

# Concord Academy

## Safe Return to CA | Spring 2021



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*Please note: All plans are current as of February 25, 2021, and are subject to change.*

# Important Dates

March 18	Reentry testing begins for day and commuting students, CA adults, and campus residents; testing will be available to local boarding students
March 21	Boarder arrival, COVID-19 testing, and move-in, 12:00 noon - 5:00 p.m.; <i>Boarding students will have limited campus access until cleared after a second negative test result.</i>
March 22, 23, 24	STAC 5 classes begin, remote for all
March 25	In-person classes begin for day/commuting students and boarders who have received a second negative test result after moving in.
March 26	Spring season athletics begin
Monday, April 26	Last day of STAC 5 classes
Tuesday, April 27 - Wednesday 28	STAC 5 assessments
Thursday, April 29 - Monday, May 3	STAC 5 break; boarding students remain on campus
Tuesday, May 4	STAC 6 classes begin
Monday, June 7	Last day of STAC 6 classes
Tuesday, June 8 - Wednesday, June 9	STAC 6 assessments
Friday June 11	Commencement

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# Academic Plan

**We are pleased to invite all in-person students to be on campus for classes four days a week (Monday, Tuesday, Thursday, Friday) starting in STAC 5.** Since this will be an adjustment to our approach, we will monitor any incidences and spread of illness very closely and pay attention to students' academic and social experiences. We reserve the right to adjust our approach if needed.

Many of our classrooms have physically distanced capacities lower than our class sizes, so we are being intentional and planful about accommodating in-person students during their classes and free times, as well as during lunch and after school. We will continue to follow our COVID-19 mitigation practices, which respect 6-foot spacing in classrooms and common spaces, in accordance with all COVID-19 compliance guidelines from the Concord Department of Public Health and our partners at EH&E.

To accommodate having all in-person students on campus four days a week, we will assign classes to rooms so as many classes as possible (these will be mostly the smaller classes) will be in rooms that fit the whole class with 6-foot distancing. Larger classes will be split into hybrid schedules, with students either in the classroom or Zooming into class from another location on campus. These "remote" locations are likely to include the tents, the Performing Arts Center (P.A.C.), the Ransome Room, and empty classrooms, when feasible.

The schedule will be designed such that most students will have a mix of in-classroom and "remote" location classes each day (as opposed to spending one day on Zoom from a shared space on campus and one day in the classroom for all sections). Students will be in the classroom for each class at least two days a week, and teachers will be able to establish a fair rotation that meets the needs of the curriculum and pedagogy of the class.

Wednesdays will continue to be remote community days, where students will Zoom into class meetings, all-school programming, etc.

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.

## **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 by 4:00 p.m. on Friday, March 5. Students should reach out to Annie Bailey with any questions or concerns about this timing. 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

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guardianship and quarantining needs. For more information, see our [February email to boarding families](#).

We look forward to returning to campus with as many students as we can safely accommodate. We urge everyone to make careful choices over break to maintain “quiet lives” and COVID-19 mitigation practices so our return to campus following the break is smooth and without interruption. We will begin the week following break with remote classes to ensure that everyone has time to enter our testing protocol and STAC 5 classes can begin for all in a similar way.

## STAC 5

STAC 5 classes will begin on Monday, March 22, and classes will be held remotely on Monday, March 22, and Tuesday, March 23. Wednesday, March 24 will be a remote community day with commitments for all students to attend virtual meetings. **In-person classes will begin on Thursday, March 25.**

Further details about class location and attendance schedule, lunch schedule, and testing schedule will be shared by Friday, March 5. In-person students will use this information to know how to attend their classes — whether they go to the classroom or Zoom in from a set location — for the first days of class. If their teachers give them alternative instructions or attendance schedules for their classes, students will follow the teachers’ guidance.

We expect all students to be present in the classroom on their assigned day(s). They will be marked absent if they are not in the classroom when assigned. Students who are “remote” on campus may Zoom from their assigned space, an empty classroom, or a socially distanced outdoor location. Boarders may Zoom from their rooms or house common rooms. Students Zooming from campus are expected to have their cameras on and participate in class. If they need help finding a location where they can do that, they should seek assistance from the Academic Office.

Students will Zoom from spaces on campus with other students who are not in the same class. This will increase the ambient sound in these spaces; it will be necessary for all students to bring their own headphones (preferably with an attached microphone) each day to campus. We also encourage students to have an extra set of headphones available in case they forget their primary pair. Students receiving financial aid are invited to contact the Financial Aid Office if they need help purchasing headphones.

We will continue to monitor and adjust the schedule of four in-person days throughout STACs 5 and 6 and will make modifications to support community health and safety as well as the quality of the academic and social experience as needed.

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## Visual and Performing Arts

The Visual Arts Department will continue to support in-person and remote students by providing supplies where necessary and designing coursework and experiences accessible to students in both modes.

The Performing Arts Department is following state and local guidelines and the guidance of EH&E to determine the mode of its programming:

### Music:

- No singing or playing of wind or brass instruments is allowed indoors and in the presence of other people.
- Music rooms must be reserved for use, and students must respect the start and end times of their sessions, to ensure proper air exchange between instrumentalists.
- Students who have not reserved a room should contact the Administrator on Duty (AOD) at (978) 831-2946 for access.
- Students using rooms for instrument lessons or practice must follow all posted risk-mitigation guidelines including chipping in, sanitizing, and masking. Only students whose instruments are played by mouth (this includes singing) should unmask for their lessons or practice.
- Students on campus during their ensemble time will be assigned an individual room from which to participate in the virtual ensemble.
- Six feet of distancing must be maintained at all times.

### Dance:

- Students will be assigned a work space within the dance studio to maintain 6-foot distancing at all times.
- Students must follow all posted risk-mitigation guidelines including chipping in, sanitizing, and masking.
- Students must respect the start and end times of their classes, and clear the space between classes, to allow for proper air exchange.

### Theater:

- Students must maintain 6-foot distancing at all times. Because of the elevated risk caused by projecting, some activities will be modified to be virtual or more distanced than usual.
- Students must follow all posted risk mitigation guidelines including chipping in, sanitizing, and masking.
- Students must respect the start and end times of their classes and clear the space between classes to allow for proper air exchange.

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# Health and Safety

## Testing

All students, CA adults, and campus residents who indicate that they will be coming to campus for any reason during STACs 5 and 6 will be assigned a weekly COVID-19 testing time that aligns with their schedule. Testing times will be shared by March 5. Students must test weekly to be eligible to participate in any on-campus classes or activities.

### **Required Enrollment for All New Students Who Have Not Been on Campus**

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 if they have not already done so, by 5:00 p.m. EST on March 21.**

### **Reentry Protocol for Day and Commuting Students**

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 after March Break, we encourage families to avoid travel and spend the spring break quietly at home. If you do travel, we expect that day and commuting families will lead “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 students will take place on campus from Thursday, March 18, through Saturday, March 20.

### **Pre-Arrival Testing Requirements for Boarders — Spring Break and Boarder Arrival**

All boarding students returning to campus will need proof of a negative PCR test that has been administered up to 72 hours before their arrival at school on Sunday, March 21. We recognize that getting tested can be difficult at times; therefore, we will offer testing on campus on the

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afternoon of Thursday, March 18, to those students who are able to get here for testing prior to moving in on March 21.

Families can register for a reentry test [here](#). Please indicate your student's name in the comments section.

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](mailto:healthcenter@concordacademy.org) prior to their child's arrival on campus.

Boarders will move into their houses on Sunday, March 21. They will be tested upon arrival on that day. We will communicate details of the on-campus arrival restrictions and process in early March.

### **Regular On-Campus Testing During STACs 5 and 6**

Weekly on-site testing will be required for students, faculty, staff, and all campus residents. Testing will continue uninterrupted through STACs 5 and 6.

If you would like to receive your child's test results, please email [tech\\_support@concordacademy.org](mailto:tech_support@concordacademy.org) 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.

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' schedules to arrange testing and will be communicating with students about their weekly time slot by Friday, March 5. 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.

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Please contact the Health Center ([healthcenter@concordacademy.org](mailto:healthcenter@concordacademy.org)) or Jeff Desjarlais ([jeff\\_desjarlais@concordacademy.org](mailto: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. More information about updated mask guidelines can be found [here](#). 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.

### Mask Breaks

Students have the ability to take a mask break if they feel they need it. There are built-in times in the schedule when students can do this, such as during their free blocks, 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.

## Daily Symptom Checks (MyMedBot)

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

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## Contact Tracing

**CA will use Boardingware as one method of 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 of a COVID-19 positive case, this tracking will assist the local Board of Health to determine who was 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.

## 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.

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## 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.](#) (EH&E), 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.

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**

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via private (not public) transportation. The student will not be allowed to return to school until they have been cleared by their 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 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.

*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

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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](mailto: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 via email, but the identity of those involved will not be shared. Daily test results and contact tracing status are available on our [COVID-19 dashboard](#).
- **Close contacts** will be notified by the Concord Department of Public Health (CDPH) or the Massachusetts Contact Tracing Collaborative (CTC), who will 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).

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- 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 the last part of the second semester. 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.

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!

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## 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 to 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 class. Students may return to their own houses or rooms for free blocks and/or meals. Students may study in the CA school library or other indicated spots on campus during free time, if they wish.
- **House Visitation and Sleepovers:** Due to COVID-19, no visitors are allowed at any time inside student houses.
- **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. When a visitor is in the room, students should keep the door propped open.
- **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. Students are expected to turn off their lights at 10:30 p.m. during the week and 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.

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- **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 10:00 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.
- **Kitchens:** We hope to open kitchens on a limited, supervised basis. We will continue to gather advice from our health partners as we look to further expand student use of kitchens.
- **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.
- **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.

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# Student Life

## The Concord Pact/Community Expectations

### [Concord Pact](#) (last updated February 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.

### **Activities Outside of CA**

As we look to grow the population we are bringing onto campus in March, 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. We expect that if day or commuting 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 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.

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## 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.

## Athletics

We are excited to share that we are moving to a schedule of team sport practice four days per week. Team sports will meet on Tuesdays, Wednesdays, Thursdays and Fridays. We are also offering some on-campus P.E. classes that will meet for three hours per week rather than two. P.E. classes will meet Wednesdays and Fridays; some will also meet on Tuesday. Monday afternoons will be reserved for the music ensembles and IMI programming that have been meeting throughout the year.

The arrival of spring and longer daylight hours allows us to take advantage of outdoor space so that practices can meet more frequently. On Tuesday and Thursday the academic day ends at 3:45 p.m. allowing practices to begin at 4:00 p.m.; Wednesday and Friday practices are able to start earlier at 3:00 p.m.

We recognize that the Tuesday through Friday athletic schedule differs from the academic schedule of Monday, Tuesday, Thursday, and Friday. The benefits of a Wednesday practice are more time on campus for students (we know that many families appreciate the in-person structure on Wednesday afternoons) and longer practice times. Incorporating Wednesdays also means that the sailing team, which practices off campus, can travel more easily to their practice site and have more practice time. Although the EIL will not be offering a championship format for the spring season, we are looking at how we might offer interscholastic competition on a team-by-team basis, and these events would take place on Wednesdays and Fridays because of the additional time available on those days. In this unusual year, we invite students and families for whom a four-day athletics schedule doesn't work to contact Reid Young to determine a schedule that will work for students and teams.

See below for additional important updates on spring 2021 athletics:

- An athletics drop/add period began the week of February 22 via a message posted by the Athletics Department to All\_School\_FYI and Schoology. It includes a spreadsheet for students to find their spring athletic choice from the enrollment period last May. Students may remain in their original selection or use the survey link within the message to make a new selection.

*Please note: All plans are current as of February 25, 2021, and are subject to change.*

- The spring remote and on-campus P.E. offerings/schedule can be found [here](#).
- Spring team sport offerings/schedule can be found [here](#).
- Drop-off and pickup times and locations will be provided prior to the first day of on-campus programming, which is March 30.
- All of the spring on-campus offerings will follow CA athletics COVID-19 risk-mitigation expectations, which are detailed [here](#).
- CA's athletic graduation requirement remains in place in 2020–21, with the exception that returning sophomores are permitted to take an independent season.
- Students are expected to attend their athletic offering of choice and message their coach if they have a conflict. Athletics will be credit/no credit, and students will receive a comment from the coach at the end of the season. Students who choose an on-campus program should have a dependable means of transportation and consider choosing a remote option if they anticipate transportation will be a challenge.
- A message will be sent to students via their team page and to parents via email by no later than 1:00 p.m. EST if inclement weather causes cancellations of on-campus programming.
- Note that the Eastern Independent League (EIL) has yet to make a formal announcement, but we expect that once again the league will not be in a position to provide a championship format. This spring however we will assess guidelines from the state, the Concord Department of Public Health, and EH&E to determine whether we can add interscholastic competition.
- The Mass Bay League (MBL) hopes to provide some sailing race opportunities this spring. More details to come.
- Students taking remote P.E. offerings should know that they will be moving in the Zoom room. If a remote class requires equipment, CA plans to mail it to you!
- Team sport tryouts will begin on campus on Tuesday, March 30. Please note that all programs will hold a standard tryout process this spring given interscholastic competitions may be possible. Remote and on-campus P.E. classes will launch the week of April 5. Spring athletics will finish on May 28.

## **Locker Room Policy for Spring Season**

Locker rooms will remain closed during the spring 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. The shuttle will follow all COVID-19 risk mitigation transportation protocols (reduced capacity, assigned seats, windows open, masks on). Day students who do not drive to campus should use the shuttle to go to the athletic campus on Tuesdays, Thursdays, and Fridays but should plan to be

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picked up by their family from the Moriarty Athletic Campus at the end of the session. Day students practicing at the Moriarty Athletic Campus should go directly to that location on Wednesdays.

## 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

### Dress

Remember to dress in layers and bring extra warm clothing. In Concord, spring can bring a variety of weather. Students will have access to heated tents, but in the early spring it will still be important that students bundle up when outside; outdoor time is still recommended whenever possible. Day students attending arts/athletics 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](mailto:James_Williston@concordacademy.org) to arrange for a music locker).

### Boarding House Access

*Please note: All plans are current as of February 25, 2021, and are subject to change.*

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 or during free blocks. 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 follow all mask and physical distancing guidelines (food can be purchased for takeout only). 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.

## **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 plan to depart campus as soon as possible following their last scheduled activity on campus. Dinner is not provided to day students on most evenings. However, there will be opportunities when day students will be invited to stay for dinner on a Friday evening prior to an on campus event. This will be communicated with the community. Students must follow all guidelines for eating when this option is offered. 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 be offered a hot meal option for each meal. They can eat their meals in the Stu-Fac, outside more than 6 feet apart from all others, or in their rooms.
- **Day students** will have assigned seats in the 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.

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 weekends, dining services will be available for boarders and community residents. Due to space limitations, only adults on duty should 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 (and holidays) : 9:00 a.m.-1:00 p.m. continental breakfast/brunch

### **Lunch (day and boarding students)**

Monday, Tuesday, and Thursday: 11:30 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

*Please note: All plans are current as of February 25, 2021, and are subject to change.*

- **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:** Boarders will eat in the Stu-Fac, spaced 6 or more feet apart. Day students will be seated at assigned individual desks spaced 6 or more feet apart in 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.
- **Lunch shifts:** With the increased population, students will need to respect their assigned lunch time and not go to the servery or their assigned lunch space before or after their lunch time to prevent overcrowding.

## **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 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

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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 (AOD) at (978) 831-2946 upon arrival, and check out when departing.

### **Parent Space on Campus**

We recognize that many parents spend a lot of time driving their children to and from CA for various activities. We heard feedback that parents would appreciate a place to spend time when they have an hour or two between drop-off and pickup, particularly during afternoon athletics. We have identified the Chapel as a place that parents are able to go during these times. Parents are also welcome to use the bathrooms in the Main School Lobby (MSL) when needed. When on campus, please wear your mask and maintain at least 6 feet distance from others.

## 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 5 and 6 will pay the day student rate of tuition. Corresponding credits will be issued to those boarding students who either elect to return in March or remain remote for STACs 5 and 6.

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# 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.

**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.

## 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.

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.

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- 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.

## Quick Links

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

## 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

*Please note: All plans are current as of February 25, 2021, and are subject to change.*

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 advisor meetings, P.E./athletics, class meetings, and any required X- or H-block events — on time each day. They are expected to follow their assigned attendance pattern and be in the expected location for each event or activity.

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.

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](#).

## 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**
- Tents:
  - Two 40-by-80-foot heated tents are on the quad for additional gathering and dining space.
- Classrooms:
  - Reorganized classrooms to allow for 6 feet of separation.

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- Posted occupancy limits in all rooms in school buildings.
- Marked furniture placement for separation.
- Supplied 4-by-6-foot portable dividers for teachers in each classroom.
- 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:**

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- Installed seven touchless bottle filling stations and locked the manual drinking fountain option.
- 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;. Hot breakfast is available until 8:15 a.m., and continental breakfast is served until 8:50 a.m.

**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 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*

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*location. All students will be expected to go to the location for their class to be together in community.*

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

*Students should proceed to their assigned spot to watch chapel or announcements together in person. **Chapel and announcement attendance is mandatory.***

**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. 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 J. Josephine Tucker Library, when available.

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, in the SHAC 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.

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**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 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 check-in.

**10:00 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.

**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.** – House Faculty check in 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.

*Please note: All plans are current as of February 25, 2021, and are subject to change.*

**5:30–6:30 p.m.** – Dinner.

**7:00–8:30 p.m.** – Quiet House and house faculty check-in.

**8:30 p.m.** – Free time (in house, the SHAC or on extended campus, if walking in pairs).

**9:00 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. Students are permitted to purchase food from various restaurants within the extended campus, but for takeout only. They may not eat in a restaurant at this time. 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.