hall and Common Areas:
 - Removed/reorganized tables in dining hall for more physical distancing space

Please note: All plans are current as of October 9, 2020, and are subject to change.

- Removed all upholstered furniture from common areas including the library, SHAC, and Stu-Fac
- Decentralized student mailbox location to larger area
- Rearranged the prep area in the cafeteria to allow for individual prep stations
- Installed larger sneeze guards
- Due to cohorting requirements from the Concord Board of Health, day and boarding students will eat in separate locations

Bathroom Fixtures:

- Installed touchless faucets, toilet flushing mechanisms, paper towel dispensers, and toilet seat covers
- Placed touchless sanitizer stands and trash receptacles outside bathroom doors
- Installed plexiglass dividers in multiple-sink bathrooms (houses and school buildings, where possible)

Ventilation:

- Installed window fans and portable HEPA air exchange units in all classrooms and offices
- Replaced air filters with virus-trapping MERV13 filters
- Serviced all of our HVAC equipment for peak performance
- Cleaned the ceiling vents of the HVAC systems
- Running HVAC systems two hours prior to start of school through two hours after school ends (enhancing air exchange by running equipment prior to the start and end of school)
- Dampers open as wide as possible for maximum airflow

Water and Plumbing:

- Installed seven touchless bottle filling stations and locked manual drinking fountain option
- Flushed water in all buildings (on-going)

Signage:

- Handwashing
- Occupancy
- COVID-19 safety reminders
- Mask required
- One-way travel
- Physical distancing
- Vehicle traffic patterns

Enhanced Cleaning Protocols:

- Added staff for daily cleaning of high/frequent touch surfaces (door handles/knobs, handrails, light switches, water bubblers)
- Bathrooms cleaned multiple times per day
- Nighttime deep cleaning and disinfecting of the campus

Please note: All plans are current as of October 9, 2020, and are subject to change.

Mask & Physical Distancing Protocols

All community members are required to wear face masks adequately covering their nose, mouth, and chin within all campus buildings. The most effective face masks are ones that have a metal piece along the bridge of the nose to ensure proper fit. Everyone should provide their own face masks. The school will have a small supply on hand for emergency situations, but will rely on each person to supply their own. Please note: bandanas, gaiter masks, and masks with valves are not acceptable.

We expect community members to adhere to the following guidelines:

1. Masks must be worn at all times inside of school buildings.
2. While outdoors, community members may remove their mask if they are seated and have at least 6 feet of distance from others. If someone approaches, they must put their mask back on.
3. Community members must be masked while moving around campus.
4. Boarding students do not need to wear masks when alone in their rooms or when showering or brushing teeth.
5. Community members should always have a mask with them.
6. Masks may be removed in the Stu-Fac or other designated dining areas while seated at assigned spots during meal times.
7. Cloth masks should be washed after each daily use.

Mask Breaks:

Students have the ability to take a mask break when they feel they need it. There will be built-in times in the schedule when students can do this: during their free blocks, in between classes, during break, and/or during lunch time. Any mask break must be taken seated outside and at least 6 feet away from any other person. When taking a mask break, please [follow CDC guidelines](#) on how to properly remove and store your mask to ensure your mask does not contaminate surfaces and stays clean.

Boarding

Boarding Life and Expectations

We are excited to offer a pilot boarding program in STAC 2. We understand that not everyone can return to campus to board, but we are eager to find ways to connect as a community, whether in-person or remotely, throughout this pandemic period. Our approach to residential programming will be student-centered, maximizing safety while leveraging the creativity of our boarding leaders and House Faculty team.

Many boarding guidelines have been adapted to account for the safety requirements necessary for COVID-19. It will take a shared commitment from each and every member of this community to maintain the health and safety of all. It is imperative that safety guidelines are followed strictly and at all times, and that we each help remind those around us of our shared standards of safety. With the unpredictable year ahead of us, we are prepared to modify expectations as needed. We greatly appreciate your flexibility throughout this process!

The [daily boarding schedule](#) and [dining information](#) can be found in the Student Life section below.

Study Hours: On all weeknights, campus will be a quiet study environment from 7:00-9:00 p.m. All students will be accounted for in their own house at the start of study hall and need to remain in their own house for the remainder of the night. Students do not have access to any campus building outside of their own house after 7:00 p.m.

Room Checks: We are looking to help students maintain a general level of cleanliness in their rooms for their own well-being. Room checks will be less formal than our pre-COVID-19 “room inspections.”

House Visitation and Sleepovers: Due to COVID-19, the only people allowed in a student house are the residents of that house. There may be no visitors at any time inside the house, including family members. No student may have parietals or sleepovers at any time.

Room Visitors (Within the Same House Only): Due to COVID-19, students may only visit others in their own house. Students may go into someone else’s room if invited, but they must remain at least 6 feet apart at all times and everyone must wear masks.

Late Nights and Lights Out: It is imperative that health comes first and foremost, and Concord Academy strives to help students learn healthy sleep habits. Therefore, no late nights will be granted. All students are expected to turn off their lights at 10:00 p.m. during the week and at 11:00 p.m. on weekends. Students are not allowed to use any electronic devices, including their phones, after lights out, thus families and friends are asked not to contact students (by phone, text message, etc.) after lights out.

Please note: All plans are current as of October 9, 2020, and are subject to change.

Passes and Sign-Out: In order to uphold our community-wide safety measures and maintain the integrity of our testing procedures, boarding students will not be allowed beyond extended campus until Thanksgiving break, unless for an approved doctor's appointment. This measure will help reduce risk across our community. Boarding parents are allowed to visit their child outdoors on campus or in Concord.

Off-Campus Events: Off-campus social activities or group gatherings are not allowed during COVID-19. There are many offerings virtually or on-campus, through school-wide campus activities or organic programming by your House Faculty. Boarding students may visit extended campus at any time between 7:00 a.m. and 7:00 p.m only if strictly adhering to all COVID-19 safety measures. Boarding bikes may be used.

Rooming: Room assignments will be made per semester or each time there is a major transition. When students leave campus for an extended break (Thanksgiving, March break, etc.), they are expected to pack up their room and move out. Since circumstances and family needs change, we will treat the pilot period in October and November differently than we will treat January. If a student is on campus in November, it does not guarantee they will be on campus in January. It's worth noting that once more boarders return to campus in 2021, we likely will need to place people in doubles, and many students will need to change houses, based on the space and requests.

Room and House Safety (Kitchens): During COVID-19, house kitchens will largely be closed until further notice. While students may not use the ovens at any time, they may use the shared microwave and refrigerator(s).

Mini-Refrigerators: For the 2020–21 academic year, we will allow students to have a mini-fridge of less than three cubic feet (these are not provided by the school). If sharing a room, students should share the mini-fridge, as each room can accommodate only one.

Laundry: Students may use the free washers and dryers on campus located in each house and can use them throughout the day or before lights out. During the boarding pilot in October and November, we will not be using E&R laundry service.

Babysitting: Boarding students may not babysit indoors due to COVID-19.

Vacations: Before leaving campus on school vacations, students must clean their rooms thoroughly, fully pack up all of their belongings and move out completely due to the unpredictability of COVID-19.

Student Life

The Concord Pact/Community Expectations

[Concord Pact](#) (last updated October 9, 2020)

As the Concord Pact states, we each have a responsibility to our own health and the health of others during this pandemic. In order to mitigate risk to the best of our ability, it is essential that health and safety measures are respected and consistently followed by everyone. We will need the cooperation of every member of the community, including families, to help us by following the Concord Pact and the philosophy behind this agreement. Most importantly, this means wearing a mask when inside any building or vehicle other than your own, maintaining a physical distance of 6 feet or more from all individuals not in your immediate family, and avoiding large gatherings.

Making the decision for your child to return to campus for classes and/or boarding means that you are also agreeing to mitigate your risk for the benefit of your child's in person experience. By agreeing to have your child attend in-person activities and classes, individuals and their families are agreeing to establish habits and routines in line with what the school deems appropriate, safe behavior. While all disciplinary policies listed in the Community Handbook and Employee Handbook remain in effect, rule violations pertaining to the COVID-19 protocol may lead to the following process:

- A violation of the Concord Pact will lead to a conversation with an adult, which could lead to a conversation with the dean of students, parents/guardians, and a formal warning.
- Repeated or willful offenses from a student will be seen as more severe than forgetful or unintentional missteps.
- Any additional violation of the COVID-19 protocol may result in the student being prohibited from campus for a period of time, or indefinitely.

Athletics

All CA students are currently enrolled in athletics and P.E. options for the fall season. As we transition to a hybrid model for on-campus learning, students will remain in their current teams and classes.

Students who are participating in on-campus learning will move to in-person participation for teams and some P.E. classes. See below for details.

Day Students on Athletic Teams:

Please note: All plans are current as of October 9, 2020, and are subject to change.

- Day students currently participating in person on athletic teams will continue their in-person involvement.
- Day students currently participating remotely on athletic teams who plan to attend in-person classes during the hybrid period will be given a Tuesday/Friday on-campus schedule to facilitate in-person participation on Fridays. They will be expected to continue to attend team sports remotely once per week.
- Day students currently participating remotely on athletic teams who do NOT plan to attend in-person classes will continue to participate remotely with their teams.

Day Students in P.E. Classes:

- Day students currently participating in person in P.E. classes will continue their in-person involvement.
- Day students currently participating remotely in P.E. classes who plan to attend in-person classes during the hybrid period will continue to participate in their remote P.E. classes, with the exception of fitness and hiking. Because those classes have both in-person and remote options, day students who plan to attend in-person classes will be given a Tuesday/Friday schedule so they can attend the in-person fitness and hiking classes on Friday.
- Day students currently participating remotely in P.E. classes who do NOT plan to attend in-person classes will continue their remote participation.

Boarding Students on Athletic Teams:

- Boarding students currently participating in person on athletic teams will continue their in-person involvement.
- Boarding students currently participating remotely on athletic teams who plan to board during the hybrid period will shift to in-person participation on their teams.
- Boarding students currently participating remotely on athletic teams who will NOT board during the hybrid period will continue to participate remotely with their teams.

Boarding Students in P.E. Classes:

- Boarding students currently participating in person in P.E. classes will continue their in-person involvement.
- Boarding students currently participating remotely in P.E. classes who plan to board during the hybrid period will continue to participate in their remote P.E. classes, with the exception of fitness and hiking. Because those classes have both in-person and remote options, boarding students on campus will switch to the in-person sessions on Wednesday and Friday.
- Boarding students currently participating remotely in P.E. classes who do NOT plan to board during the hybrid period will continue their remote participation.

Roster Placement for Students Moving from Remote to In-Person Participation on Teams:

Remote students moving to in-person participation in boys/girls varsity cross-country, girls varsity soccer, and varsity field hockey will join those varsity squads. The boys soccer and girls volleyball programs will have both varsity and sub-varsity team(s). Given that tryouts for the fall

Please note: All plans are current as of October 9, 2020, and are subject to change.

season are complete, returning varsity players and returning seniors to both programs will be placed on the varsity teams. New students to the programs will be placed on the sub-varsity teams (JV or thirds for boys soccer and JV for volleyball). Returning sub-varsity players will be placed on either the varsity or JV team per the coaching staff's discretion.

Locker Room Policy for Fall Season: Locker rooms will remain closed during the fall season. Day students should come to school dressed in athletic clothing. Boarding students will change in their own rooms.

Schedule Changes: To accommodate daylight saving time, pickleball will move to 3:15-4:15 p.m. on Wednesdays and Fridays at the Moriarty Athletics Campus starting on October 26 (the beginning of hybrid learning).

Daylight Saving Time: Team sports practices will maintain the same start times but shorten in length to 75 minutes starting the week of November 1, when daylight saving time begins. More details will be published at the end of October.

Transportation to the Moriarty Athletic Campus: A shuttle bus will be provided for in-person athletics at the Moriarty Athletic Campus for boarding students on Wednesdays and Fridays. Day students who do not drive to campus on Friday should use the shuttle to go to the athletic campus but must be picked up by their family from the Moriarty Athletic Campus at the end of the session. The shuttle will follow all COVID-19 risk mitigation transportation protocols (half capacity, assigned seats, windows open, masks on).

Quick Links:

[2020 Fall On-Campus Athletic Schedule](#)

[2020 Fall Remote Athletic Schedule](#)

Daily Schedule

Below are sample schedules for both day and boarding students when they will be on campus in person.

For all students:

Wake up, take temperature, complete symptom check and submit on MyMedBot.

Packing list:

- Fully charged laptop/tablet
- Charger
- Headphones with microphone
- Water bottle
- Snack

Please note: All plans are current as of October 9, 2020, and are subject to change.

- Mask(s)
- Hand sanitizer

Dress: Remember to dress in layers and bring warm clothing. The weather is getting colder, windows will be open, and outdoor time is recommended whenever possible. Day students attending arts/athletics on Fridays should come to school dressed to participate in those activities. Boarding houses will remain open during the day, so boarders will be able to change before athletics. Locker rooms are not open at this time.

Belongings: We know that CA students are accustomed to leaving their belongings everywhere. We need to change our behaviors in COVID-19 times, and students will need to carry their belongings with them through the academic day at this point. We will have a designated place on campus to leave sports equipment. Large instruments can be stored in music lockers (contact James_Williston@concordacademy.org to arrange for a music locker).

Boarding houses will be open during the school day to residents of that house only. Boarding students may be in their own rooms during the day between classes, during free blocks, or if they are learning virtually. Adult house monitors will be circulating throughout the house.

Throughout the day, all students will chip in via Boardingware to each class or space they remain in for 15 minutes or longer, on both their way in and their way out. Sanitizing wipes will be located in every classroom, and we ask that you sanitize your desk space upon arrival and departure.

For day students:

7:15-8:45 a.m. – Arrival time dependent on first class; arrive on campus, chip in, proceed to your first class, and sanitize your space. If you arrive before your first class begins, you may find space outside (weather permitting) or chip in to a designated spot on campus. Breakfast snacks will be available in designated locations for day students arriving early.

Day students should depart campus upon completion of the class day or proceed to arts/athletic commitments. All day students should plan to depart campus as soon as possible following their last scheduled activity on campus. (Dinner is not provided to day students at this time.) Club meetings and similar activities will remain virtual, so day students will not remain on campus for any evening commitments. More information will be forthcoming on where day students may wait between the end of classes and departing campus (if there is a wait or delay).

Commuting: If a student must ride in a car or on public transportation with people outside their immediate family, they must sanitize frequently and wear a mask at all times. Six feet or more of distancing must be adhered to whenever possible. Students should carpool only with the same groups, as each member of each additional group will be considered a “close contact” should anyone student contract the virus. When riding in a car, windows should be down to allow for air

Please note: All plans are current as of October 9, 2020, and are subject to change.

flow and masks must be worn at all times while inside the vehicle. There should be no eating or drinking, as that will not allow for effective mask use.

Free Time and Extended Campus: Students are encouraged to spend free time outdoors in good weather. There will also be indoor space available on campus for students to use when they are free. Students will be expected to follow physical distancing and masking guidelines in all of these spaces. Room schedules and capacities will be posted so students know when they are available. Students are permitted to travel to the extended campus, but must chip out and back in, and must follow all mask and physical distancing guidelines.

For boarding students:

7:00 a.m. – Houses are open for the day; no morning room inspections or morning room checks

7:00-8:40 a.m. – Breakfast; chip out of the house and into the dining hall for breakfast, where you will sit with your house in assigned seats. Hot breakfast is available until 8:15 a.m., and continental breakfast is served until 8:40 a.m.

On a remote day, boarders will take classes from their room in the house. Other than mealtimes, boarders should not be in academic buildings on their remote days.

7:25-8:45 a.m. (time dependent on first class) – Proceed to your first class, chip in, and sanitize your desk space.

7:30-8:40 a.m. – A Block

8:50-10:00 a.m. – B Block

10:00-10:15 a.m. – Break

Break is a good time to get some fresh air outdoors. When outside, masks are required. If you would like a mask break, you must have more than six feet of distance between you and any other person. You should then proceed to your chapel viewing location.

10:15-10:30 a.m. – Chapel

All students will watch chapels on their own devices with headphones. Students may either find a spot outside or proceed to their C Block classroom to log in and watch chapel. Chapel attendance is mandatory. We are currently evaluating possibilities for seniors who want to give/attend chapels masked and distanced in the Chapel.

10:40-11:50 a.m. – C Block

12:00-1:00 p.m. – Lunch

Each student will be assigned to a 30-minute lunch block between 11:20 a.m. and 1:40 p.m. and a designated eating area, or you may take your lunch outdoors. See the [dining section](#) below for more detailed information.

1:15-2:25 p.m. – D Block

2:35-3:45 p.m. – E Block

Boarding students should proceed to any arts/athletics commitments, return to their rooms, or enjoy free time following the guidelines below.

Free Time and Extended Campus: Students are encouraged to spend free time outdoors in good weather. There will also be indoor space available on campus for students to use when they are free. Students will be expected to follow physical distancing and masking guidelines in all of these spaces. Room schedules and capacities will be posted so students know when they are available. Students are permitted to travel to the extended campus, but must chip out and back in, and must follow all mask and physical distancing guidelines.

Boarding students may visit extended campus at any time between 7:00 a.m. and 7:00 p.m. only if strictly adhering to all COVID-19 safety measures. Boarding bikes may be used. Houses will remain open, and boarders are welcome to spend free time in their rooms. Common rooms will be open only to members of the specific house. Some common rooms may be used as classrooms; in those cases, posted guidelines about common room access and use must be followed.

Weekday Afternoon and Evening Schedule for Boarding Students:

3:30-6:15 p.m. – Athletics, P.E., dance, ensembles, or free time

5:30-6:30 p.m. – Dinner in the Stu-Fac; boarding students sit by house in assigned seats

6:30-7:00 p.m. – Access to extended campus (no boarder bikes after dark)

7:00-9:00 p.m. – Study hours (Sunday through Thursday) in boarding houses. By 7:00 p.m., all campus buildings are locked for the night for sanitization.

House Faculty walk-through: Masks will be required for all during this time, including in your own room. Students will prop their doors open until the House Faculty in-person check-in and room review for cleanliness. Once House Faculty has checked in on each student, the student's door can be closed and their mask can be removed.

9:00 p.m. – Free time in the house or on extended campus, with permission of House Faculty. Students are encouraged to spend this time finishing work, washing up, connecting with others in the house, or doing laundry. Students may check out with the House Faculty to walk around

Please note: All plans are current as of October 9, 2020, and are subject to change.

extended campus (in pairs) until 9:30 p.m. There will be a virtual squad meeting as well during this time. Squads are small groups (3-5 people) within each house and each night, the house faculty and Head of House will connect individually with that group.

9:30 p.m. – After hours free time, House Competitions (“house comps”) or House Meetings on Sundays.

9:45 p.m. – Everyone in their own room for the night; Zoom check-in with House Faculty for those in-house

10:00 p.m. – Lights out for all

Weekend Schedule for Boarding Students:

Saturday

No day or overnight passes. All boarders must remain on campus or extended campus.

Wake up, take temperature, complete symptom check and submit on MyMedBot.

9:00 a.m.-1:00 p.m. – Brunch

9:00 a.m.-9:00 p.m. – Main School Building open for boarders

1:00-5:30 p.m. – Organic programming: virtual or in-person programs offered by House Faculty

5:30–6:30 p.m. – Dinner; mandatory house faculty check-in for all students (via text)

9:00 p.m. – Boarding students in house for the night; campus buildings locked

Saturday night programming (TBD):

House movie (virtual), house comp, or other COVID-compliant event

11:00 p.m. – Lights out for all

Sunday

Wake up, take temperature, complete symptom check and submit on MyMedBot.

9:00 a.m.-1:00 p.m. – Brunch

9:00 a.m.-7:00 p.m. – Main School Building open for boarders

1:00-2:30 p.m. – Optional in-house study hours or organic programming

Please note: All plans are current as of October 9, 2020, and are subject to change.

2:30-5:30 p.m. – Organic programming continued: virtual or in-person programs offered by House Faculty

5:30–6:30 p.m. – Dinner

7:00-9:00 p.m. – Study hours (Sunday through Thursday) in boarding houses. By 7:00 p.m., all campus buildings are locked for the night for sanitization.

House Faculty walk-through: Masks will be required for all during this time, including in your own room. Students will prop their doors open until House Faculty in-person check-in and room check for cleanliness. Once House Faculty has checked in on each student, the student's door can be closed and their mask can be removed.

9:00 p.m. – Free time (in house or on extended campus, with permission from House Faculty)

9:30 p.m. – House Meetings

10:00 p.m. – Everyone in their room for the night; Zoom check-in with House faculty

10:15 p.m. – Lights out for all

Dining

Seating will be limited in the Stu-Fac to allow for sufficient physical distancing and minimize in-person interactions between students from different cohorts

- **Boarders** will have assigned seats in the Stu-Fac. A hot breakfast and dinner will be served to boarding students only.
- **Day students** will have assigned seats in large spaces across campus designated for eating. Day students will be asked to eat a hot breakfast prior to the school day, and they will have access to a prepackaged breakfast snack once on campus.

Alternative locations for eating lunch include outdoors, in tents, or in student houses (for house residents only). Seats will not be assigned in outdoor areas, although students are expected to stay more than 6 feet apart. Students need to follow all safety guidelines and signage in the dining hall. All food will be served by a dining hall staff member, or in prepackaged containers. The grill/panini area, self-serve beverages, salad bar, and ice cream options will be unavailable until guidance suggests we can resume their use.

At this time, CA will provide dining services for **students only** during the week; faculty and staff will be responsible for their own meals for the first stage of STAC 2. We plan to introduce grab-and-go options for community residents in the near future. On weekends, dining services will be available only for faculty and staff on duty and their families.

Please note: All plans are current as of October 9, 2020, and are subject to change.

Dining Hours of Operation:

Breakfast (boarders only)

Monday-Friday: 7:00-8:15 a.m. hot breakfast, 8:15-8:45 a.m. continental breakfast
Saturday-Sunday: 9:00 a.m.-1:00 p.m. continental breakfast/brunch

Lunch (day and boarding students)

Monday-Friday: 11:30 a.m.-1:40 p.m. (Wednesday lunch for boarders only)
Limited served, prepackaged grab-and-go items

Dinner (boarders only)

Monday-Sunday: 5:30-6:30 p.m. hot dinner

Logistics of Physically Distanced Meals:

- **Masking:** Face masks must be worn by students, faculty, and staff in order to enter the servery and dining hall, and should remain on at all times in the dining hall, unless seated while eating.
- **Seating:** Tables in the dining hall are positioned 6 feet apart, with four people seated per table with barriers between them. Assigned student seating at tables will keep close contacts grouped, separating boarders from day students, as well as boarders within houses. (Seating charts to follow.)
- **Food service:** Serving stations with barriers have been rearranged to support a one-way travel pattern. Signage at eye level and floor decals will reinforce traffic patterns and physical distancing.
- **Food options:** Initially, we will offer cold grab-and-go lunch options, along with wrapped utensils, napkins, and condiments, and self-serve individual beverages. For boarders, a hot entrée line will serve grab-and-go meals for breakfast and dinner. Options will be available to accommodate all special diets. Snacks, desserts, and condiments will consist of pre-packaged items until guidance changes. We will initially start with recyclable containers and transition to traditional plates and silverware as guidance permits.

Kitchen Reconfiguration and Organization:

The kitchen and common spaces for dining services staff have been reorganized, with signage promoting physical distancing and individual prep stations 6 feet apart. Employee arrival and departure times are staggered to allow physical distancing and time for health screening, and to reduce close contact. Dining services staff are required to be tested weekly, to complete a daily symptom self-screening through the MyMedBot App, and to use the Boardingware app to chip in on campus for contact tracing.

Health and Safety Measures:

CA will provide a dining room monitor at all meals to ensure that students are following the safety guidelines. An additional cleaning attendant will adhere to increased sanitization

Please note: All plans are current as of October 9, 2020, and are subject to change.

procedures between and during meals in the dining room; staff will frequently clean and sanitize dining tables, and all other high-touch surfaces will be cleaned and sanitized daily. Serving tables will be cleaned and sanitized every 30 minutes and before starting and at the end of meal distributions. All dining staff review COVID-19 training standards, including hygiene standards. Product deliveries will be completed by approved vendors, which are screening employees' health daily before delivering to CA.

Visitor Policy

In the spirit of ensuring the safety and security of the community at large, Concord Academy is a "restricted campus" until the COVID-19 threat has abated. Only core Concord Academy community members may visit the campus at this time. The core community consists of all students currently attending CA and the adults who support the daily operation of the school, including campus residents and their families. For the foreseeable future, and from an abundance of caution, we are restricting visitors and shifting to virtual visits, meetings, and gatherings.

Boarding parents will be allowed to visit campus to see their child while remaining outdoors and abiding by physical distancing standards and wearing masks. Exceptions for boarding students leaving campus will include certain family emergencies and necessary medical appointments. Visiting families should call the Administrator on Duty (978-402-2389) upon arrival, and check out when departing.

Positive COVID-19 Test on Campus

Adherence to the expectations outlined in the Concord Pact is our primary defense against the risk and potential spread of infection at CA. That said, we must anticipate the likelihood that cases could appear within the CA community and plan accordingly.

In considering the factors that could affect our continued operation on campus, the most important is the number and nature of positive tests in our school community, and their impact on our quarantine and isolation capacity on campus.

If a student **develops symptoms** consistent with COVID-19, they should go to the COVID-19 Center in the SHAC, where they will be evaluated by nursing staff. They will remain in isolation until a parent, caregiver, or local guardian can get to campus to pick them up.

Boarding students who come into **close contact** with a COVID-19 positive student will need to isolate in the COVID-19 Symptom Center. They will need to be picked up within 24 hours and quarantine at home or with an emergency contact for 14 days before being allowed to return.

Please note: All plans are current as of October 9, 2020, and are subject to change.

What will CA do if someone tests positive for COVID-19?

- If a CA community member **has symptoms and tests positive** for COVID-19, they will be required to isolate for 10 days after the onset of their symptoms. Unfortunately, CA will not be able to care for students on campus who require isolation. We will promptly notify a parent/guardian, who will need to make arrangements for their child(ren) to be safely picked up from CA **within 24 hours (boarding students)**. We do NOT recommend public transportation in this situation. The student will not be allowed to return to school until they have been cleared by their personal physician and the CA Health Center.
- If someone is **asymptomatic and tests positive** for COVID-19, they will be required to isolate for 14 days. Unfortunately, CA will not be able to care for students on campus requiring isolation. We will promptly notify a parent/ guardian, who will need to make arrangements for their child(ren) to be safely picked up from CA **within 24 hours (boarding students)**. We do NOT recommend public transportation in this situation. The individual will not be allowed to return to school until they have been cleared by their personal physician and the CA Health Center.

If a positive test occurs in our community — either through our campus-administered process or an independently reported test — we will take the following steps immediately:

- Contact our consulting physician, Dr. Patricia Birgineau.
- Contact the Concord Department of Public Health (CDPH) to share information about the case, including contact tracing details.
- Clean and disinfect our buildings and facilities in accordance with CDC guidelines found [here](#) and [here](#).

We will partner with Dr. Birgineau and the CDPH to assess the positive case, number of close contacts, and local community spread, if any, and determine necessary adjustments to our operations, including a potential shutdown of campus for a predetermined period of time.

The presence of the COVID-19 virus in or among our community will be communicated, but the identity of those involved will not be shared.

What should we do, as parents/guardians, if our student or someone else in our household tests positive for COVID-19?

If your CA student or someone else in your household tests positive for COVID-19, or has been notified by the County Department of Health or any other health organization that they were in contact with an individual infected with COVID-19, you must notify the CA school nurses (Karina Early or Eve Fraser-Corp) **immediately** at healthcenter@concordacademy.org or

Please note: All plans are current as of October 9, 2020, and are subject to change.

(978) 402-2333. The school nurse, in consultation with the school's pediatrician and the Department of Health, will provide the family with directions about the student's return to school.

What should my child do if they feel sick while at CA?

We have created a "COVID-19 Symptom Center" in addition to our Health Center for all students who are experiencing symptoms while on campus. A nurse will meet with any student experiencing these symptoms and triage all medical concerns. If the nurse concludes a student needs to go home, the student will be isolated and their family will be called to get the student within 24 hours.

The Health Center has been relocated to the basement of the SHAC in what was the Wrestling Room and the downstairs classroom. Students with non-COVID-19 related symptoms will go to the Health Center downstairs. Boarding students who need daily medication will meet nurses there for medications. If any other non-COVID-19 related issues such as rashes, scrapes, cramps, or other issues present during the day, you will go to the Health Center.

Tuition

Because CA faculty will offer the same content and instructional commitment for both remote and in-person learning, CA will not discount tuition for students engaging in remote learning. Whether attending in person or online, day students will be charged day tuition. Boarding families were reimbursed for boarding tuition for the fall 2020 semester when CA announced its initial plans to operate remotely. For the remainder of the fall 2020 semester, tuition will remain equal for both day and boarding families. Given that our operational plans may be affected by the evolving complexities of the pandemic, we will make tuition decisions moving forward on a semester-by-semester basis.