



Friends Academy Return-to-School Guide

August 2020



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Please visit [FA.org/return-to-school](https://www.friendsacademy.org/return-to-school) for up-to-date information.



Dear Friends,

2020 has been a year like no other in recent memory. The pandemic has forced all of us to adapt, adjust, and embrace change for the health and safety of those around us. It began with our immediate and comprehensive launch of our Virtual 2020 Spring semester and continues now as we prepare for the school year.

At Friends Academy, our priority has always been the health and safety of our students, faculty, and the entire Friends community. Throughout our planning, we approached our return with thoughtfulness, caution, and responsiveness, accommodating many different family situations and requests while maximizing meaningful academic time between students and faculty.

The one constant in our lives since March has been that we continue to live, work, and plan amidst uncertainty and unpredictability. While our region is doing well, our country continues to struggle to contain infection rates in places that were under control just weeks ago. Against this backdrop, we recognize that our community wants to know, with certainty, what the first weeks of school will look like.

We will continue to monitor how the Coronavirus reacts to the widespread reopening of schools across the country. We will monitor infection rates in our school and in our region. Some experts feel a spike is imminent while others hold the opposite view; that New York has essentially beaten the virus and our infection rates will stay low. Within three to six weeks, we will assess relevant data to determine necessary changes in our model.

Friends is a community of children from ages 3 to 18 and deeply caring educators who have dedicated their lives to our school and their students. In our initial approach and in any future iterations, we have not and will not sacrifice the excellence of a Friends Academy education – exemplary academics, arts and athletics that extend beyond the school day, college counseling, and the prioritization of our students' mental, emotional, and spiritual health. As a college preparatory school, our opening weeks also prioritize daily, consistent instruction in class to ensure the delivery of a full curriculum.

In the weeks ahead, this remains our educational promise to every member of the Friends Academy community:

- **We commit** to set the standard in academic excellence in on-campus and virtual learning.
- **We commit** to own and embrace who we are as a Quaker school and the importance of our mission in preparing our students for the world and the challenges that come with it.
- **We commit** to lead with warmth in every interaction with our students and parents no matter where we are physically.
- **We commit** to ongoing, candid communication as we move forward together to meet these challenges.

In preparing our plan we engaged with a broad array of stakeholders from our community and beyond: board members, faculty, staff, students, Parent Council representatives, architects and engineers, and health care professionals. The road ahead will not be easy as there is new learning for all of us. We will take the time needed to ensure that health and safety protocols, procedures, mindset, and habits are practiced and developed for on-campus life. This will take time and patience, but together in partnership, we will do it well.

Our very best,



Frank Ingrassia
President, Board of Trustees



Andrea Kelly
Head of School

Part 1: Guiding Principles

In seeking guidance from our Quaker mission, it is important to ground ourselves in the Friends Academy principles that we teach our youngest to oldest students and frame within our values:

CULTIVATE COMMUNITY

We will ensure our diverse Friends Academy community is cultivated so that it remains a strength in order to **solve problems, develop better solutions, and respond to the challenges** ahead. We are better together.

STAY TRUE

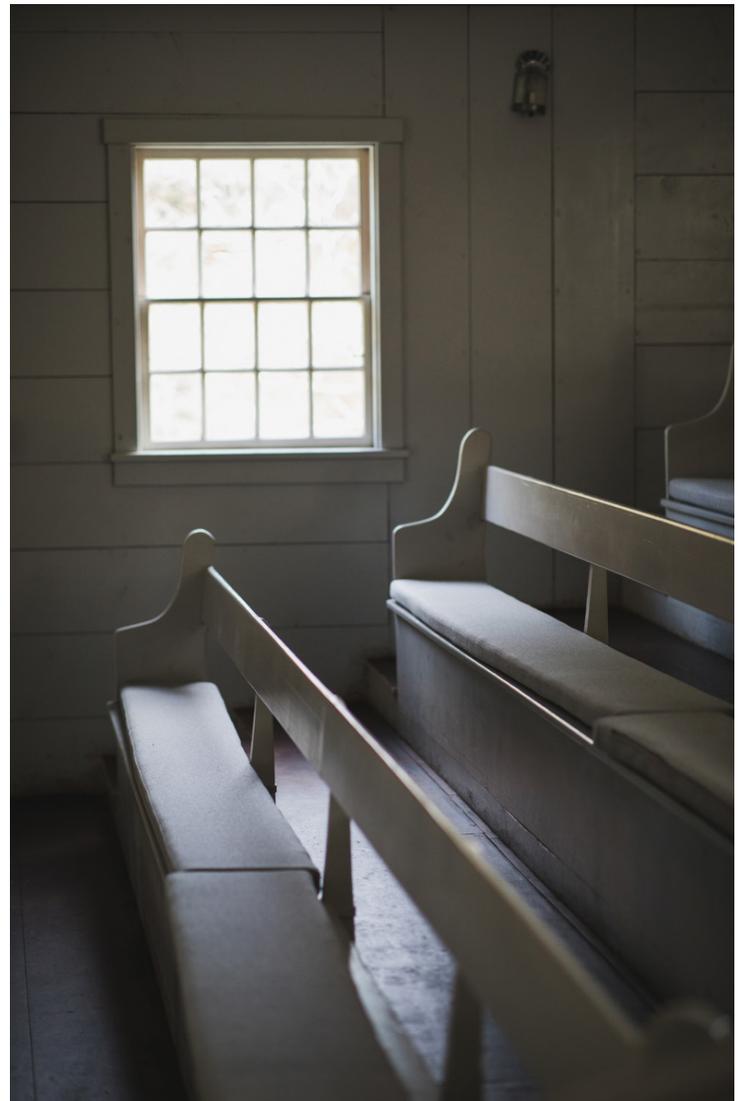
Whether we are on campus, in virtual learning, or some combination of both, our **integrity inspires us to stay true to our commitment to our students** to deliver the best program we can – in academics, co-curriculars, and extracurriculars. And we always look to improve.

TAKE CARE

We strive to **keep purpose and meaning at the core of our education** as we continue to work to support others through our Golden Friends and Unsung Heroes service projects. Our students are actively stepping into leadership to help those in our community as well as outside.

PRACTICE PEACE

Meeting for Worship will continue to be the foundation that offers us the **tools of reflection, self-assessment, and engagement** so that we can value and recognize the gifts and voices of every person in our community.



PURSUE JUSTICE

We reject all forms of prejudice as we work to change the beliefs and practices that perpetuate bias. We ask this important query, "**How do we ensure every member of our community feels seen, heard, and valued?**"

Part 2: Health & Safety

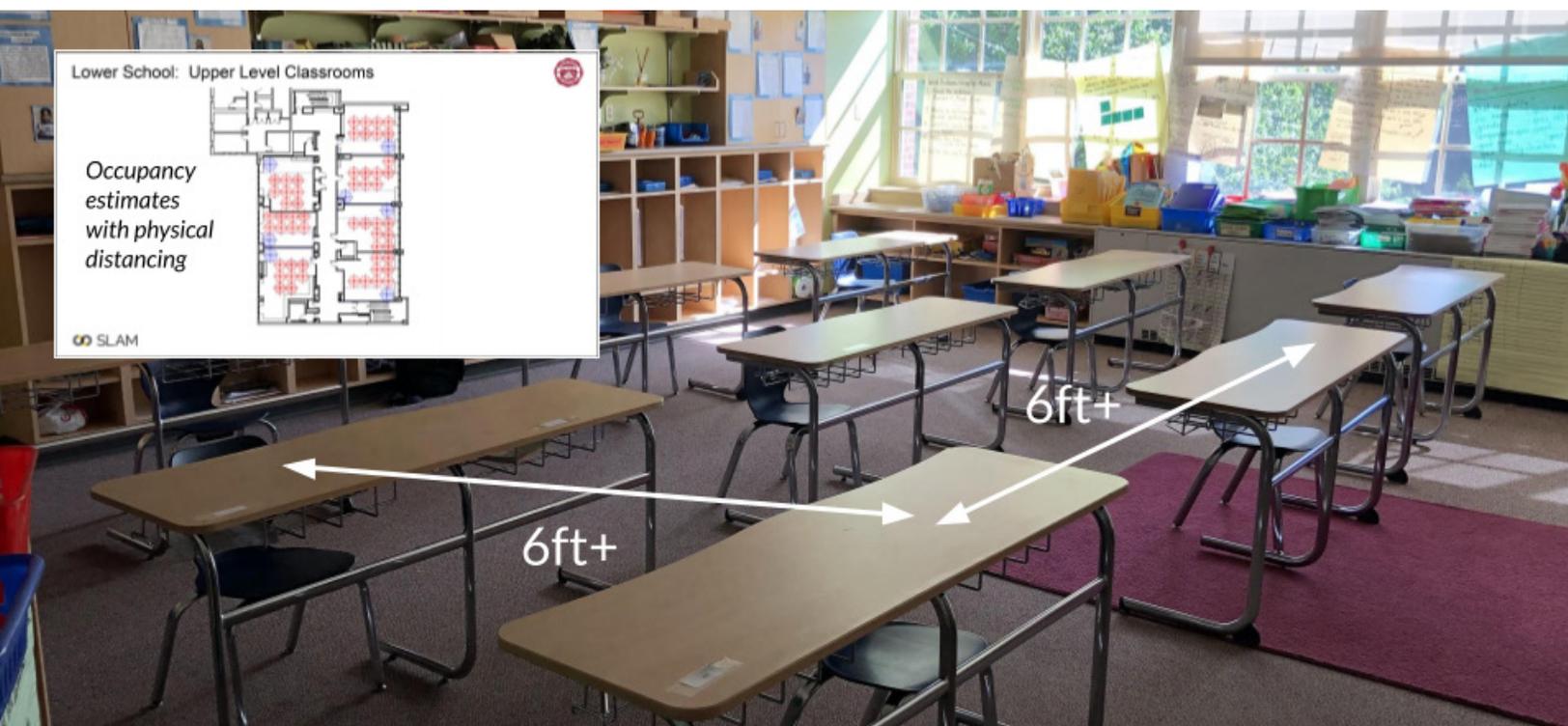
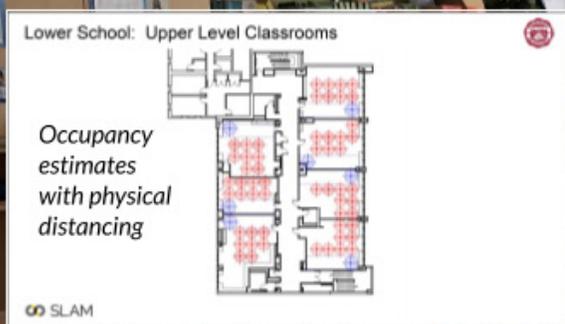
We are steadfast in our commitment to educational excellence, and equally, to the safety of our community of students, their families, and our faculty and staff. In this section we will share the thinking that ensures that Friends Academy sets the standard in the health and safety of our entire community.

Physical Distancing and Reduced Density

Friends Academy will follow NYS and CDC Guidelines for Schools regarding physical distancing and reducing density of people on campus and in spaces. This will include:



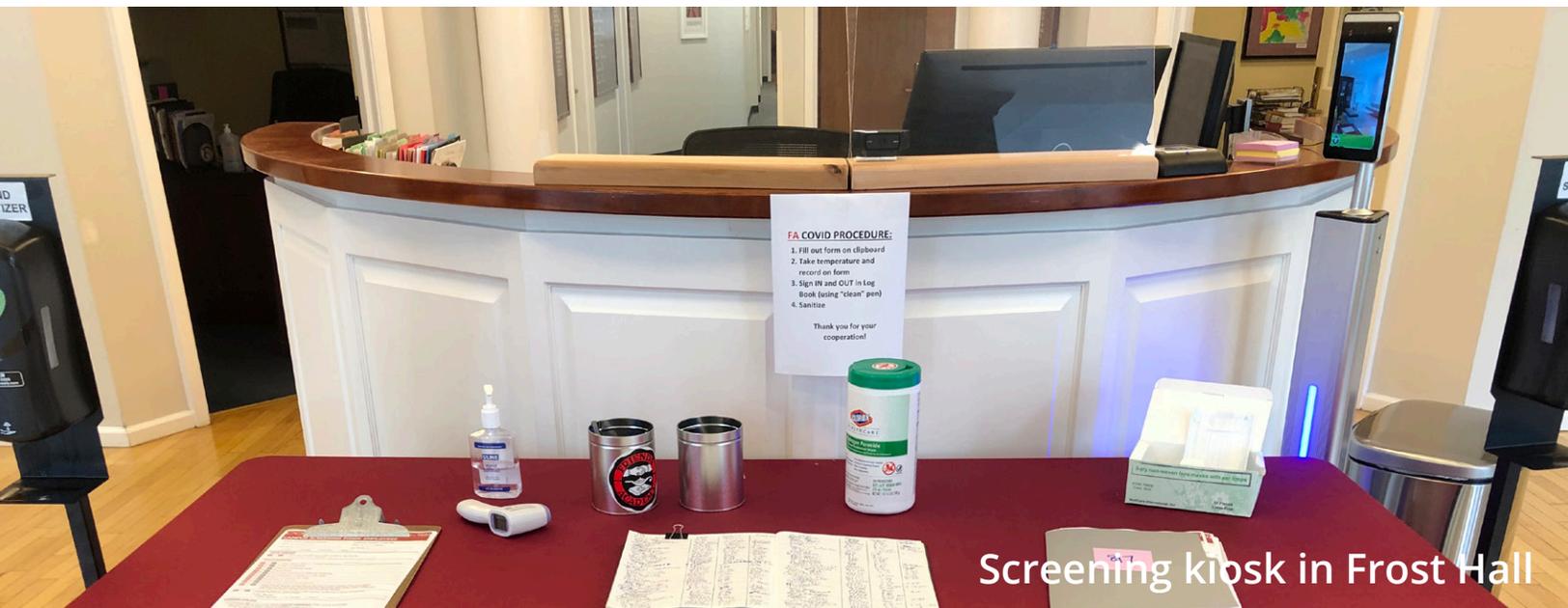
- Staggering student drop-off and pick-up times and changing drop-off and pick-up locations to reduce congestion.
- Strictly limiting visitor and parent access to campus and buildings and designating entrances for students by division.
- Designating certain stairwells as only for going up and down and marking hallway floors with directional signage to maintain distancing.
- Marking indoor and outdoor spaces used for classes, meetings, or social time with lines and signage (where possible) to indicate appropriate physical distancing.
- Creating smaller cohorts of students, reducing the number of desks in classrooms, and marking classroom floors to indicate appropriate physical distancing.



Health Screening and Preventative Hygiene

In accordance with NYS Guidelines for Schools, daily screening will be conducted.

- Parents will be required to screen and report their children's health status each morning using an app before sending to school.
- All employees will be required to self-screen and report health status each morning before heading to campus.
- Upon arrival on campus, all students and employees will be screened for temperature at key entrances using no-touch temperature reading kiosks.
- All students and employees will be required to wash or sanitize hands prior to entering buildings and wear a mask. **Families will be asked to provide their student with five masks – one for each day of the week.**
- Hand washing or sanitizing stations will be located at entrances and around campus.
- Signage reminding students and employees to wash or sanitize hands, wear a mask, and maintain physical distancing where possible will be posted throughout campus.
- Training videos or online modules about preventative hygiene, mask wearing, and how to protect one's self and others will be shared with students and employees.



Screening kiosk in Frost Hall

Cleaning and Disinfecting

Friends Academy is working closely with our custodial vendor to ensure the school is properly staffed both during the day and at night to thoroughly clean and disinfect all spaces. Our provider follows the guidelines of the CDC (Center for Disease Control). All full-time and part-time custodial employees are trained to meet or exceed the required standards of disinfection issued by the New York State Department of Health.



The general framework for cleaning and disinfection practices includes the following:

- Training on cleaning, disinfection, trash removal according to established protocols
- Normal routine cleaning with soap and water
- Disinfection using EPA-approved disinfectant against COVID-19 to include frequent disinfection of high-touch surfaces
- Use of personal protective equipment (PPE) and hand hygiene by cleaning staff
- Compliance with OSHA standards.

HVAC and Air Exchange

Friends Academy has very good air circulation already in most areas due to numerous classroom windows and HVAC systems that will be configured to maximize fresh air intake. We also plan to upgrade all campus HVAC systems to use MERV-13 filters. In areas with more limited air circulation, we will open doors and windows as we are able, and provide HEPA Air Purifier Units in high-risk rooms such as the nurse's office.

Specific Areas of Enhanced Protections

The school will provide additional equipment as needed in high traffic areas to protect employees. These may include:

- Installing physical barriers in lobbies and at reception desks
- Installing physical barriers or shields and providing additional PPE for employees in higher risk categories



Attendance

As per state guidelines, attendance will be taken regularly whether classes are held in-person or virtually, and in cases where some students are on campus and others are online. Daily attendance will be recorded in our My Backpack or A+ Attendance system depending on the division, and class attendance will be recorded in My Backpack or Schoology.



Nurse's Office

The Nurse's Office will function differently this year. In addition to **Fran Dawes, RN (pictured right)**, our School Nurse provided by BOCES, the school will hire an additional Nurse to staff our health center. We will expand the space available to the Nurses to include an Isolation Room to provide an additional area where sick students can wait to be picked up.



Fran Dawes,
Friends Academy
School Nurse

To avoid the unnecessary spread of germs and to insure the fidelity of our student cohorts we will follow these protocols:

- *ONLY* sick students will visit the Nurse's Office. There will be no "visitors" or "drop-ins" of children seeking rest or comfort. Also, students will not travel to the Nurse's Office with a "buddy."
- Classrooms will be equipped with enhanced First Aid kits so that teachers can address any minor first aid issues.
- Teachers will call the Nurse's Office if a student is feeling sick.
 - If possible, a Nurse will visit the classroom to quickly assess the child in the hallway to determine whether the child should come to the office.
 - If a nurse is not available, the student will proceed to the Nurse's Office.
- Students should be aware that the Nurse may be wearing full PPE – gown, gloves, face shield and mask while working.
- As always, any condition beyond minor first aid (fever, head bumps, lacerations, upset stomach, loss of tooth, etc.) will be seen by the Nurse.
- If a student is ill and needs to go home, they will be moved into the Isolation Room and parents will be called. Parents must pick up their child within one hour when called.

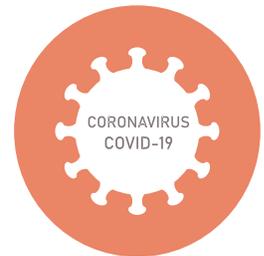
Isolation Room

This secondary room will be used for ill students waiting for pick-up. The space will be supervised by an assigned staff member or our second nurse. The room will be sparsely furnished, and surfaces will be thoroughly disinfected after each use. Signage will be posted at the door, and access to the space will be strictly limited.

Suspected or Confirmed COVID-19 Cases Within the Friends Academy Community

During the coming year, there may be times when we are ordered to close the school by the Governor. The State has established metrics that they will use to order a regional or state-wide lockdown.

Under guidance from the State and local authorities, Friends Academy has identified the following policies:



- If a student from a given class/cohort is confirmed to be COVID-19 positive, then the class/cohort will self-quarantine at home and learn virtually for the following two weeks and the school community will be alerted that we have entered “watchful” mode.
- If COVID-19 cases are discovered at school, the immediate response will include closing off areas or classrooms occupied by infected individuals and engaging in a process of “deep cleaning” either in the affected area, portions of the school, or more broadly the entire school, as determined with our local Department of Health.
- If the student who tested positive has a sibling in a different class, the sibling will also self-quarantine for two weeks; however, the sibling’s classmates will not need to quarantine unless the sibling also tests positive.
- Individuals who test positive for COVID-19 must stay home until at least 3 days have passed since recovery (resolution of fever without fever-reducing medication and improvement in respiratory symptoms), and at least 10 days have passed since symptoms first appeared **OR** resolution of fever, improvement in respiratory symptoms and two negative COVID-19 test results collected more than 24 hours apart. In either instance, a note from a healthcare provider stating that they are clear to return to school must be provided.
- If a person demonstrated symptoms of COVID-19 but tested negative, they can return to school once there is no fever without the use of fever-reducing medication, have felt well for 24 hours and have a note from a healthcare provider stating they are clear to return to school **OR** they have been diagnosed with another condition and have a note from a healthcare provider stating they are clear to return to school.

In deciding whether to close the school and enter a phase of remote learning, Friends Academy, in consultation with our local health officials, will use the following metrics (either alone or in combination, as circumstances suggest):

- Number of students out sick or in quarantine.
- Number of faculty and staff out sick or in quarantine.
- Number of classes in quarantine.
- The data provided on daily screening forms.
- Rate of new cases in our larger community (Nassau County), as determined by the Department of Health

Transportation

Friends Academy does not provide transportation to or from school. In accordance with Section 3635 of the Education Law, transportation will be provided by local districts for students enrolled in Kindergarten through grades 8 who live more than two miles from the school they attend and for pupils enrolled in grades 9-12 who live more than three miles from the school they attend up to a distance of fifteen miles. As information is released by the New York State Board of Regents pertaining to resuming school transportation services, we will share the information with the community.

Security and Campus Access

To reduce the risk of exposure, the following measures will be continued or added:

- Access to campus will be limited for nonessential visitors.
- Parents and service providers needing to enter buildings will be required to complete the health screening process for entrance.
- Parents who drive students to and from school will be asked to drop them and pick them up at specific locations and stay in their cars. Additional staffing will be present to make sure drop-off and pick-up run smoothly.
- As has been our practice, all exterior doors of campus buildings will remain locked during the school day.

Dining Services

FLIK Independent School Dining, our school's dining partner, is preparing for a successful reboot of our on-campus dining program. FLIK is partnering with EHA Consulting Group, Inc., a public health consulting, epidemiology and food service group, to develop and employ a safe, welcoming environment at Friends Academy while continuing to provide the tasty and nutritious dining options our students know and enjoy.



The following is a sample of the safety and sanitation protocols that will be in place:

- Management and staff to complete training/certifications for new COVID-19 standards
- PPE, sanitation and safety protocols to include
 - Temperature and symptom checks
 - Handwashing, glove changing and cleaning
 - Uniforms/safety stations and specifications
- Phased approach with simple menus at first, feedback surveys and optimized menus
- Classroom delivery of individual meals and Grab & Go services as appropriate
- Online mobile ordering to include options for dietary restrictions or allergies.

FLIK is continuously monitoring CDC requirements as well as state and local directives to be agile in their approach to compliance and are developing strategies that can be flexible pending future guidance and in partnership with the administration at Friends Academy.

Preparing Your Child to Return to Campus

Families can play an important role in creating a smooth transition back to campus for those students returning. We ask for your partnership in the following areas:



- Please remain vigilant in following the latest local and state guidelines for COVID-19 prevention.



- We encourage you to have age-appropriate conversations with your children about how school will be different this year and to reinforce that the goal of these measures is to keep everyone in our community healthy and safe.



- Practice proper and thorough hand-washing techniques. For younger grades, these methods will be reinforced in the classroom upon students' return to school.

- Families will be asked to provide five masks for their student – one for each day of the week. Find masks that are comfortable and fit well and have the student practice wearing them. Children will be more likely to want to wear a mask that they like, so consider finding one with a fun pattern or character. Review proper mask etiquette (keep mask over nose, avoid adjusting mask, etc.)



Part 3: Student Care, Community, and Connection

At Friends Academy, care for each individual student and their family is prioritized through both our unique school culture and our student life and wellness programs and practices. When we open our school this fall, student life and wellness will remain a top priority and our duty of care for each student and their family is heightened given the complexity of this time.

Mental Health and Wellness is our Priority

At Friends Academy, mental health support for every student is readily available. This is always the case, but we know the protracted nature of the COVID-19 pandemic and the associated concern surrounding it, continues to challenge us. Our mental health and wellness team at Friends Academy is fully prepared to meet the needs of our students and families, now more than ever. The team is led by Ron Baskind, our Director of Student Affairs and Quaker Practice and includes Dr. Michael Quinland, School Psychologist, Lauren Foley, School Counselor, and Limor Tintweiss, Nassau BOCES School Psychologist.

A few simple questions, “How are you doing? How are your child’s spirits?” can provide us with critically important information. Therefore, all student and family surveys will be conducted on a regular basis as a simple way to check in on the mental health and general wellness of our students and their families. If a need for support arises our team is prepared to create a personalized support plan for your child. This might include a roundtable meeting with advisors and teachers to discuss academic and emotional growth or individual meetings with one of our counselors, or one-on-one time scheduled with a favorite teacher. In all cases we are at the ready to provide academic and emotional support where needed.

Learning Accommodations

We will work closely with families, teachers, and Glen Cove learning specialists to ensure that all students with Section 504 or IEP accommodations receive the individual services they need. Scheduled meetings depending on student grade and need will be provided to allow for appropriate time with learning specialists.

Equity + Inclusion is our Foundation

In partnership with Director of Diversity, Equity, + Inclusion Camille S. Edwards, Division Principals, Area Directors, and Faculty and Staff will be acutely focused on matters of equity and inclusion as it relates to the needs of our students and families. Our Quaker school must be a place where every member of our community is seen, heard, and valued. Together, grounded in our Quaker values, we will be emphasizing the community engagement work centered around belonging, amplifying student voices, and honoring the inner light that we each possess.

In the months ahead, we will be presenting our community with our assessment of our most recent Diversity Strategic Plan, *Vision 2020* and share more about the diversity, equity, and inclusion goals related to: (1) the creation of a K-12 anti-racist, anti-biased curriculum, (2) our original all-school programming, (3) the hiring & retention of a diverse faculty/staff, (4) ongoing professional development for colleagues, and (5) relationship/community-building within our community at large.

Advisory and Student Care

No matter how we deliver our program this year, on campus or off, we know that school will not feel "normal" to our students. Our Lower and Middle School students may need a bit more transition time as they adjust to the new routine of school especially after a number of months away from campus. Your child's advisor or classroom teacher who always serves as a point person, resource and guide is trained and prepared to be more sensitively attuned to your child's progress and needs during this time. For all families, a small student-to-adult ratio provides you with something we prize and appreciate now more than ever, a responsiveness to your child's academic and emotional health.

In Upper School, the advisor serves as a primary point person for each child and family. We are confident that within a virtual learning model we can ensure learning, social emotional and spiritual needs are attended to and ultimately met. This year, our Upper School advisors will meet daily with a small group of students and each family can expect regular opportunities to discuss student progress and well-being.

School Spirit, Connectivity, and Quaker Practice

Joy, hope, connection and school spirit are signature elements of a Friends Academy education. Both on and off campus, our school community values relational and spiritual connections. We will begin the school year with specially focused orientation days, providing opportunities for classmates to bond and connect before classes begin. As a Quaker community, we understand and value the importance and power of time together in worship and reflection. As such, we maintain our commitment to every student to have access to Meeting for Worship in a variety of configurations, both scheduled and as needed.



Additionally, in all divisions, there are opportunities to participate in clubs and committees as well as enrichment activities and outdoor experiences. Our priority for sacred community relationships remains essential even in times we cannot be fully together.

Part 4: Prepared for Learning

Friends Academy prioritizes an academic, social, emotional, and values-based education and seeks to provide a full and robust experience for all of our students. We are an Early Childhood-12th grade school, which means we examine every division and grade through a lens that shows the unique needs of each grade and student. Personal relationships between and among students and educators are the cornerstone of a Friends Academy education and therefore remains an important consideration for our reopening plans. Friends Academy has developed three potential models for reopening in the fall of 2020 and will remain nimble, adaptive and responsive while keeping health and safety at the center of our decision-making.

Personalization at Friends Academy

At Friends Academy, we believe that every student and every family deserve exceptional care and attention. We understand that each student is on a unique learning journey and that partnership with our parents and guardians is essential in ensuring continued growth and success. As an independent school guided by Quaker values, we see the light in each child and want all of our students to feel known, cared for, needed and loved.

What does personalization look like?

- Individualized student-led transition planning in August
- Purposeful and comprehensive orientation programs
- Student life team with Deans in all divisions
- Robust advisory program with each advisor serving as family "point person"
- Director of Student Affairs, EC-Grade 12
- Personal phone calls and emails over the summer and throughout the school year
- Open Door Access to all administration including the Head of School
- Three-part individualized round table learning plans, which includes student, parents, and a team of teachers
- Personalization of assignments through new Learning Management System, Schoology
- Learning Enhancement and Wellness Teams including two school psychologists, multiple learning specialists, and administrators
- Hand-written letters, postcards, special home deliveries

At Friends Academy, your family is part of our family. Your child's needs and experience matter and we are all here to do whatever we can to partner, support and care for your child on their educational journey.

Three Potential Models for Learning

While the primary goal for Friends Academy is ultimately to return to on-campus learning for all of our students, safety must remain our top priority. Given our assessment of the current recommendations and guidelines from the CDC, the State of New York, and the American Academy of Pediatrics, **Friends Academy plans to re-open this fall in a Reduced Density Learning Model.**

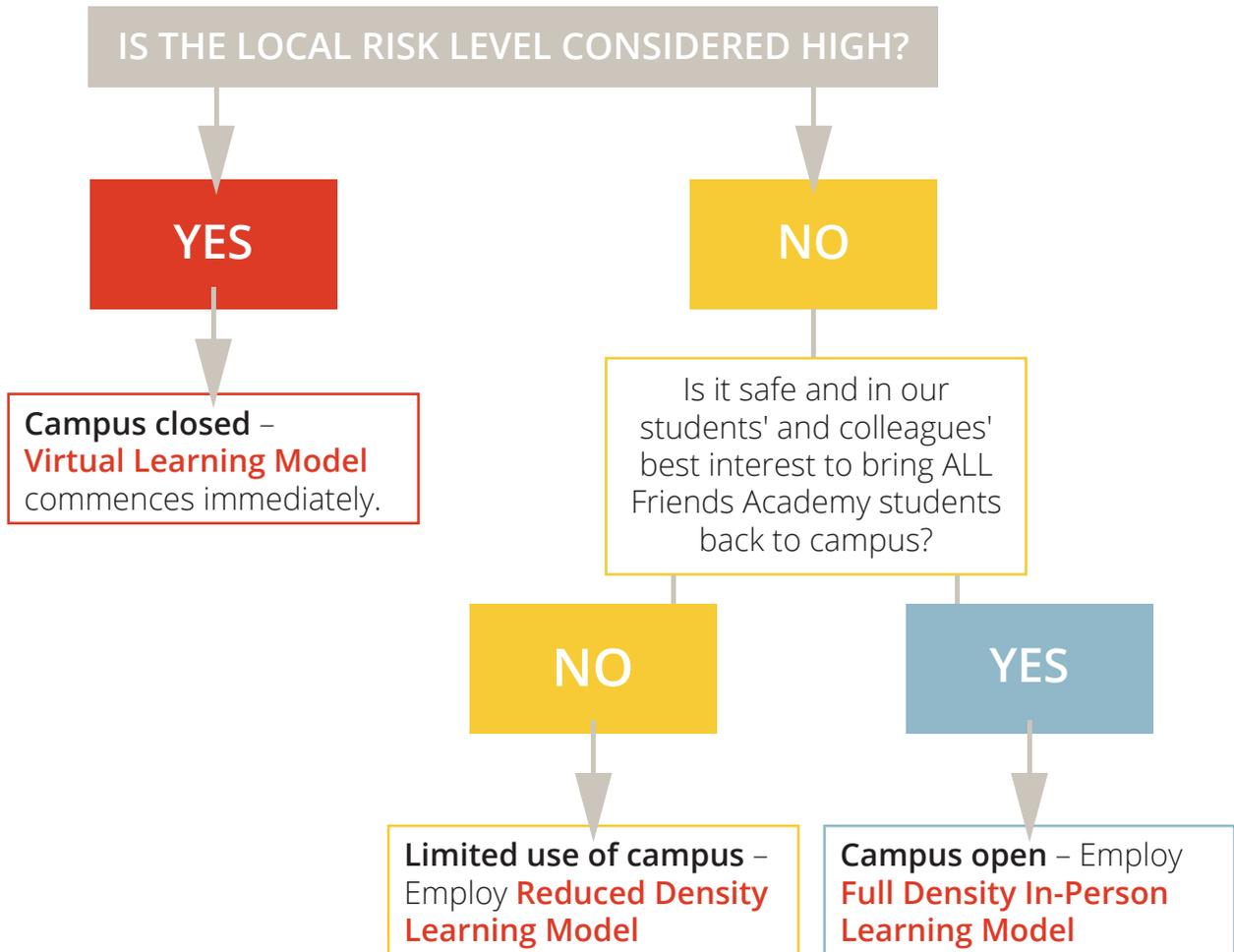
Friends Academy is prepared to return to a **Full Density In-Person Learning Model** when conditions allow us. We will track community and regional health data to inform this decision. Friends Academy is also prepared to shift to a **Virtual Learning Model** (with personalized learning and teaching) should conditions require us to do so.

For those Lower and Middle School families who feel their personal circumstances require them to have their child learn from home, please contact your divisional principal. Please note that connecting virtually to an in-person experience may not be a perfect substitute.

LEARNING MODEL	DESCRIPTION	WHEN RISK LEVEL IS CONSIDERED...
<p style="text-align: center;">✓ THIS FALL</p> <p style="text-align: center;">REDUCED DENSITY LEARNING MODEL</p>	<p>EC-Grade 8:</p> <ul style="list-style-type: none"> • Social distancing • Learning in designated cohorts • Outdoor learning spaces • Limited travel between spaces <p>Grades 9-12:</p> <ul style="list-style-type: none"> • Coordinated online learning • On-campus Learning Days for community connections 	<p style="text-align: center;">MODERATE</p> 
<p style="text-align: center;">VIRTUAL LEARNING MODEL</p>	<p>If the closing of our campus is necessary:</p> <ul style="list-style-type: none"> • All students will attend school virtually with both live synchronous and asynchronous learning experiences • Students will have access to advisors, classroom teachers, and learning enhancement team specialists 	<p style="text-align: center;">HIGH</p> 
<p style="text-align: center;">IN-PERSON LEARNING MODEL</p>	<p>All students on campus with face-to-face learning in classroom spaces.</p> <ul style="list-style-type: none"> • May require some physical distancing and preventative hygiene protocols • Greater density on campus is appropriate 	<p style="text-align: center;">LOW</p> 

Determining Learning Model

Friends Academy will continue to respond to state and local guidance. Our eventual goal, of course, is to have every single one of our students safely on campus. **We are fully prepared to adjust between learning models as local and national conditions continue to shift.**



RISK IS: HIGH

- Governments or health organizations require or recommend schools to close
- Rising infection rates locally or within the Friends Academy community

RISK IS: MODERATE

- Governments or health organizations indicate need for reduced density and safety protocols on school campuses

RISK IS: LOW

- State governments encourage reopening
- Infection rates remain low or continue to decline locally and within our region following large-scale school reopenings

Our Preparations

TEACHER PROFESSIONAL DEVELOPMENT

Our Friends Academy teachers are fully prepared and ready to deliver an exceptional educational experience whatever the model.

- For the past two years, our faculty, in partnership with **Independent School Management**, has prepared to launch a new cross-divisional schedule. With our new longer-block schedule, teachers are able to offer more creative and engaging lessons and our students will experience greater depth and more focused engagement.
- Over the summer, our faculty learned new skills and best practices from **Global Online Academy**, one of the premiere online educational institutions.
- Teachers have used resources available through our ongoing partnership with **Defined Learning** and **Facing History and Ourselves** and engaged in professional development and sharing among our internal community.



CLASSROOM TECHNOLOGY

In addition to the physical changes we are making to our classrooms like reducing the number and spacing of desks, we are also updating our technology.

- Many of our classrooms will include additional computers and high-quality webcams or iPads to allow students learning at home to connect virtually in real time with their class.
- Math and Science teachers in the Middle and Upper school are being equipped with graphics tablets to facilitate the teaching of equations and diagramming in virtual and in-person teaching.
- We are also upgrading the school Internet connections to include dual 1GB lines and adding high density WiFi to the outdoor spaces surrounding our buildings for outdoor class use.

DIGITAL PLATFORMS

In both the Reduced Density and Virtual Learning models, we will combine tested digital platforms to enhance the learning experience for all students. Individual teachers in all divisions may supplement these platforms with additional online resources.



Schoolology is our new Learning Management System for all students. Schoolology allows teachers to post all class content and homework, send announcements, receive assignment submissions, and track grades in one place. The platform allows students to become more autonomous and responsible learners. Parents can also use Schoolology to easily check their child's progress and communicate with teachers.



Seesaw will be used in Early Childhood through Grade 4 for student portfolios and parent communications. Lower School faculty received additional training on the platform in June.



Zoom is a virtual meeting platform in which online classes, meetings, and other activities will be conducted. Zoom allows meeting hosts to distribute attendees into breakout rooms, which is conducive to small group work.



Students in Grades 5-12 will continue to use the **G Suite** (through Google) for email and calendars.

Part 5: Reduced Density Model

Lower School

We commit to delivering an exceptional, child-centered, educational experience for our young learners, and will also prioritize child care considerations in determining our reopening model.

REDUCED DENSITY LEARNING MODEL ✓ THIS FALL

In this starting model for the fall, our youngest learners will return to our campus with careful consideration, prioritizing health and safety. Students in all Lower School grades will be configured in small “cohorts” consisting of approximately 10 students, depending on physical distancing requirements. Students will remain in cohort groupings during most of their day and will have access to both their homeroom teacher and their special areas teachers, who will travel to them in order to reduce large group movement throughout the campus.

A TYPICAL DAY FOR A LOWER SCHOOL STUDENT IN A REDUCED DENSITY MODEL



MORNING – 8 AM

- Safe and staggered arrival and screening procedures
- Morning meeting – outside when possible
- Academic classes in cohort – for example, science studies on our beautiful wooded campus



MIDDAY

- Delicious and nutritious lunch delivered to the classroom
- Recess by cohort grouping
- Full rotation of specials – Art, PE, Spanish, Music, Dance



AFTERNOON – SCHOOL DAY ENDS AT 3:10 PM

- Additional academic time in cohort
- Frequent handwashing throughout the day
- After arriving home, a personal phone call from the teacher to check in at home

BENEFITS OF A REDUCED DENSITY MODEL

- Ability to socialize and learn alongside peers and adults
- One-on-one, small group, and class cohort instruction in an ongoing in-person learning block
- Access to a variety of indoor and outdoor spaces on campus for learning
- In-person Meeting For Worship and Gathering in safe, socially distanced cohorts
- Equal access to enriching dialogue and conversation in “real” time
- A caring, value-driven environment outside of home
- Grading through authentic and on-going narrative assessments

Middle School

We are committed to delivering an exceptional, student-centered, educational experience for our Middle School learners and prioritizing child care considerations, knowing that the age of a child for which working parents feel comfortable leaving students home alone may vary.

REDUCED DENSITY LEARNING MODEL ✓ THIS FALL

In this model, our Middle School students will be invited to return to our campus with careful consideration, prioritizing health and safety. Students in all Middle School grades will be configured in “cohorts,” with the minimal number of cohorts and cohort size determined by available spaces, physical distancing requirements, and course of study. Students will be organized in as few cohorts as possible based on a student’s program of study. Math placement and language course will steer cohorts in eighth grade. Advisors and teachers will travel to students in order to reduce large group movement throughout the campus.

A TYPICAL DAY FOR A MIDDLE SCHOOL STUDENT IN A REDUCED DENSITY MODEL



MORNING – 8 AM

- Safe and staggered arrival and screening procedures
- Advisory check-in
- Two academic classes in cohort
- Break/snack



MIDDAY

- Two academic classes in cohort
- Lunch, socialization, and recess
- One academic class in cohort



AFTERNOON – SCHOOL DAY ENDS AT 3:20 PM

- Advisory check-in, extra help, and community opportunities
- One academic class in cohort
- Athletics for Grades 7 and 8; PE for Grades 5 & 6

BENEFITS OF A REDUCED DENSITY MODEL

- Preserve instructional time, especially in Math, English, Science, History, and World Language
- Maintain academic program
- In-person teacher-to-student connections; ongoing feedback
- In-person student-to-student connections; socialization & community opportunities
- Personalized learning plans as needed
- Twice-daily connection with advisory

Upper School

Preparing our students for college and beyond through a challenging academic program guided by our Quaker principles is the hallmark of Friends Academy. The consistency of daily academic instruction, with their teachers and classmates, made possible through this hybrid model, ensures that our full academic program will continue without interruption or reduction of rigor.

HIGH EXPECTATIONS ON CAMPUS AND AT HOME

Upper School virtual classes will be different this fall. We will run full school days in our new block schedule. Classes will begin and end together and we will share guidelines with families and hold students accountable for dress code, punctuality, and on-camera expectations to ensure classes mirror an on-campus experience. Our new learning management system, Schoology, will help students stay organized and on top of their work by connecting them with their assignments in a modern and easy to use interface.

REDUCED DENSITY LEARNING MODEL ✓ THIS FALL

In this model, Upper School students would take most of their classes in a live virtual setting with teachers and classmates, allowing both whole class and small group work. Students would have one On-Campus Learning Day per week. Grades 9 and 10 will be on campus on the same day; Grades 11 and 12 will be on campus together on a different day.

We will take the same approach in this model to **“on-boarding” for advisories and start-of-school orientations**, allowing for rotations of Upper School grades to move through many days of socially-distanced connection and activities to facilitate deeper relationship building in an obviously trying time.

The screenshot shows a Pear Deck presentation slide titled "Draw or type 2 things you know about enzymes:". The slide is divided into two numbered sections, 1 and 2, by a vertical dashed line. Section 1 contains the text "Enzymes can be in foods". The slide also features a "Students, draw anywhere on this slide!" instruction at the top and a "glen" logo in the top right corner. The bottom of the slide shows a control bar with "5 of 9", "Notes", "13 of 14 Responses", "Presenting", "Hide Responses", "Lock Screens", "New Prompt", and "END".



College Counseling

The Friends Academy College Counseling Office is committed to each and every student's success, and we view the college process from beginning to end as one of growth. Our role is to provide direction so that seniors at our school recognize that ultimately they are called upon to Let Their Lives Speak, allowing them to make a difference in the world in which we live.

ON OUR WEBSITE

The [Friends Academy College Counseling Process section](#) at www.fa.org (**right**) provides a grade-by-grade detailed timeline for each step of the process and additional resources.

SENIORS

Anticipating the challenges of the fall semester, College counselors have been meeting with rising seniors and their parents via Zoom during the summer months for Common Application check-in sessions. Information for seniors will continue to be delivered in morning announcements, including upcoming college virtual visits. The program for seniors will be supplemented by online gatherings for the grade to ensure that students feel supported during a time that marks their transition to adulthood and to promote a sense of class cohesion. Special care will be given to our students' final year as a culmination of their time at Friends Academy.

JUNIORS

College Night, the fall event for juniors will be held virtually as a webinar and will reflect the innovation for which Friends Academy is known. This evening event provides a first look inside college admissions for students and their parents/caregivers, outlining next steps, and setting a direction for the rest of the year.

SOPHOMORES AND FRESHMEN

Marge Bevad will continue in her role as Academic Counselor, advising freshmen, sophomores, and their parents in devising a customized academic program, as well as curricular and co-curricular recommendations.



11th Grade: The Way Will Open

As the work in junior year becomes more complicated, demands on students' time increase. It is important to maintain balance by organizing a schedule that promotes attention to academic, as well as spiritual and emotional well-being. With this, good citizenship remains paramount, as does continuing to make a positive contribution to the Friends Academy community, in addition to the community at large.

TIMELINE >> *The most important advice for juniors is that they direct their concentration and energies to their course work, which should take precedence.*

- OCTOBER
- OCTOBER-DECEMBER
- JANUARY
- FEBRUARY/MARCH
- APRIL/MAY/JUNE
- JULY 1ST

ENGAGING IN THE PROCESS TOGETHER: Attend Meeting for Business, a program designed for both students and parents to help families prepare for next steps, in mid-January.

MEET YOUR COLLEGE COUNSELOR: Students are assigned their individual college counselor.

SCHEDULE FIRST STUDENT/PARENT CONFERENCE: Contact College Office Associate [Sharon Lapointe](#) to set up initial student-parent conference in mid-January.



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A Typical Virtual Day



MORNING - 8 AM

- Morning Meeting/advisory check-in
- Full engagement in improved 80-minute virtual academic block as part of new schedule
- Community time: assembly, clubs and committees, advisory, individual conferences



MIDDAY

- Two 80-minute academic blocks with built-in break
- Lunch and individual meeting time



AFTERNOON - SCHOOL DAY ENDS AT 3:20 PM

- One 80-minute academic block
- Advisory check-out for Grade 9; individual meeting time
- On-campus athletic and arts options

Sample Schedule

The following graphic shows a sampling of Upper School virtual classes over our new 8-day schedule. During each weekly **On-Campus Learning Day**, Grades 9 and 10 (paired) and Grades 11 and 12 (paired) would visit campus over two different days, attend a 40-minute block of each of their classes on that day, and then choose from a variety of co-curriculars and other activities.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:00-8:15	Morning Meeting/Advisory							
8:15-9:35	Introduction to Latin	French 2	Biology	PE	Geometry	History	Dance	English
9:35-10:30	Community Time							
10:30-11:50	Biology	PE	Geometry	History	Health	Service Lab	Computer Game Design	French 2
11:50-12:25	Geometry	History	Dance	English	Introduction to Latin	French 2	Biology	PE
12:25-1:15								
1:15-1:50	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:50-3:10	Health	English	Computer Game Design	French 2	Biology	English	Geometry	History
3:10-3:20	Extra Help/Check-In							

A Typical On-Campus Learning Day



MORNING – 8 AM

- Safe and staggered arrival and screening procedures
- Two in-person classes with half of the class at a time
- When not in class, students will sign up for mandatory activities (Learning Lab; Library; learning specialists, counselors, teachers, etc.)



MIDDAY

- Clubs and committees
- Lunch and socialization



AFTERNOON – SCHOOL DAY ENDS AT 3:20 PM

- Two in-person classes with half of the class and sign-up activities
- Advisory
- On-campus athletic and arts options

BENEFITS OF A REDUCED DENSITY MODEL

- Preserve academic and instructional pacing, rigor and time, especially in core subjects
- Maintain academic program while preserving balance, with time and space for social-emotional and personal development (during On-campus Learning Days, student-to-student and student-to-teacher connections)
- Ongoing and individualized feedback and instruction and advising
- In-person socialization & community opportunities for arts and athletics
- Balance of synchronous and asynchronous learning to mitigate screen fatigue
- Coordinated academic communication and learning using Schoology, Google Meet, and Zoom
- Personalized learning plans as needed
- Continuation of traditional grading scale

Part 6:

Virtual Learning Model 2.0

While we hope that school remains open and in-person, should we need to move to a virtual learning model, we are prepared. Students will engage in live synchronous and asynchronous activities that offer deep learning through digital platforms, which include small-group, student-led experiences that provide for flexibility and flexible pacing. Highly engaging and interactive, students have access to their teachers as needed throughout the day. At Friends Academy, our faculty and staff are well versed in the best practices of a virtual learning model and are prepared to fully support our students in their learning and in their need for community and connection.

Lower School

VIRTUAL LEARNING MODEL

Virtual learning in our Lower School will allow students to continue to be academically enriched and connected to their teachers and classmates, while considering age and development in determining daily screen time.

A TYPICAL VIRTUAL DAY FOR A LOWER SCHOOL STUDENT



MORNING – 8 AM

- Morning Meeting and wellness check-in
- Academic block (including synchronous and asynchronous learning as cohort, individual and small group)



MIDDAY

- Movement break/PE
- Lunch

AFTERNOON – SCHOOL DAY ENDS AT 3:10 PM

- Virtual specials – Art, Music, Spanish
- Academic block (including synchronous and/or asynchronous learning)

BENEFITS OF VIRTUAL MODEL

- Continuation of academics without gap
- Remaining connected to our Quaker ethos
- Opportunities for children to interact with peers and adults
- Opportunities for children to continue to receive one-on-one and small group instruction from teachers
- Continued parent partnership for social, emotional and academic health of children given each families personal experience and circumstances with remote learning
- Continued support from Lower School Principal, psychologists, Lower School Dean of Students

Middle and Upper School

VIRTUAL LEARNING MODEL

In this enhanced model, all school activities will take place in a virtual format, in order to prioritize health and safety. The inaugural launch of Virtual Friends Academy in Spring 2020 offered consistent instruction and daily, live, face-to-face connections with teachers and classmates. Being in daily relationship with each other as a learning community remains our priority in this model, though exact virtual schedules will be different in the 2020-21 school year. Students will engage in daily advisory, classes, and activities via Zoom and Google Meet. Class materials, assignments, and calendars will be readily available to families using our new online platform, Schoology.

A TYPICAL VIRTUAL DAY FOR A MIDDLE OR UPPER SCHOOL STUDENT



MORNING – 8 AM

- Morning Meeting/advisory check-in
- One or two virtual academic classes following new, improved schedule and allowing for deeper engagement with teachers and classmates
- Break/snack (MS) or community time (US)



MIDDAY

- One or two virtual academic classes
- Lunch and individual meeting time
- One or two virtual academic classes



AFTERNOON – SCHOOL DAY ENDS AT 3:20 PM

- Extra help time (US) or community time (MS)
- Advisory check-out (Grades 5-9); individual meeting time
- Virtual arts and athletics options

BENEFITS OF A VIRTUAL MODEL

- Preserve academic and instructional pacing, rigor and time, especially in core subjects
- Maintain academic program and continuity of instruction while preserving balance
- Ongoing and individualized feedback and instruction and advising
- Maintain face-to-face teacher-student connections
- Balance of synchronous and asynchronous learning to mitigate screen fatigue
- Coordinated academic communication and learning using Schoology, Google Meet, and Zoom

Part 7: Co-Curriculars

One of the signature strengths of Friends Academy is our steadfast belief in co-curricular disciplines that go beyond our Academic program. We know pursuits in Arts and Athletics enhance academics by expanding cognitive capabilities through creativity, exploration, community building, leadership and developing in equal measures, the mind, body, and soul. Our Athletics and Arts Departments have designed creative, robust programs for all students, those physically distanced on campus and our Upper School students who will have time on campus to pursue these areas of passion.

Arts

In our virtual model last spring, our students shared their work through our weekly virtual coffee houses and our online gallery. Students in classes met with Alumni working in the theater world to explore how people around the world are making theater online. Students in Honors Arts experimented with form and function. We are currently taking all this research, experimentation and collaboration, and planning vibrant co-curricular opportunities for our students. We are asking ourselves the question: *What can we do during this time of Global Pandemic that we could not do in a regular school year?* We are using this query as a jumping-off point and will be co-constructing experiences with students that speak to our students' passions and expand their experience of art-making.



Friends Academy is exploring:

- A fall theater experience combining new and existing work, which rehearses both virtually and in-person, culminating in a public performance that will be experienced either in-person or online.
- A series of after-school performing arts workshops open to all Upper School students, including African drumming, aerial silks, movement workshops taught by a variety of guest artists, and more.
- Three days a week of afternoon open art studio time in which students can pursue individual projects, work on class projects, and receive in-person feedback and mentorship.
- After-school opportunities for our musical ensembles to meet, rehearse, and record together.
- Regular studio time made available to Honors Arts students to work on their projects

Athletics

Athletics is an integral and significant part of a student's education that provides physical, mental, social and emotional health through physical activity and the ability to develop and cultivate relationships with their teammates. We feel so strongly about this, that we plan to run after school programs to promote physical and mental wellbeing of our athletic teams and all students.

While NYSPHSAA will determine what the sport season schedule will look like for the year, students will have the ability to participate in a variety of experiences when they are on campus within the Reduced Density Learning Model:

- In-season athletes will participate in practices with their teams that continue to allow for distancing but give them the opportunity to work on skills and strategy as a team.
- Out-of-season athletes will have access to strength and conditioning sessions with coaches, in an effort to continue to improve their physical conditioning and strength.
- Students not participating in team sports will have access to on-campus recreational activities at the end of the day such as Cornhole, Kan Jam®, Spikeball® and Speedminton®, that allow for distancing but provide for safe social interaction with their peers and physical activity. Students will be asked to sign up for these activities in advance to ensure the density that is needed to meet our safety guidelines.

Should Friends Academy have to implement a Virtual Learning Model, our coaches are prepared to provide support to their athletes through Zoom meetings, video learning and remote strength and conditioning resources that will give them the ability to continue to train in preparation for their season and allow them to continue to develop as an athlete.



Upcoming Family Communications

In the next few weeks leading up to the start of school, we will be sending several communications to Friends Academy families detailing preparation and logistics:

BACK-TO-SCHOOL COMMUNICATIONS CALENDAR

Thurs. August 13

- Reopening Plan e-mailed to all families

Fri. August 14

- Communication from your principal with more detailed divisional information and links to grade-level Parent Zooms
- Digital Check Proof of 2020-21 Family Directory emailed to all families

Week of August 17

- Grade-level Parent Zooms *(1-hour sessions; Zoom link to follow from principals)*

Early Childhood

Wed. Aug. 19 – 4 pm

Kindergarten

Wed. Aug. 19 – 8 am

1st Grade

Tues. Aug. 18 – 8 am

2nd Grade

Fri. Aug. 21 – 9 am

3rd Grade

Wed. Aug. 19 – 9 am

4th Grade

Tues. Aug. 18 – 9 am

5th/6th Grades

Wed. Aug. 19 – 8 am

7th Grade

Tues. Aug. 18 – 8 am

8th Grade

Tues. Aug. 18 – 9 am

9th Grade

Thurs. Aug. 20 – 5:30 pm

10th Grade

Thurs. Aug. 20 – 8 am

11th Grade

Fri. Aug. 21 – 8 am

12th Grade

Thurs. Aug. 20 – 4 pm

Wed. August 19

- Divisional emails regarding schedules and specifics for week of August 31 Orientation Week

Fri. August 28

- Divisional emails regarding drop-off, protocols, reminders, and schedules after Labor Day

Week of August 31

- Back-to-School Orientation Week for all students; on-campus orientation for students in 9th-12th grades

Thurs. September 3

- Last-minute reminders

Tues. September 8

- Academic classes begin

Fri. October 2

- Following weekly assessments of the situation in the Friends Academy community and in our region, we will communicate if our learning models will shift

Reopening Task Force

Andrea Kelly
Head of School

Jen Halliday
Assistant Head of School
and Director of Academic Affairs

Ken Ambach
Director of Technology
Interim Incident Command Team Lead

Mark Preziosi
Director of Facilities and Security
Incoming Incident Command Team Lead

Incident Command Team:

Ron Baskind
Director of Student Affairs and Quaker Practice

Andrea Miller
Director of Strategic Communications

Al Quackenbush
Director of Athletics and Physical Education

Michael Quinland
School Psychologist

Ann Marie Tidona
Director of Finance, Operations, and Strategic Projects



We can't wait to
see you!

