

Concord Academy

Safe Return to CA | Winter 2021



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Please note: All plans are current as of December 14, 2020, and are subject to change.

Important Dates

December 16	Commuter plans and boarding commitment forms are due. See Testing .
December 18	Parental consent form for COVID-19 testing is due (only for students who have not previously been on campus during the pilot period). See Testing .
December 20	Deadline to request a copy of all COVID-19 student test results. See Testing .
January 1	All community members who plan to attend any on-campus programming must start to lead quiet lives at home, following the Concord Pact .
January 4-8	Remote classes resume during reentry testing period; winter athletics begin.
January 6-9	Testing begins on campus for day and commuting boarding students, CA adults, and campus residents; testing will continue uninterrupted through January, including during STAC 3 assessments and the break between STAC 3 and 4.
January 11	In-person learning begins on a hybrid schedule. Weekly COVID-19 testing begins.
January 12, 13, and 15	Semester 2 drop/add period.
January 19-20	Remote STAC 3 assessments; COVID-19 testing continues for all community members who plan to access campus during STAC 4.
January 21-26	Semester break; COVID-19 testing continues.
January 23	Boarder arrival; COVID-19 testing, and move-in.
January 27	MLK Day programming (virtual).
January 28	STAC 4 classes begin.
February 3	Students will be asked to commit to a learning schedule.
March 6-21	March break.

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Academic Plan

When our campus reopens for in-person learning on Monday, January 11, 2021, we will engage once again in an educational model that includes hybrid, HyFlex, and remote learning, along with a limited and phased boarding program.

Our modular STAC schedule and hybrid approach allow us to maintain one of the signature features of CA's academic program: the extensive array of courses that allow for curricular individualization (120 sections across 77 courses offered in STAC 4 alone). Many of our classrooms have physically distanced capacities lower than our class sizes, so we have to be intentional and planful about accommodating in-person students in classrooms as well as during free times. Employing a hybrid model for in-person learning by dividing the student population into two groups allows us to respect 6-foot spacing in classrooms and common spaces, in accordance with all COVID-19 compliance guidelines from the Concord Department of Public Health.

Each student will attend classes in person twice per week (Monday and Thursday for one group, and Tuesday and Friday for the other group). Wednesday will continue as a remote day for everyone. 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. Commuting boarding students will follow all of the day student guidelines within this plan.

Day student scheduling will consider access to winter athletics and P.E. commitments, taking into account commuting and sibling schedules to the best of our ability. Boarding students will be assigned P.E./winter athletics according to their house.

We will continue to monitor conditions and current guidelines throughout the academic year to assess whether we are able to modify our hybrid schedule as the semester progresses.

We will continue to offer remote academics for the rest of the school year for students who cannot or choose not to return to campus in person.

STAC 4

STAC 4 classes will begin on campus on Thursday, January 28. During STAC 4, we ask that students commit to a regular and consistent schedule of remote or in-person learning. **Students will be asked to commit to their learning schedule by Wednesday, February 3.** This includes committing to the days and classes for which they will be in person and following that attendance pattern throughout STAC 4. For example, students can decide if they will come only one day a week instead of two or if they will attend only some blocks per day, but they must

stick with their choice. Exceptions will be made for illness, quarantine, or other extenuating circumstances. Similarly, students should be either remote or hybrid for the duration of STAC 4, except for in exceptional circumstances. We are pleased to be able to offer this flexibility, and we appreciate students and families following their commitments so that we can track attendance for safety and contact tracing purposes.

We will hold the Semester 2 drop/add period before the start of STAC 4 on Tuesday, January 12; Wednesday, January 13; and Friday, January 15. We will publish the open course list for students and advisors on Monday, January 4, on CA Connect.

Schedule and Curriculum

We will continue to utilize our STAC system for the remainder of the 2020–21 academic year. This 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.

BNC Online Bookstore will open at the end of December for parents/guardians and students to order books for the second semester (STACs 4, 5, and 6). Parents will receive an email with ordering information and instructions on December 28.

Components of the STAC model in Semester 2 will include the following:

- Students' course loads will be spread across three STACs, with students typically taking no more than four classes per STAC.
- There will be breaks between classes to allow students to step away from their screens, rest their eyes, and check in with themselves and their families.
- Classes will not meet on Wednesdays. Instead, Wednesdays will continue to feature programming 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 continue to be shorter on Fridays, allowing time for students to complete remaining assignments for the week and take time to rest and recharge.

We have designated the period of January 11-18 as a flexible time for students and faculty in terms of presence on campus. We recognize that returning to campus during this week might prove challenging, due to quarantine needs following travel or a potential sense of disruption to an established routine during STAC 3. We will hold hybrid in-person learning for day students and commuting boarders who are able to attend and would find being on campus useful during

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the final weeks of STAC 3. On-campus learning during this period will follow our hybrid schedule.

January 27, 2021: Virtual MLK Day Programming

Each year, the CA community participates in a “day on” to honor the life and legacy of Dr. Martin Luther King Jr., to celebrate Black culture and history, and to engage in social justice learning. This signature event is a critical marker in the cycle of a CA year and includes standout keynote speakers and special guests. This year, MLK Day falls on Monday, January 18, just before final assessments for STAC 3. To allow students to be fully engaged in the important work that occurs in our MLK Day programming, we have moved our celebration to Wednesday, January 27, the first day of STAC 4. This is a required day of programming that has been redesigned to be fully virtual and promises to be an exciting kickoff to community life in the second semester.

March 6-21, 2021: March Break

March break is scheduled for March 6-21. Houses will not be open during March break, and students will be expected to depart campus. Understanding that it may be difficult for those who live far away to secure a guardian, we have established a relationship with the highly regarded company [Gold Star](#), which can help families with any local guardianship and quarantining needs. For more information, see our [December email to boarding families](#).

Quick Links

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

Attendance

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

Excused absences 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.

We remain committed to working with students in distant time zones who are participating in our program remotely and synchronously. For students who are finding it difficult to balance time zone differences and the expectations of our synchronous academic and student life program, please be in touch with the Academic Office so that we can offer support around attendance.

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

Visual and 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 addition to scheduled courses, the Visual and Performing Arts Departments will continue to reimagine art shows, concerts, theater, and dance productions that bring students together across locations.

The Performing Arts Department is reviewing its offerings, updated state guidelines, and best practices in the field to determine which aspects of its program can return to in-person programming. Individual music instruction (IMI) is currently being assessed to determine how it will be conducted for the second semester. The dance program and athletics are being assessed together, and guidelines for indoor participation are forthcoming.

Health and Safety

Testing

All students, CA adults, and campus residents who indicate that they would be coming to campus for any reason during the end of STAC 3 and/or STAC 4 will be assigned a weekly COVID-19 testing time that aligns with their hybrid learning schedule or their in-person athletics schedule. Testing times will be shared during the week of January 4. Students must test weekly to be eligible to participate in any on-campus activities.

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In order to purchase and schedule reentry and weekly testing for the end of STAC 3 and 4, we need to have an idea of who is coming to campus between January 11 and March 5. Please [inform us of your plans](#) **no later than December 16**, so that we can submit our testing order. If your student plans to be on campus for *any* activity during this entire period (January 11 - March 5), that student must be included in our weekly testing protocol.

Students who indicate on this form that they will come to campus during this period will receive a SignUpGenius invitation to choose a slot for reentry testing.

Required Enrollment for All Students Who Were Not on Campus for the Pilot

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 by 5 p.m. December 18.

Reentry Protocol for Day Students and Commuting Boarding Students

The national COVID-19 infection rate and our state levels tell us that it is up to each person and family group to do their part in stopping the spread of this virus. Acknowledging our desire to return to in-person school and community in January, we encourage families to avoid travel and spend the winter break quietly at home. If you do travel, we expect that day and commuting boarding families will have returned to their homes by January 1 to begin leading quiet lives in accordance with the Concord Pact. We also expect all to follow [Massachusetts guidelines](#) regarding visiting any state on the “red” list.

Reentry testing for day and commuting boarding students will take place on campus from Wednesday, January 6, through Saturday, January 9. This period has been timed specifically to identify individuals who may have been infected from any exposures prior to the January 1 quarantine start date. Of course, our concern is not only for the CA community when we return together, but also for each individual’s health and the support of the local community and local health providers.

On December 16, all students who indicated they will be on campus at some point between January 11 and March 5 will receive an email from SignUpGenius in order to select a reentry testing time during the period of January 6-9.

During the week of January 4, we will communicate students’ assigned COVID-19 testing slots to families. Weekly testing will begin the week of January 11.

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Pre-Arrival Testing Requirements for Boarders, STAC Break, and Boarder Arrival

When considering the best timing for boarding students to return to campus, we determined that it was best not to ask boarders to transition to campus while classes are in session. In addition, the timing we have chosen will allow international boarders to quarantine prior to arriving on campus.

All boarding students returning to campus will need proof of a negative PCR test that has been administered up to 72 hours before your arrival to school. We recognize that getting tested can be difficult at times, therefore we will offer testing on campus on January 20 and 21 to those students who are able to get here for testing prior to moving in on January 23. A list of dates and a sign-up form for on-campus testing will be sent separately.

For any PCR test not administered at Concord Academy, parents are required to email their student's results to the Health Center at healthcenter@concordacademy.org prior to their child's arrival on campus.

Boarding students who are remote during STAC 3 but plan to join us on campus for any in-person activities for STAC 4 will take part in boarding reentry testing and then regular testing when they return to campus.

Boarders will move into their houses on Saturday, January 23. They will be tested upon arrival on that day. We will communicate details of the on-campus arrival quarantine process in early January.

Regular On-Campus Testing During STACs 3 and 4

Weekly on-site testing will be required for students, faculty, staff, and all campus residents starting the week of January 11. Testing will continue uninterrupted through January, including during STAC 3 assessments and the break between STACs 3 and 4. Boarding students will be included in weekly on-campus testing starting the week they return to campus.

If you would like to receive your child's test results, please email tech_support@concordacademy.org by **December 20** and provide your student's legal name, date of birth, and an email address to receive test results. Otherwise, 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.

Tests will be conducted 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

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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' schedules to arrange testing and will be communicating with students about their weekly time slot in early January. This might require a short absence from a class, but every effort will be made to schedule testing during students' free time.

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.

Mask and Physical Distancing Protocols

All community members are required to wear face masks adequately covering their nose, mouth, and chin within all campus buildings and outdoors on campus. 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 we 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:

- Masks must be worn at all times while on campus, both indoors and outdoors.
- Boarding students do not need to wear masks when alone in their rooms, alone in their rooms with their roommate, or when showering or brushing their teeth.
- Masks may be removed while seated at assigned spots during meal times.
- It is highly recommended that cloth masks be washed daily after 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, between classes,

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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.

Daily Symptom Checks (MyMedBot)

All students are required to complete a daily symptom self-screening if coming to campus for any period of time that day using MyMedBot. Boarding students with symptoms should remain in their rooms and call the nurses in the Health Center for further guidance. Day and commuting boarding students should also notify the Health Center at 978-402-2333.

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, quad), 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:

- 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 to inform those who were in direct contact with a COVID-19 positive person. Students will be assigned desks in classrooms and seats in dining areas to facilitate contact tracing. Please note: The Boardingware app is secure and private. Only select administrators have access to location data.

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Partner Organizations

COVID-19 Testing

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. [Cataldo Ambulance](#) administers COVID-19 testing on our campus.

Contact Tracing

Concord Academy has partnered with the [Massachusetts Contact Tracing Collaborative](#) (CTC) to help support our contact tracing needs. The CTC works quickly and carefully to identify close contacts following a positive COVID-19 test result. Please be aware that a call showing up as “MA Covid Team” or (857) 305-2728 is likely a liaison from the CTC calling regarding your child's possible contact with a COVID-19 positive individual. Please take this important call, if possible, or call them back as soon as you are able. Please reach out to the Health Center if you have any questions.

COVID-19 Guidance

Concord Academy follows all guidelines from state and local officials, including the [Concord Department of Public Health](#) and our school physician Dr. Patricia Birgineau, with whom our Health Center staff is in regular contact. In addition, Concord Academy is being advised by [Environmental Health & Engineering, Inc.](#), a consulting firm that has developed COVID-19 response guidelines for independent schools in the Boston area.

COVID-19 Cases 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 continue to appear within the CA community and plan accordingly.

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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 the subsequent impact on our quarantine and isolation capacity on campus.

Health and Safety Protocols

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** via private (not public) transportation. 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**. 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 there is a positive student COVID-19 case **within a boarding house**, all boarding students within that house will be considered close contacts and be required to quarantine. Those students may either leave campus with their parent/guardian, or quarantine on campus in their room for a 14-day period. Students will have no interaction with anyone from outside the house; food will be delivered to the house for each meal, and students will be given restricted and monitored access to the outdoors at specific periods of time during the day.
- Boarding students who are identified as close contacts with a COVID-19 positive student who is **not from their own house** will need to report to the COVID-19 Symptom Center. They will need to be picked up within 24 hours and begin quarantine at home or with an emergency contact/local guardian for 14 days before being allowed to return.

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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. If a **student who is on campus develops symptoms consistent with COVID-19**, they should go to the COVID-19 Symptom Center in the SHAC, where they will be evaluated by nursing staff. A nurse will meet with any student experiencing these symptoms and triage all medical concerns. If the nurse concludes that a student needs to go home, the student will be isolated and their family will be contacted. The student will remain in isolation until a parent, caregiver, or local guardian can pick them up. Students in isolation must be picked up 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, students should go to the Health Center.

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 (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.

COVID-19 Related Communication

Communicating with Families

- 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.
- **Close contacts** will be notified by the Concord Department of Public Health (CDPH) or the Massachusetts Contact Tracing Collaborative (CTC), who will

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provide further instructions.

- Given our masking and distancing policies, students who sit in class together generally are not considered close contacts. **However, to allow each individual to determine their preferred course of action, we will notify families if someone in one of their student’s classrooms, boarding houses, or athletics activities has tested positive.**

Contacting Health Authorities

If a positive test occurs in our community — either through our campus-administered testing 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.
- Contact the Massachusetts Contact Tracing Collaborative (CTC).
- 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 and/or the CTC 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 period of time.

While we expect to have positive cases, it is important that we pay careful attention to whether our protocols and practices are preventing community spread. This is the biggest factor that would lead CA to return to remote learning for a portion of time. In making such decisions, we will be guided by state and local regulations and our partnership with the Massachusetts Department of Public Health and the CDPH.

Boarding Life and Expectations

We hope to accommodate all who want to board on campus for part or all of the second semester, as space permits. No student is required to board on campus if they are uncomfortable with conditions or unable to get to Concord, but we are excited to bring back our boarding community to the fullest extent possible, while adhering to all COVID-19 compliance regulations. Safety will always come first.

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If we are unable to accommodate the number of students who request a boarding space, we will prioritize students for whom time zone, family or home circumstances, or distance makes it difficult to commute to campus as a day student or to successfully access our remote program.

We know that boarding in the time of COVID-19 is a different experience. That said, the CA that we know and love is still here, even with our safety protocols.

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 the 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 time ahead, we are prepared to modify expectations as needed. We greatly appreciate your flexibility throughout this process!

Logistics

- **Local Guardians:** All students must have a local parent or a viable local/U.S.-based guardian/emergency contact who can pick them up within 24 hours via private transportation in the event of symptoms, illness, up to a 14-day quarantine, or temporary campus closure. **The guardian must retrieve the student and supervise them for up to 14 days if needed for quarantine.** A guardian cannot include siblings or family friends who reside in residential housing (educational institution).
- **Study Hours:** On all weeknights, campus will be a quiet study environment from 7:00-9:00 p.m. On Sundays, 9th and 10th graders will have an afternoon study hall in addition to Quiet House on Sunday night.
- **Room Checks:** Students are expected to maintain a reasonable level of cleanliness in their rooms for their own well-being. Room checks will be less formal than our pre-COVID-19 “room inspections,” but they will happen each weeknight.
- **House Access:** Houses will be open during the day, as students will be learning from their rooms if they have a remote day. Students may return to their own houses or rooms for free blocks and/or meals.
- **House Visitation and Sleepovers:** Due to COVID-19, there are no visitors at any time inside student houses, including family members or students not living in that house.

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- **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:** Health comes first and foremost, and Concord Academy strives to help students learn and maintain healthy sleep habits. Therefore, no late nights will be granted. All students are expected to turn off their lights before 10:30 p.m. during the week and by 11:30 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.
- **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 to sign out beyond extended campus, unless for an approved doctor's appointment or family emergency. This measure will help reduce risk across our community. Parents of boarding students are allowed to visit their children outdoors on campus or within Concord.
- **Off-Campus Events:** Non-CA sponsored 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 house faculty. Boarding students may visit extended campus during approved times between 7:00 a.m. and 9:30 p.m. only if strictly adhering to all COVID-19 safety measures. Boarding bikes may be signed out and used during daylight hours.
- **Rooming:** We currently plan to place students in singles and doubles. Room and house assignments may be adjusted any time there is a break. If we anticipate a boarding change following an extended break, we may ask students to pack up and move out of their room fully. In this event, those traveling will be able to store belongings on campus during the break.
- **House Kitchens:** During COVID-19, house kitchens will likely be closed until further notice. While students may not use the ovens, they may use the shared microwave and refrigerator(s). We will continue to work with health professionals to assess safe use possibilities.
- **Mini-refrigerators:** For the 2020–21 academic year, we will allow students to have a mini-fridge of less than three cubic feet in their room (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 located in each house and can use them throughout the day and before lights out.

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- **Babysitting:** Boarding students may not babysit indoors.
- **Vacations:** Before leaving campus on school vacations, we may ask students to pack up and move out of their room fully. In this event, those traveling will be able to store belongings in the SHAC during the break.

Student Life

The Concord Pact/Community Expectations

Concord Pact (last updated December 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 any other in-person campus activities 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.

Please note: All plans are current as of December 14, 2020, and are subject to change.

Activities Outside of CA

As we look to grow the population we are bringing onto campus in January, it is important that we emphasize safety and risk mitigation to ensure that CA remains healthy and open. Thus we are asking that students and families who wish to learn and live on campus prioritize that experience. During these winter months when time spent indoors increases and disease transmission is high, we expect that if day or commuting boarding students are participating in activities outside of CA, that those groups adhere to the guidelines set out in the Concord Pact. We understand that some of our day and commuting boarding students have strong commitments to organizations with different masking and distancing guidelines, and we expect that those students will choose to learn remotely in order to maintain their participation in outside activities.

Weekend Activities

Activities are arranged each weekend to bring together all of our students, whether on campus or remote. Typically there is an activity both Friday and Saturday, mixing remote and in-person events. House faculty also run smaller-scale activities throughout the weekend to promote house and community connection.

Quick Link

[Coming to Campus Policies and Procedures](#)

Athletics

Winter season athletics will resume an on-campus Wednesday and Friday afternoon beginning on January 13. Athletics offerings the week of January 4 will occur remotely.

As we transition to a hybrid model for on-campus learning, students will remain with their current teams and P.E. classes.

In-person students who have been participating remotely in team sports will join practice with their on-campus team. Students taking remote P.E. classes will remain in their remote class.

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Day Students on Athletic Teams

- Day students currently participating in person on athletic teams will continue their in-person involvement.
- For day students currently participating remotely on athletic teams who attend classes in person on a Tuesday/Friday schedule, we will do our best to facilitate in-person participation on Fridays.
- 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 will continue to participate in their remote P.E. classes.
- 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 will shift to in-person participation on their teams.
- Boarding students currently participating remotely on athletic teams who will **not** board 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 will continue to participate in their remote P.E. classes.
- Boarding students currently participating remotely in P.E. classes who do **not** plan to board will continue their remote participation.

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

Remote students moving to in-person participation in wrestling will join the varsity squad. Remote students moving to in-person participation in boys/girls squash, boys/girls Alpine skiing, and boys/girls basketball will join practice as a form of tryout. The head coach will share by the end of the second session if they have earned a spot on the team. If not, students will have the opportunity to choose an on-campus P.E. class. The boys and girls basketball programs both have varsity and JV teams. As a result, returning varsity players and returning seniors to both programs will join the varsity practice for their tryout period. New students to the programs will join the JV team practices for their tryout period. Returning sub-varsity players will be placed on either the varsity or JV team per the coaching staff's discretion.

Locker Room Policy for Winter Season

Locker rooms will remain closed during the winter season. Day students should come to school dressed in athletic clothing. Boarding students will change in their own rooms.

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).

Daily Life On Campus

Morning Routine for all Students

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

Packing list:

- Fully charged laptop/tablet
- Charger
- Headphones with microphone
- Water bottle
- Snacks
- Mask(s)
- Hand sanitizer

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Dress

Remember to dress in layers and bring extra warm clothing. In Concord, winter and spring can bring a variety of weather. Students will have access to heated tents, but in the winter months it will still be important that students bundle up at all times when outside; outdoor time is still 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. During COVID-19, students will need to carry their belongings with them through the academic day. 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 House Access

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.

Free Time

Students are encouraged to spend free time outdoors whenever possible. There will also be indoor and outdoor spaces 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 will know when they are available. Students are permitted to travel to the extended campus, but they must chip out and back in and follow all mask and physical distancing guidelines. The approved spaces for students to be during a free block and expectations during that time will be posted throughout campus and communicated with all students.

Free Block Spaces on Campus

When not in a classroom, students will be able to spend time in the following places, following mask and physical distancing guidelines:

- In one of the two 40-by-80-foot tents with heaters, located on the quad
- Library (quiet study space)
- Upper Stu-Fac
- SHAC, including the gym

Extended Campus

Boarding students may visit extended campus at any time between 7:00 a.m. and 7:00 p.m. and from 9:00 p.m. to 9:30 p.m. on weeknights only if strictly adhering to all COVID-19 safety measures. Boarding bikes may be used during daylight hours. 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.

Day Student Arrival

Arrival time is dependent on a student's 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 or in our tents or chip in to a designated spot on campus. Breakfast snacks will be available in the Main School Lobby for day students arriving early.

Day students should depart campus upon completion of their 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 their classes and departing campus (if there is a necessary wait or delay prior to pickup).

Commuting

If students must ride in a car or on public transportation with people outside their immediate family, they must sanitize frequently, wear a mask at all times, and keep windows down to allow for airflow. Six feet or more of distancing must be adhered to whenever possible. Students should carpool only with the same groups, as each member of any additional group will be

considered a close contact should any one student contract the virus. There should be no eating or drinking, as that will not allow for effective mask use.

Quick Link

[Daily schedules](#)

Dining

- **Boarders** will have assigned seats by house in the Stu-Fac for all three meals of the day. A hot meal option will be offered for each meal for boarding students. They can eat their meals in the Stu-Fac, outside, or in their rooms.
- **Day students** will have assigned seats in heated tents. Day students will be asked to eat breakfast prior to arriving on campus.
- **Morning snacks** such as Kind bars and fruit will continue to be provided. Snacks must be eaten outside only.

Alternative locations for eating meals include outdoors and in student houses (for house residents only). Seats will not be assigned in outdoor areas (excluding the tents), although students must 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.

CA will provide lunch for adults and students during the week. Due to seating limitations, adults' lunches will be grab-and-go. Dinner will be available for boarders and community residents on duty. Due to seating limitations, for other community residents, dinner will be grab-and-go. On weekends, dining services will be available for boarders and community residents. Due to space limitations, only adults on duty will be able to eat in the Stu-Fac.

Dining Hours of Operation

Breakfast (boarders only)

Monday, Tuesday, Thursday, and Friday: 7:00-8:15 a.m. hot breakfast, 8:15-8:50 a.m. continental breakfast

Wednesday: 9:00 a.m.-1:00 p.m. continental breakfast/brunch

Saturday-Sunday: 9:00 a.m.-1:00 p.m. continental breakfast/brunch

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Lunch (day and boarding students)

Monday, Tuesday, and Thursday: 11:45 a.m.-1:15 p.m. lunch grab-and-go items

Wednesday (boarders only): 9:00 a.m.-1:00 p.m. continental breakfast/brunch

Friday: 11:20 a.m. -12:50 p.m. lunch 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, except while seated and eating.
- **Seating:** Only boarders will eat in the lower Stu-Fac, and they will sit by house. Day students will be seated at assigned individual desks spaced 6 feet apart in heated tents.
- **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:** Lunch will include both hot and cold 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 continue to use 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.

Please note: All plans are current as of December 14, 2020, and are subject to change.

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 provide increased sanitization 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 will 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 order to ensure 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 we are restricting visitors and shifting to virtual visits, meetings, and gatherings.

Parents of boarding students 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 (978-831-2946) upon arrival, and check out when departing.

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 virtually, day students will be charged day tuition. Boarders who return in person for STAC 4 will pay boarding tuition for the second semester assuming that they will be boarding STACs 4, 5, and 6. Boarders who return in March will pay a prorated boarding tuition. Boarders who elect to remain remote for STACs 4, 5, and 6 (second semester) will pay the day student rate of tuition.

APPENDIX

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, 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.

The Hybrid Monday/Thursday and Tuesday/Friday schedule is an effective and important way to de-densify campus and classrooms. It helps us to safely abide by COVID-19 guidelines around safe spacing in indoor spaces like classrooms, eating areas, and social hang-out spaces. This schedule, as opposed to other options (two days in a row or a week on and week off), is based on recommendations from our medical partners and testing recommendations with an understanding of exposure time and incubation periods. De-densification is one of many strategies we are employing that combine to minimize the risk of community spread.

STACs: 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.

Assessment

We are committed to maintaining the integrity of our academic program, 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

In the first semester, 9th graders were offered on a P (pass) or NC (no credit) basis. Beginning in the second semester, 9th graders' transcripts will register the letter grades earned in each course.

Comments

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

Improvements to Campus

Concord Academy has consulted 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.

2020–21 Updates

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.

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- Supplied 4-by-6-foot 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 the dining hall for more physical distancing space.
 - Removed all upholstered furniture from common areas including the library, SHAC, and Stu-Fac.
 - Decentralized student mailbox location to a 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 the manual drinking fountain option.

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- Flushed water in all buildings (ongoing).

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 are cleaned multiple times per day.
- Nighttime deep cleaning and disinfecting of the campus.

Schedule for Boarders

Weekday School-Hours Schedule for Boarders

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

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

7:00-8:50 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 8:50 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

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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 be sitting and have more than six feet of distance between you and any other person. You should then proceed to your chapel/announcements viewing location.

10:15-10:30 a.m. – Chapel or Announcements

*All students will watch chapels on their own devices with headphones or in assigned indoor space when on campus. Students should proceed to their assigned spot to watch chapel or announcements together. **Chapel and announcement attendance is mandatory.** Seniors may attend and give their chapel masked and distanced in the Chapel.*

10:40-11:50 a.m. – C Block

12:00-1:00 p.m. – Lunch

Each boarder will be assigned to a 30-minute lunch block between 11:20 a.m. and 1:40 p.m. and should eat in their designated house-specific eating area. See the [Dining section](#) 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.

Weekday Afternoon and Evening Schedule for Boarders

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 or in the CA Library.

House faculty nightly check-in and room cleanliness review: Masks will be required for all during this time, including in student rooms. Once house faculty have checked in on each student, their mask can be removed.

9:00 p.m. – Free time in the house or on extended campus (walking in pairs after dark) is allowed. Students are encouraged to spend this time finishing work, washing up, connecting with others in the house, or doing laundry.

9:30 p.m. – Everyone in the house for the night. “After Hours” Zoom check-in for all students with house faculty on duty and remote boarders. House meetings on Sundays.

10:00 p.m. – Everyone in their own room for the night.

10:15 p.m. – Silent House and lights out for 9th/10th graders.

10:30 p.m. - Lights out for 11th/12th graders.

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 on MyMedBot, and submit it.

9:00 a.m. - 1:00 p.m. – Brunch and house faculty text check-in.

9:00 a.m. - 9:00 p.m. – Main School Building and SHAC 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; house faculty text check-in.

9:30 p.m. – Boarding students in their house for the night; campus buildings locked; house food served by house faculty.

Saturday night programming: House movie (virtual), house comp, or other COVID-19 compliant event.

11:30 p.m. – Silent House; lights out for all.

Sunday

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

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9:00 a.m.-1:00 p.m. – Brunch.

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

1:00-2:30 p.m. – Zoom check-in for all, and study hours for all 9th/10th graders.

2:30-5:30 p.m. – Organic programming: virtual or in-person programs offered by house faculty.

5:30–6:30 p.m. – Dinner.

7:00-9:00 p.m. – Quiet House and house faculty check-in.

9:00 p.m. – Free time (in house or on extended campus, if walking in pairs).

9:30 p.m. – Everyone in the house for the night for Sunday night house meetings.

10:00 p.m. – Everyone in their own room for the night.

10:15 p.m. – Silent House; lights out for 9th/10th graders.

10:30 p.m. – Lights out for 11th/12th graders.

Free Time and Extended Campus

Students are encouraged to spend free time outdoors in good weather. There will also be indoor and outdoor spaces 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 follow all mask and physical distancing guidelines. The approved spaces for students to be during a free block as well as expectations during that time will be posted throughout campus and communicated with all students.

Boarding students may visit extended campus at any time between 7:00 a.m. and 7:00 p.m. and from 9:00 p.m. to 9:30 p.m. on weeknights only if strictly adhering to all COVID-19 safety measures. Boarding bikes may be used during daylight hours. 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.

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