



## Hackley Policies and Procedures for Reopening 2020-2021

**\*\*THIS DOCUMENT IS SUBJECT TO CHANGE BASED ON THE LATEST GUIDANCE\*\***

*Changes highlighted in yellow.*

### Introduction

In order to minimize health issues related to COVID-19, Hackley School will endeavor to take reasonable and advisable precautions in its educational judgment and professional discretion. We expect students, families, employees, and visitors to refrain from coming to campus if they are symptomatic (e.g. fever greater than 100.0° F, chills, sore throat, cough, new loss of taste or smell) and to leave if they develop any such symptoms while on campus. We expect that individuals will notify the School immediately if they come into contact with anyone who becomes symptomatic or is diagnosed with the illness.

Further, we expect students and families to partner with Hackley in keeping the community healthy and safe by abiding by the approaches taken at school in their lives beyond the Hilltop. We hope this shared sacrifice will help Hackley continue to offer in-person instruction. Any actions or inactions at or away from School by students, parents, and other household members that needlessly place Hackley students or employees at greater risk for contracting COVID-19 or that cause a disruption in school operations or instruction may result in disciplinary actions, including a student's suspension, dismissal, or required withdrawal from School. Any failure to adhere to the above expectations may also influence whether a re-enrollment contract will be issued for the succeeding school year.

Hackley policies and practices are subject to change with regard to minimizing the risk of the virus being contracted by members of the school community. There is no guarantee that the School will be free from the virus. Maintaining minimal risk is everyone's responsibility.

The most current version of Hackley's policies and procedures can be found on the school's website at <https://www.hackleyschool.org/about-us/covid-19-response>.

### Input and Feedback

School employees, medical professionals, and groups of parents were involved in shaping this plan, commenting and offering input throughout its development. We welcome further questions or comments via this [brief survey tool](#). Responses will form the basis of an FAQ located at the end of this document.

### Communication Protocols with Community

We will continue to communicate with families, faculty, and staff by email with updates as the situation or protocol changes dictate. In addition, information regarding the school's policies

and procedures, including but not limited to the wearing of face masks, social distance guidelines, etc., can be found on Hackley On-Line, the school's intranet. The most current version of this document will be found there.

Reminders to wear face masks are posted at all school entrances and social distancing markers have been placed in many school hallways. Members of the community and visitors are asked to follow all these and other posted signs across campus.

### **Key Contacts**

|                   |                                      |  |
|-------------------|--------------------------------------|--|
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## **Policies and Procedures**

### **Personal Protective Equipment (PPE)**

1. Employees and students will be provided one cloth reusable mask by Hackley.
  - a. The CDC has not offered specific guidance on mask requirements. As such, masks that properly fit and cover an individual's nose and mouth are acceptable, and include examples such as reusable cloth masks and disposable surgical masks.
    - i. Hackley recommends double-ply, reusable cloth masks or surgical masks. Recent studies raised questions regarding the efficacy of neck gaiters, and as such, gaiters are discouraged.
  - b. Hackley will provide appropriate training regarding wearing, removing, and discarding PPE.
  - c. Hackley will maintain an adequate supply of disposable face coverings in case a mask is lost or in need of replacement by employees, students, or visitors.
  - d. Families should ensure that students have additional masks such that they can be washed regularly.
2. Students, employees, and visitors to campus are required to wear masks when indoors.
  - a. Masks can be removed while eating or drinking, yet six-feet of social distancing should remain in effect and/or individuals should be separated by physical barriers
  - b. Masks may be removed for brief breaks (e.g 1-2 minutes) as long as individuals maintain six-feet of space in all directions and/or use physical barriers.
  - c. Students and employees can remove masks if alone outdoors, spaced more than 10-feet from another outdoors, or alone in an isolated space indoors.
3. Reusable face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
  - a. Soiled face masks should only be handled by the user.
  - b. Soiled disposable masks should be disposed of such that another person will not need to touch the soiled mask (e.g. wrapped or placed inside a bag).
4. Depending on job responsibilities for employees, Hackley may also mandate the use of gloves.
  - a. Hackley will provide gloves to any employee requesting them. Teachers will not be expected to wear gloves, but can request them if desired.
  - b. Used gloves should be disposed of such that the user does not touch the outside of the glove and another person will not need to touch the gloves
5. Students and employees should limit the sharing of objects, tools, or supplies and should be mindful of touching shared surfaces.

- a. When in contact with shared objects or surfaces, individuals should sanitize or wash hands before and after contact.

### **Physical Distancing**

1. Individuals will maintain a 6-foot distance between others on campus, unless the space or work activity requires a shorter distance.
  - a. Any time individuals are less than 6-feet apart from one another, both individuals must wear masks.
  - b. Physical distancing will be required during breaks, including meals.
  - c. Face masks must be worn in hallways or other public spaces on campus; masks do not need to be worn outdoors when an individual is not in proximity to others.
  - d. We expect community members to address issues regarding physical distancing or adherence to mask-wearing with one another if individuals are not abiding by these policies. Together, we can help one another and the entire community to remain healthy and on campus.
2. Classrooms will be configured to accommodate physical distancing, either by spacing out desks and/or using impermeable, transparent barriers between desks.
  - a. Spaces will be arranged so that students face in the same direction (i.e. sit side-by-side, rather than face-to-face).
  - b. Room capacities will be posted.
3. Tightly confined spaces, most notably offices, will be occupied by only one individual at a time unless all occupants are wearing face coverings.
4. Hackley will limit larger indoor in-person gatherings as much as possible, using technological solutions whenever possible.
  - a. Hackley will follow whatever current guidelines advise regarding group sizes.
  - b. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

### **Screening Process**

1. All employees will complete a mandatory health screening questionnaire and temperature check before entering the buildings each day.
2. Families are encouraged to take their student's temperature each day prior to leaving for campus. Students will again have their temperature taken prior to entering their respective division building each day.
  - a. Students with temperatures of 100.0°F or greater will be isolated before being sent home.

3. Prior to sending students to campus each day, families should review the following list of questions. If the answer to any of these questions is “yes,” the student must remain at home.
  - a. Families will be required to submit responses electronically prior to their student’s arrival on campus.
    - i. Boarding students will be permitted to submit their own responses, as they check in with boarding associates each morning for temperature checks.
  - b. The questions below are also represented in [this flowchart](#).

#### *Health Care Questionnaire*

Has your child had any signs or symptoms of a fever in the past 24 hours or had a temperature of 100.0°F or greater?

Does your child currently have any of the following symptoms?

|   |                            |
|---|----------------------------|
| Fever or chills                             | New loss of taste or smell |
| Cough                                       | Sore throat                |
| Shortness of breath or difficulty breathing | Congestion or runny nose   |
| Fatigue                                     | Nausea or vomiting         |
| Muscle or body aches                        | Diarrhea                   |
| Headache                                    |                            |

Has your child knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or has exhibited symptoms of COVID-19?

Is anyone in your home awaiting test results for COVID-19?

Has your child traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 day?

4. Visitors will be required to complete a health screening questionnaire and temperature check prior to moving throughout campus.
5. If an employee or student tests positive for COVID-19, Hackley will follow the [procedure below](#).

### **Student Groupings / Cohorts**

1. Each homeroom grades K-5 will be considered a cohort. To the extent possible, students will remain within their cohort throughout the day to minimize broad exposure.
  - a. Grade level activities will still occur, although will be conducted in-person using appropriate physical distancing.
  - b. Due to the nature of scheduling in grades 6-12, the cohort model is not possible.
  - c. Cohort-based supervision will continue into Extended Day activities.
2. Most faculty will instruct more than one cohort, provided physical distancing is maintained.
3. Transition times and practices will be adjusted to minimize exposure across cohort groups.

### **Hygiene and Cleaning**

1. Campus facilities will be cleaned in adherence to [requirements from the Centers for Disease Control and Prevention \(CDC\)](#) and Department of Health (DOH).
2. Students and employees should wash hands with soap, water, and paper towels or an alcohol-based hand sanitizer containing 60% or more alcohol when hand washing is not feasible.
  - a. Students, faculty, and staff will be trained on proper hand and respiratory hygiene.
  - b. Students are encouraged to bring personal hand sanitizer to school.
  - c. Hand sanitizer stations will be available throughout campus.
  - d. Air dryers in restrooms will be disabled and touchless paper towel dispensers will be installed.
3. Hackley custodial staff will conduct regular cleaning and disinfection throughout the day, and more frequently as needed for shared objects and surfaces (e.g. light switches, crash bars on doors), as well as high transit areas, such as restrooms and common areas.
4. Wipes will be available in classrooms and offices so that students or employees can clean any shared classroom objects prior to use.

### **Visitor Policy**

1. Hackley's visitor policy can be found [here](#). All visitors - including parents and guardians - must abide by the policy or they may be asked to leave.
2. Most doors will remain locked so that visitors can be properly screened.



3. Hackley will maintain a continuous log of every person, including workers and visitors, who may have [close contact](#) with other individuals at the work site or area, excluding deliveries that are performed with appropriate PPE or through contactless means.

### **Travel to/from School or for School-Related Events**

For bus travel to or from school or for bus travel supporting school-related trips (to the extent Hackley will permit such trips, the following guidelines will be used:

1. Hackley will endeavor to space out students in vehicles (i.e. 1-student per bus seat).
2. Vehicles will be thoroughly cleaned in between each use in accordance with CDC guidelines.
3. When temperatures are greater than 45°F, bus windows will remain cracked during transport to increase circulation of fresh air.

### **Boarding Program**

1. All students will live in single-occupancy rooms.
  - a. Hackley will not host Round Square exchange students in the boarding corridor until further notice.
2. Upon returning to the boarding corridor each week, students will certify their health, using a protocol similar to that for visitors (i.e. temperature check, health questionnaire).
  - a. Students will have their temperature taken at school by a boarding associate or the director of boarding before returning to the boarding corridor.
  - b. Family members will be restricted from the boarding corridor, with the exception of moving in and moving out.
  - c. Students will not be permitted to return to the boarding corridor if they have visited a state with widespread community transmission, as [noted by New York State](#).
3. Students will be expected to wear masks in public areas (e.g. hallways, restroom, common room).
4. Students will be expected to maintain 6-feet of physical distancing while on the boarding corridor.
  - a. Students will not be permitted to visit each other's rooms until further notice.
5. Reduced occupancies will be established for restrooms and public areas.
  - a. No shared items may be kept in the restrooms or public areas.

6. At least one parent or guardian must remain local and able to pick at any point during the week should the student become ill, is believed to have COVID-19, or in such case as the boarding corridor needs to be closed for a period of time.
  - a. A quarantine room has been established to temporarily house a student who may be ill with COVID-19, thus removing that student from the boarding corridor.
  - b. Families of students with suspected COVID-19 illness will be notified ASAP and expected to take their child home immediately.
7. Hackley staff will conduct regular cleaning and disinfection of the public spaces on the boarding corridor each day in accordance with CDC guidelines, with a focus on shared objects and surfaces (e.g. light switches, crash bars on doors), as well as high transit areas, such as restrooms and common areas.
8. Should conditions require the closure of the boarding corridor, the school will coordinate an organized move-out process that is consistent with social distancing measures.

### **Handling COVID-19 Cases on Campus**

Individuals - employees, students, or visitors - who become ill with symptoms of COVID-19 are directed to stay home.

1. Individuals who become symptomatic on campus should separate themselves from the community.
  - a. If a person exhibits COVID-like symptoms, they will be directed to the school's isolation room, which will be located near the infirmary. Subsequently, the individual and/or those with whom they have come in [close contact](#) may be referred to the school's consulting physician or another testing source by the school nurse for a COVID-19 test
    - i. Hackley will not be offering diagnostic testing on campus at this point, but we are exploring avenues for quick testing.
  - b. In the case of a student, parents/guardians will be informed and expected to pick up their child from campus as soon as possible; the child will remain under supervision in the isolation room until that point.
  - c. While on campus, the individual will be treated by school medical professionals in accordance with [CDC guidance](#).
  - d. The parent or guardian will be provided with instructions on how to pick up their child and how to seek guidance from a health care provider.
2. The school will close off areas used by a suspected infected person and will not use these areas prior to proper cleaning and disinfection. Per CDC guidance, Hackley will wait 24 hours before cleaning and disinfecting these areas.

- a. In accordance with CDC recommendations, in the event a person diagnosed with COVID-19 is determined to have been in a building and poses a risk to the community, Hackley will close these areas for a short time (1-2 days) for cleaning and disinfection.
3. Hackley will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - a. Westchester County Department of Health (WCDOH) will be immediately notified if a student, faculty or staff member tests positive for COVID-19: 914-813-5110 (weekday hours), 914-813-5000 (evening and weekend hours)
  - b. WCDOH has primary responsibility for contact tracing; Hackley will fully cooperate, including notification of potential contacts within the best of our capabilities, while maintaining confidentiality required by state and federal law and regulations.
    - i. Contact tracers will tell potentially infected persons that they were exposed – they will not disclose the identity of the person to whom they were exposed.
4. Using a small team of trained contact tracers who are employees, Hackley will endeavor to identify all those who had [close contact](#) with a person diagnosed with COVID-19, in partnership with local health officials.
  - a. Once identified, the school will inform these individuals of this contact and require individuals to stay home and self-monitor for symptoms, while following [CDC guidance](#) if symptoms develop.
  - b. If a person does not have symptoms but was in [close contact](#) with a person who is suspected of being COVID-19 positive, Hackley directs them to follow appropriate CDC guidance for [home isolation](#).
  - c. WCDOH differentiates between close contact and proximate contact:
    - i. Close contact is defined as being within 6 feet of a person displaying symptoms of or testing positive for COVID-19 for 10 minutes or longer. Close contacts will be required to quarantine.
    - ii. Proximate contact is defined as being in the same enclosed environment such as a classroom or office, but greater than 6 feet from a person displaying symptoms of or testing positive for COVID-19. WCDOH will determine if a proximate contact should be under quarantine.
5. Per the WCDOH, individuals with confirmed cases of COVID-19 will not be permitted to return until all of the following are met:
  - a. Complete a 14-day quarantine and are released from isolation
    - i. See [WCDOH FAQ](#) (question 9, page 2) regarding release from isolation; a negative test result will not be required per NYS Department of Health and CDC recommendation.

- b. Provide documentation clearing their return signed by a healthcare provider
- 6. Should the conditions related to the pandemic or its impact on campus warrant, Hackley will make a decision about partially closing campus, restricting operations to core academic functions, quarantining small groups (i.e. cohorts) of students or employees, or fully closing campus and returning to distance learning for a period of time.
  - a. Factors that will impact our decision making include, but are not limited to the following:
    - i. multiple cases within a cohort, a grade, a division, or within the employee base
    - ii. [7-day rolling average of percentage of positive test results](#) in the Mid-Hudson Region or Westchester County  $\geq 5\%$
    - iii. guidance issued by relevant local and state agencies and/or public health officials

### **Emergency Drills**

- 1. Hackley will continue to conduct fire drills and lockdown drills as required by relevant state laws.

### **Three Models for Teaching and Learning**

Hackley School is prepared to offer three different approaches to deliver on our educational mission:

- (i) In-Person - students attend classes being taught in-person and on campus
- (ii) Hybrid - some students attend classes taught in-person using video conferencing, while others are present in the classroom
- (iii) Distance Learning - 100% use of technology platforms to advance the curriculum

Families may choose for their student(s) to attend Hackley either in-person or via the hybrid model. The full distance learning option would be a school choice, one predicated by either the government directing the shut-down of schools or school leaders making this choice based on the local situation or on conditions at school.

### **In-Person Teaching and Learning**

Using the policies and procedures articulated within this document, Hackley is prepared to offer in-person instruction should New York State permit the reopening of schools and school leadership then determines in-person instruction is the best course for our community. The use of PPE, enhanced cleaning procedures, training regarding personal hygiene, health screening, physical distancing, the use of large and outdoor spaces around campus, and the adherence to the policies and procedures outlined in this document are integral to mitigating the risks from the spread of COVID-19.

*Outdoor Space* - Teachers and students are encouraged to use outdoor spaces on Hackley's 285-acre campus as much as practical, dependent upon weather. All physical education classes will be held outdoors as much as is practical. Similarly, students and adults will be encouraged to eat outdoors as much as possible. Several areas around campus will have tents, offering some protection from the sun and inclement weather.

*Physical Distancing and Physical Education and the Performing Arts* - The Department of Health Guidance issued on July 13 specified that students should remain 12-feet in all directions from one another for certain activities that require "projecting the voice (e.g., singing), playing a wind instrument, or aerobic activity resulting in heavy breathing (e.g., participating in gym classes)." Performances of all types will need to be modified to adhere to current guidance from public health officials. Details on these performances will be communicated as we approach each on the calendar.

### **Hybrid Learning: In-Person Schedule with Distance Learning Interaction**

Video-conference technology has been integral to continuing to deliver on Hackley's educational mission during the COVID-19 pandemic. While the technology has many strengths, it can not replace in-person instruction. We recognize, however, that due to the nature of COVID-19, there may be students who need or choose to participate in classes via video conference.

To accommodate this approach, Hackley outfitted each classroom with cameras and microphones. These camera setups provide the ability to focus on a single point in the room (i.e. the teacher or the board) and to amplify conversation within the room, thereby allowing a student to remotely join via Zoom. Hackley acknowledges the limitations of this approach (e.g. student participation in labs and other experiential activities, limited ability to socialize with peers and teachers), as well as the logistical and learning challenges this split environment creates for both the student and the teacher. This approach has never been piloted on a massive scale, so both students and teachers are certain to learn more as the school year progresses and further refinements can and will be made.

Students and families who pursue hybrid learning must do so for defined periods of time as established by Hackley; this will not be a decision that can be made on a day-to-day or week-to-week basis.

**\*\*Families wishing to pursue hybrid learning should complete [this form](#).\*\***

To create consistency for both students and teachers and a predictable daily enrollment of students, students must commit to hybrid learning for a minimum of approximately 4-week increments. Families must give Hackley 14-days written notice that a student wishes to move from hybrid learning back to in-person instruction. Prior to attending classes in-person, students moving from hybrid learning to in-person instruction will need to go through training regarding the latest protocols used in school.

Students attending remotely will follow the schedule being used by those attending in-person, just as if they were present on campus. This schedule is markedly different from the revised distance learning schedule that Hackley would use if the entire school moves to distance learning. As such, students using the hybrid learning model will spend a significant amount of time on their device each day. Classes will not be recorded, as being in attendance for a class requires that a student sign-in and be present synchronously. The grading system and expectations, including assessments and assignment due dates, will remain the same for students learning in-person and in the hybrid model. Transcripts will not reflect whether a student participated by hybrid or in-person.

Students learning via hybrid learning can seek and expect extra help in line with current expectations for teachers and students. Unfortunately, it is not practical for teachers to reteach lessons for students participating using hybrid learning. If a student is participating using hybrid learning while classes are meeting in-person, that student may not participate in in-person extra-curricular activities (e.g. athletics, performing arts productions). Permission may be granted by a division director to attend an in-person activity, but only as the exception. It is expected that that students participating in hybrid learning will not be on campus.

Simultaneously, we recognize there may be moments when a teacher must remain at home. We expect in such instances that the teacher would continue to teach classes following the same

daily schedule using video conference technology to work with the students in the room. In such instances, Hackley will ensure appropriate supervisory coverage for students present in the room.

### **Distance Learning**

Conditions may require that Hackley utilize a distance learning approach, meaning that all students and teachers are working remotely. Based on previous experience and extensive professional development, a committee of faculty and administrators modified Hackley's distance learning schedule from spring 2020. This group drew on student, faculty, and family input from the spring, developing a schedule that prioritizes a balance between advancing Hackley's curriculum with maintaining student, teacher, and family well-being in a sustainable tempo.

The Lower School Distance Learning Schedule can be found [here](#).

**Lower School** students can expect to meet synchronously with their homeroom teachers each day during morning meetings, as well as for varying amounts of time during the day for group and individual instruction. All specialist classes such as science, technology, art, Spanish, music and physical education will also meet regularly. Asynchronous time for preparation, practice, meals, snacks and rest are built into the daily schedule as well. Lower School teachers and specialists will communicate weekly plans with students and families in advance of the upcoming week so that families can prepare schedules and supplies.

**Middle and Upper School** students can expect to attend their major classes five times every two week cycle for up to 45 minutes per session. Minor classes will meet two to three times every two week cycle, also for up to 45 minutes. This schedule represents an increase in overall instructional time per course, while accommodating regular meetings, such as grade level, homeroom and advisory configurations, with time provided for health, college counseling, peer advisory, physical education, and athletics. Students can expect a balance of synchronous interaction with asynchronous time to allow for preparation, practice, meals, snacks and rest.

The Middle and Upper School Distance Learning Schedule can be found [here](#).



## **Modifications to the Educational Program**

The following section highlights changes in Hackley's approach as we respond to the COVID-19 pandemic.

### **Absence Policy**

Hackley adapted its absence policy in response to COVID-19 and the different modes of learning students may experience throughout the year. Students will be counted as "present" when they attend classes in-person during on-campus instruction, or remotely during distance learning or hybrid instruction. In all cases, parents should follow regular procedures to notify the appropriate divisional office if a student will be absent during a given day regardless of the reason.

### **Academic Calendar**

Hackley does not currently anticipate changing the start or end dates of our major breaks (Thanksgiving, winter, spring, and summer breaks) for the 2020-2021 school year. We understand that many schools are considering moving to distance learning after Thanksgiving break and this will be a decision we make based on the conditions present in our area at that time.

### **Alternative Use of Campus Spaces**

Should conditions warrant it, Hackley is prepared to use several of the school's larger spaces to support the academic program (e.g. King Chapel, Zetkov, Johnson Center). For instance, the school may decide to divide students between their classroom and an additional monitored space on campus where technology will permit remote instruction. Groups of students would alternate space assignments by day under such circumstances. This approach would only be considered for Middle and Upper School students, as a way to create smaller cohorts of students. This approach remains an option, although not one we are actively pursuing at this point.

### **Athletics**

The Ivy Preparatory School League, the Metropolitan Independent Football League, and the Fairchester Athletic Association have all announced their decisions to cancel interscholastic competition for the fall season. Accordingly, Hackley will not have regularly scheduled interscholastic athletic competition for either upper or middle school teams this fall. Additionally, the New York State Public High School Athletic Association (NYSPHSAA, the governing body of high school athletics in New York State, [announced](#) that athletics are not permitted to begin prior to September 21.

Prior to September 21, student athletes will train under the guidance of their coaches, ensuring that they meet state-mandates physical education requirements. Physical education teachers, as well as our strength-training staff and athletic trainers, will help build appropriate workouts that support student health without running afoul of the NYSPHSAA regulations on practice.



Because there will not be interscholastic competition for teams, practices - team-based training and potential intramural competitions - will be held Monday through Thursday; there will not be practices on Fridays, reducing the potential for team and student-athlete burnout.

### **Compliance**

*On-Campus:* Faculty and staff will monitor student and adult compliance to these policies and procedures, holding one another accountable for our collective health. Should students or adults continually struggle to abide by the school's policies and procedures, school leadership will take appropriate actions, which may include banning the individual from campus. Such actions would only be taken for egregious and repeated violations. Hackley is a learning institution and working through this new environment will be a learning process for all.

*Off-Campus:* We expect students and families to partner with Hackley in keeping the community healthy and safe by abiding by the approaches taken at school in their lives beyond the Hilltop. We hope this shared sacrifice will help Hackley continue to offer in-person instruction. Any actions or inactions at or away from School by students, parents, and other household members that needlessly place Hackley students or employees at greater risk for contracting COVID-19 or that cause a disruption in school operations or instruction may result in disciplinary actions, including a student's suspension, dismissal, or required withdrawal from School. Any failure to adhere to the above expectations may also influence whether a re-enrollment contract will be issued for the succeeding school year.

### **Dress Code**

The dress code will be relaxed until further notice. Warm weather dress code will be in effect as we begin school, including the week of August 31. Lower School students should wear shoes that are appropriate for being outdoors for a portion of the day as well as clothing that would allow them to comfortably sit on a yoga mat for lessons or to eat lunch.

### **Extended Day (Lower School ) and After-School Program (Middle School)**

We will continue to offer Extended Day and the After-School Program in the Lower and Middle Schools respectively, abiding by the policies and procedures noted above, including the maintenance of cohorts. For the first trimester, in the interest of cohort maintenance, Lower School trimesters will not include clubs. Fifth grade and sixth grade will have clubs offered by homeroom. Students staying until 4:30 PM will remain in their classrooms. Students remaining until 6:00 PM will use alternative spaces with appropriate social distancing. We continue to make preparations and will communicate with more detail shortly.

### **Grading Policy**

Hackley will maintain its letter-based grading system throughout the year, regardless of the teaching and learning approach.

**Off-Campus Trips**

Based on conditions at the time and the destination and nature of the trip, Hackley will make individual determinations regarding off-campus travel for students.

**Student Support**

We recognize the stress and challenges of this moment for our students and we are committed to supporting their social-emotional health and growth. Our Health and Wellness team, in partnership with division psychologists, remains committed to creating and delivering proactive approaches and programming that will best support students and educate faculty regarding the return to in-person instruction. Throughout our transition to on-campus instruction, the team will be in frequent communication with the teachers, advisors, and deans who interact most frequently with students to ensure they can be responsive to the individual and collective needs of our students.

## **Modifications to the Physical Plant**

### **Air Handling**

The school upgraded air handling and air filtration systems to provide additional protection in cleansing the air within buildings. Hackley will be upgrading filters on the air handling systems to MERV 13, while also installing an ionization system that purifies the air. The work will be completed by the start of classes. Further, every classroom and office will have a portable HEPA filter in place to help further purify the air. In addition to these modifications, windows and doors will be left open during and or between classes to the extent possible to allow for fresh air circulation.

### **Hand Hygiene**

Touchless hand sanitizer stations will be available near high traffic entrance/exit doors. Additionally, Hackley is renting several touchless sink stations to provide individuals an opportunity to wash hands without entering into restrooms. Students will be encouraged to wash hands before and after eating.

### **Morning Drop Off/Afternoon Pick Up**

Morning drop off and afternoon pick up will occur differently next year. We will endeavor to create multiple drop-off spots, separating those arriving by car from those arriving by bus to better facilitate measuring temperatures. Detailed instructions will be shared with the community prior to August 31 these procedures and any new traffic patterns.

### **Signage**

Signage regarding physical distancing, hand washing, masks, and other important measures are posted around campus, providing individuals a visual reminder of the precautions required of all of us.

### **Tents**

To provide additional usable space outdoors, several tents will be erected around campus, including the large “Commencement tent” on Akin Common. This tent will remain in place for the remainder of 2020 to provide outdoor classroom and dining space.

### **Transparent Barriers**

Hackley has installed physical barriers in classrooms and offices, helping provide an extra layer of protection in high traffic areas and spaces where 6-feet of social distancing may be challenging.

### **Work in Progress**

The areas below are currently works in progress. We will provide further updates later in the summer.

#### **Tuck Shop and The Well**

In consultation with the HPA and FLIK, The Tuck and The Well will be closed through October 15, as we work to better understand how to operate food service during the COVID-19 pandemic. We will continue to work with the HPA and with FLIK to reopen these spaces for students, while also following the guidance of public health officials regarding food service. Plans for these spaces remain under development.