



# REOPENING PLAN

Shady Side Academy  
2020-2021

*Rev 11.20.20*



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# ● ● ● INTRODUCTION

July 31, 2020

Dear Shady Side Academy Families,

I am proud to share our comprehensive 2020-2021 Reopening Plan, which complies fully with all CDC guidelines and government public health mandates. At present we are actively preparing to start the school year on September 1 with in-person instruction for every child, every day, while also providing a live remote video attendance option in support of students for whom on-campus participation is unworkable or unadvisable. As you will see in the plan, we are taking extensive measures to prevent the transmission of COVID-19 and prioritize the health and safety of our community members, including significant renovations of our campuses and buildings, adjustments to our academic schedules, the implementation of state-of-the art technology, robust disinfection and hygiene practices, as well as a range of other health and safety protocols informed by the region's leading medical experts. And, our plan provides the necessary flexibility for us to toggle to all-school distance learning if necessary.



## **Our 2020-2021 Reopening Plan has been built upon the following foundational principles:**

- **Safety** – As one of our Guiding Principles, safety underpins every aspect of this plan, which has been designed to fully align with federal, state and county public health guidelines and in consultation with infection prevention experts at UPMC. The health and safety of our students and employees remains our highest priority. We know that if students do not feel safe at school, or their families do not feel safe sending them to school, they will not learn effectively.
- **Academic Excellence** – As it has for the last 137 years, our commitment to academic excellence is unwavering. Rather than simply looking for a way to survive this challenge, we have embraced this as an opportunity to reimagine the way we deliver on this promise to families. Our goal is not simply to survive this pandemic, but to thrive in spite of it.
- **Flexibility** – When it is safe to do so, we believe children are at their best academically and socially when they attend school in person and form close relationships with their teachers and peers. Therefore our planning process has been guided by the goal of serving every child, every day with in-person, on-campus instruction. However, in these uncertain times, we recognize that a successful return-to-school plan must be flexible enough to adapt. This plan is designed not only to provide a safe, in-person learning environment, but also to offer an effective distance learning environment if needed.

I am thankful to all of my talented, generous colleagues who dedicated the past few months to the development of this plan, especially the members of our COVID-19 Health and Safety Team. Our team has worked tirelessly and around the clock this summer, and I remain so proud of their dedication and commitment to our special community. They are such an inspiring group of human beings, and I count myself lucky to serve as their leader. I know you join me in expressing gratitude to all of those who have prepared and will implement this plan in support of our students and mission.

The coming year will demand continued patience and elasticity from all of us. Please take heart in the fact that none of us are alone and that we are a highly relational community where people connect meaningfully, provide support and learn deeply with one another – and we will remain so in the months ahead: *So stand throughout the years!*

Glory to Shady Side!

A handwritten signature in black ink that reads "Bart". The signature is written in a cursive, flowing style.

Bart Griffith '93  
President

## ● ● ● ABOUT COVID-19

COVID-19 is an illness caused by a virus that can spread from person to person. Symptoms can range from mild or no symptoms to severe illness, and may appear **2-14 days after exposure**. Symptoms may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. You can become infected with COVID-19 by coming into close contact with an infected person, from respiratory droplets when an infected person coughs, sneezes or talks, or by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes.

### PREVENTION

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid exposure to the virus. The following are the best ways to prevent the spread of COVID-19:

- **Wash your hands often** with soap and water for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol, especially after you have been in a public place, or after blowing your nose, coughing or sneezing. Avoid touching your eyes, nose and mouth with unwashed hands.
- **Avoid close contact.** Maintain six feet of distance between yourself and people who are sick, and people who don't live in your household.
- **Cover your mouth and nose with a cloth face mask** in public and around people who don't live in your household, especially when social distancing is difficult to maintain.
- **Cover coughs and sneezes** with a tissue or use the inside of your elbow. Throw used tissues in the trash, and immediately wash your hands or use hand sanitizer afterward.
- **Clean and disinfect** frequently touched surfaces regularly.
- **Monitor your health daily.** If you develop symptoms of COVID-19, stay home and follow CDC guidance.

### RESOURCES

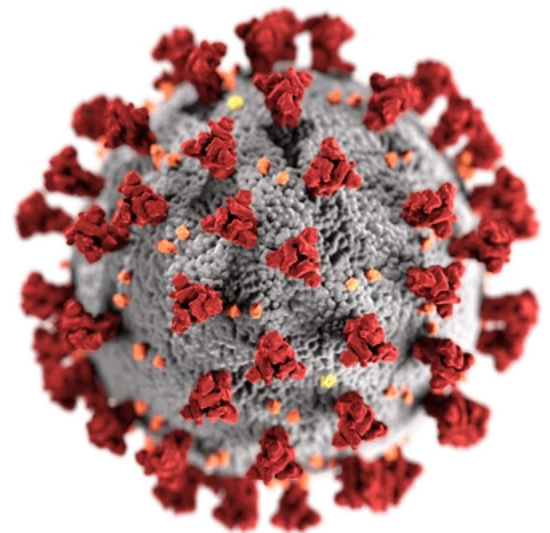
[John Hopkins CSEE Coronavirus COVID-19 Global Cases](#)

[CDC: Coronavirus \(COVID-19\)](#)

[PA Department of Health: Coronavirus \(COVID-19\)](#)

[PA.gov: Responding to COVID-19 in Pennsylvania](#)

[Allegheny County Health Department: Coronavirus \(COVID-19\)](#)



# **SCHOOL OPERATIONS BY COLOR PHASE**

The below chart provides an outline of the Academy’s planned operations broadly based on the level of community transmission in Allegheny County as defined by the [PA Department of Education guidelines](#), as well as the prevalence of COVID-19 cases in our school community. The Academy’s COVID-19 Health and Safety Team will closely monitor cases in the SSA community and heed state and county recommendations related to school operations.

ALLEGHENY COUNTY STATUS	ACADEMY OPERATIONS
<ul style="list-style-type: none"> <li>• Low to moderate or controlled community transmission of COVID-19</li> </ul>	<p><b>IN-PERSON INSTRUCTION</b></p> <ul style="list-style-type: none"> <li>• Classes held on campus with students attending in person</li> <li>• Live remote attendance option using smart video technology for students with specific circumstances that make on-campus learning unworkable or inadvisable (see page 17 for more detail)</li> <li>• SSA follows CDC and PA guidance for PPE, de-densifying and social distancing, as well as any additional restrictions mandated by the state or county.</li> <li>• Athletics continues, following CDC and PA guidance for interscholastic competition</li> <li>• Non-essential visitor/volunteer restrictions</li> <li>• Virtual assemblies and large gatherings; small in-person gatherings within CDC and ACHD limits</li> </ul>
<ul style="list-style-type: none"> <li>• Mandated or elective campus closure due to substantial, uncontrolled community transmission of COVID-19</li> </ul>	<p><b>DISTANCE LEARNING</b></p> <ul style="list-style-type: none"> <li>• Classes held online with students participating synchronously or asynchronously from home</li> <li>• No athletics, or in-person activities and events</li> <li>• Virtual assemblies and gatherings</li> <li>• Campus(es) may remain open to faculty/staff, only if deemed safe</li> </ul>

## ● ● ● COMMUNITY EXPECTATIONS

All members of the Shady Side Academy community have a shared responsibility to prevent the spread of COVID-19 and keep our students and employees – and their families – safe. It is critical that all community members remain committed to the policies and procedures listed in this plan and any future communications.

### WE EXPECT ALL SSA FAMILIES TO ABIDE BY THE FOLLOWING:

**TRAVEL GUIDANCE:** All SSA families are strongly encouraged to avoid non-essential out-of-state travel. Students or employees who travel out of state should quarantine and may not return to school in person for 14 days after returning to PA. Please note it is SSA's policy that a negative COVID-19 test does NOT release the individual from a full 14-day quarantine even though the [PA DOH Nov. 17 Travel Order](#) provides a testing exception. If your child must quarantine, contact your school head to request the live remote video attendance option (see page 17).

**PUBLIC HEALTH GUIDANCE:** Adhere to all orders and guidance of all applicable government health organizations, including the CDC, PA Department of Health and Allegheny County Health Department. This includes practicing social distancing and wearing face coverings outside of school.

**HYGIENE:** Practice and reinforce good hygiene practices at home, especially frequent hand-washing.

**MEDICAL FORMS:** Complete all required medical forms in Magnus Health, including emergency contacts, before your child begins classes or preseason athletics.

**DAILY HEALTH SCREENINGS:** Complete the required symptom questionnaire for each child at home each morning. If your child fails the temperature check upon arrival at school, take them home.

**STAY HOME IF SICK:** If your child feels sick, or if they answer yes to any of the questions on the daily symptom questionnaire, keep them home from school.

**FACE COVERINGS:** Send your child to school wearing a clean fabric face mask every day, and teach them how to properly wear and remove the mask. Wash fabric masks regularly.

**PICK UP SICK CHILDREN:** If your child becomes sick or symptomatic at school, please pick them up within an hour of notification. Boarders must be picked up by their local host/guarding within 24 hours of notification.

**COVID-19 CASE/EXPOSURE NOTIFICATION:** If your child or someone in your household tests positive for COVID-19 or has been exposed to COVID-19, notify the school nurse immediately and follow all protocols for isolation/quarantine and returning to school.



# ● ● ● HEALTH AND SAFETY MEASURES



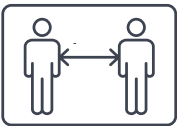
**HEALTH SCREENINGS:** Parents must complete a symptom questionnaire for each child via the AUXS Safety App each morning, and employees must complete one as well. If any answers are “yes,” they may not come to school. If all answers are no, the student/employee will receive a “green pass” email. Upon arrival, they must show their green pass and undergo a no-touch temperature check. Anyone with a fever of 99.5 degrees\* or higher on two consecutive temperature checks will be sent home with instructions for follow-up with a physician. Boarders will be referred to the health center and, if deemed necessary, must be picked up by their local host/guardian within 24 hours. Students who fail the screening may not participate in athletics until cleared to return to campus. See the [Safety App Quick Reference Guide](#) for instructions. [Email the Help Desk](#) if you did not receive a welcome email or are having problems with the app. *\*The 99.5 degree temperature is based on recommendations of UPMC medical experts.*



**FACE COVERINGS:** Students and employees are required to wear face masks that cover the nose and mouth during the school day and will be provided with two SSA fabric masks. Masks may be solid-colored or patterned, and may not have words or sayings on them. Policies will allow for the removal of masks when it is safe to do so, such as during meals and socially distant outdoor activities. Clear face masks are available to teachers to enhance communication with young or hearing-impaired students.



**HYGIENE:** Good hygiene will be taught and reinforced. Hand-washing stations are being installed in hallways and common areas, and touchless hand sanitizers are in every classroom. Water fountains and water bottle refill stations will be closed, and students should bring a full water bottle to school each day. Bottled water also will be available.



**SOCIAL DISTANCING:** In classrooms, desks and tables will be arranged to meet CDC guidelines for social distancing. Existing classrooms have been reconfigured or expanded, and some common spaces have been converted into classrooms to allow for social distancing in every single class.



**COHORTS AND REDUCED MIXING:** Academic schedules and classroom assignments have been designed to keep students in smaller, more consistent cohorts throughout the school day. Students will travel less from room to room and encounter fewer peers in hallways and common areas.



**SHARED MATERIALS:** Classroom practices will limit the sharing of devices and learning materials, and the touching of other students’ personal belongings.



**TRANSITIONS:** Hallways and stairwells will be designated as one-way, with appropriate signage.



**FOOD SERVICE:** Lunch will be delivered to classrooms or packaged for “grab and go” service. Individually packaged meals will be served in recyclable or biodegradable containers, and all buffet-style stations in the cafeterias will be closed. Families and employees must order lunches online in advance via the [Choosi](#) website or mobile app. View the [Choosi instructions PDF for parents](#).

## Health and Safety Measures (cont.)



**VIRTUAL GATHERINGS:** Larger gatherings such as assemblies and meetings will be held virtually.



**FIELD TRIPS:** There will be no in-person field trips.



**CLEANING AND DISINFECTION:** Classrooms, common spaces, high-touch surfaces and shared equipment will be cleaned and disinfected frequently following CDC guidelines and using CDC- and EPA-approved products. Fog sprayers will be used to disinfect dormitory common areas and frequently used spaces.



**RESTROOMS:** Restrooms will be cleaned hourly and have occupancy limits.



**VENTILATION:** Buildings with HVAC systems have new air filters with settings adjusted for fresh air intake. Buildings without HVAC will utilize open windows and fans where needed to increase fresh air flow. Classes and activities will be held outdoors when possible.



**SIGNAGE:** Abundant signage will reinforce health and safety protocols including hygiene, social distancing, mask-wearing, one-way traffic and more.



**EMPLOYEE TRAINING:** Employees will receive training on health and safety protocols, and faculty and staff will receive guidance on how to model, encourage and enforce protocols with students.

## PARENT & VISITOR RESTRICTIONS

**Visitors** will be restricted to those with essential tasks that cannot be completed remotely. All visitors must have an appointment with a department or employee; no walk-ins can be accommodated. All reception desks will be equipped with plexiglass dividers, and visitors must undergo a health screening upon arrival, in addition to the usual safety protocols. Visitors must wear a face covering at all times while on campus.

**Parents and family members** will not be able to volunteer on campus, walk into the building to drop off or pick up students, or visit students during the school day. All parent meetings and parent-teacher conferences will be held virtually via Zoom.



# ● ● ● COVID-19 CASE PROTOCOLS

While these health and safety protocols will minimize the risk of exposure to COVID-19 on our campuses, we expect there will be cases of COVID-19 in our community. In September we updated our COVID-19 case protocols to reflect the latest guidance from the Pennsylvania Department of Health, as outlined in this PDF document: [COVID-19 Symptomatic K-12 Student or Staff Process Flow](#). Below are SSA's most current health and communication protocols for symptomatic, positive and household/close contact cases:

*Note: In all protocols, a fever is defined as a temperature of 99.5 degrees or higher.*

## SYMPTOMATIC CASES

If your child demonstrates symptoms associated with COVID-19 or fails the daily health screening, you should keep your child home, contact your school nurse, and follow up with your pediatrician, who will determine whether your child should be tested for COVID-19.



- **If your pediatrician does not recommend a COVID-19 test and clears your child to return to school**, your child may return if they have been fever-free for 24 hours (below 99.5 degrees without the use of fever-reducing medication) and their symptoms have improved.
- **If your pediatrician does not recommend a COVID-19 test and does not clear your child to return to school**, your child should stay home for 10 days after symptom onset, and at least 24 hours after fever resolution and symptom improvement.
- **If your pediatrician recommends a COVID-19 test**, your child AND other members of your family, including siblings and faculty/staff parents, should stay home from school until the test result is received. If the test is negative, siblings/parents may return to school immediately, and the child may return 24 hours after fever resolution and symptom improvement. If the test is positive, see the next section below.

**You do not need to share the fact that your child is symptomatic with anyone other than the school nurse**, including the attendance contact, the school head, or your child's teachers. It is important that the nurses take the lead in informing additional school personnel to ensure compliance with privacy laws. Also, because many non-COVID-19 illnesses have similar symptoms, we want to ensure families who correctly follow our protocols by keeping symptomatic students home are not subject to unnecessary speculation and rumor. Therefore, when you contact the school office or your child's teachers to report the absence, you should simply say your child will not be attending school that day.

## POSITIVE CASES

**If your child receives a positive COVID-19 test result, notify the school nurse immediately.** Students who test positive may not return to school until cleared by a doctor, at least 10 days after symptoms first appeared and 24 hours fever-free with improved symptoms.

**The nurse will report the case to the Allegheny County Health Department and work in partnership with the ACHD on contact tracing.** The CDC defines a "close contact" as someone within 6 feet of an infected person for a cumulative total of 15 minutes or more starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated. *\*Individual exposures*

added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Remember, our social distancing protocols are designed to minimize the potential for close contacts with a positive case during the school day. If contact tracing identifies any close contacts that occurred on our campuses, SSA will directly notify the affected families with instructions for quarantine and testing. Due to privacy laws, the names of those who test positive or are exposed to COVID-19 will be kept confidential.

**It is best if the child's family does not directly notify other community members beyond the school nurse.** While we recognize that families of positive cases may feel obligated to inform teachers and classmates, please trust that SSA and the ACHD will ensure that any close contacts are identified and informed, and that those who are not close contacts are not alarmed unnecessarily. We also recognize that families may be anxious to know about any symptomatic and positive cases in the community. Please know that if you do not receive a phone call or email from a school nurse or an ACHD contact tracer, there is no reason to suspect your child was in close contact with an infected person, and he/she does not need to stay home from school.

**If you hear of a positive case in the SSA community,** either directly or secondhand, we ask that you not share that information with others to protect the privacy of the infected person and prevent stigmatization. SSA will only act on positive cases when a family contacts the school directly; we will not investigate rumors, anonymous tips or secondhand information.

### **HOUSEHOLD/CLOSE CONTACT CASES**

**If a member of your household is awaiting results of a COVID-19 test,** your child should quarantine at home until results are received, and the school nurse should be notified. If the household member's test is negative, the child may return to school.

**If a member of your household tests positive for COVID-19, or if you are notified that your child has had close contact with someone who tested positive,** your child should quarantine at home for a full 14 days from the date of last exposure, and both the school nurse and your pediatrician should be contacted for follow-up. Please note that a negative test result for the child does not allow them to end quarantine early. Because the virus incubation period can be as long as 14 days, the child must stay quarantined for that same length of time.

Should SSA or the ACHD determine that any of our campuses need to dismiss early or close temporarily due to COVID-19 cases, families will be notified via our School Messenger emergency notification system, and distance learning will go into effect.



# ● ● ● TECHNOLOGY

## PERSONAL DEVICES

- **Grade K-8 students** will have school-issued iPads with age-appropriate accessories.
- **Grade 9-12 students** must have a Mac or Windows laptop. Students who do not have their own laptop may check out a Microsoft Surface Pro from the library for home and school use. Contact Senior School Librarian [Lindsey Myers](#) to request a laptop.
- **All students** must take their devices and accessories home each evening and return with them fully charged the next school day.

## SMART VIDEO CAMERAS IN CLASSROOMS

**Meeting Owl Pro** “smart” video cameras will be available to every classroom and will integrate with Zoom for students utilizing the live remote attendance option during in-person instruction. The Meeting Owl Pro has a 360° panoramic view and automatically shifts to focus on whoever is speaking, allowing students at home to participate in classes live alongside their peers.



## ONLINE LEARNING PLATFORMS



**Canvas** is SSA’s new PK-12 learning management system (LMS), replacing Finalsight Teacher Pages, Google Classroom and class blogs to ensure all assignments, resources and communication live in a single digital platform. Parents and students will receive more details on Canvas at the beginning of the school year.



**Seesaw** will be utilized for PK-5 students alongside Canvas to support instruction. Seesaw allows younger students to use creative tools to take pictures, draw, annotate, record videos and interact with curricular content.



**Zoom** video conferencing will be used for the live remote attendance option as well as all-school distance learning. When in-person classes are being held, Zoom’s integration with the Meeting Owl Pro camera will enable students at home to participate in classes virtually alongside their peers. Should the entire school move to distance learning, Zoom will be used for all synchronous (live) classes.

## SUPPORT

- Students will receive training on device care, digital citizenship and instructional resources.
- School-issued devices will be managed by the Academy.
- Parents will have access to [training resources](#) for Canvas, Seesaw and Zoom.
- The Technology Help Desk is available to support students, parents and teachers via email and Zoom on school days from 8 a.m. to 4 p.m. Email [helpdesk@shadysideacademy.org](mailto:helpdesk@shadysideacademy.org) for the following:
  - If you have trouble using any SSA online learning platforms
  - If you are having trouble with your SSA-issued device or need a device
  - If you do not have adequate internet access in your home for distance learning
  - If you are purchasing a laptop for a Senior School student and would like specifications

## SECURITY

- All SSA online learning platforms are password-protected for security.
- SSA’s Zoom license provides more security than the free version. Class meeting IDs are posted on password-protected platforms, a “waiting room” eliminates unwanted drop-ins, and meetings are locked once all students are present.

## POLICY ON RECORDING OF CLASS SESSIONS

Faculty may record video and/or audio of in-person or virtual class sessions. Recordings of class sessions may be made available to students by the instructor. To protect the privacy of students, class recordings will be purged after eight days. **Students are prohibited from capturing or making their own recordings of class sessions.**

# ● ● ● IN-PERSON INSTRUCTION

In-Person Instruction will be offered on campus for every child, every day, unless the county or the Academy deems a closure necessary. Across all four campuses, we have worked to modify our classrooms and academic schedules to keep students in smaller, more consistent cohort groups to limit the number of individuals they come into contact with throughout the school day.

## COUNTRY DAY SCHOOL

### ARRIVAL AND BEFORE CARE

Carpool families will be assigned staggered arrival times and designated to the lower or upper entrance. Upon arrival, students must show their “green pass” from the daily symptom questionnaire and undergo a no-touch temperature check before entering the building. Parents are not permitted to walk students into the building.

Before care is available beginning at 7:30 a.m. Small age-based cohorts will rotate between play time in the gym and quiet art, reading and play time in the lobby, with social distancing.

*NOTE: This year, we ask that families utilize before care only when necessary to keep our numbers at a minimum.*



### CLASSROOMS AND COHORTS

Some grades have been split into 2-3 sections or “cohorts” to meet CDC social distancing guidelines in every classroom. Existing homerooms have been modified or expanded, and some specialists’ rooms and common spaces have been converted into homerooms. Cohorts will stay together all day. To minimize hallway traffic, specialist teachers will come to each homeroom vs. students traveling from room to room.

### ACADEMIC DAY AND SCHEDULE

The academic day will run from 8:00 a.m. to 3:15 p.m. These times may vary slightly due to staggered arrival and dismissal procedures. Classes will follow a five-day (Monday-Friday) schedule with multiple breaks throughout the day for lunch, recess, outdoor learning and handwashing.

### OUTDOOR LEARNING, PHYSICAL EDUCATION AND PLAY

Students will learn and play outdoors as much as possible, utilizing our full 17-acre campus. Classes, recess and play time will happen in the treehouse, outdoor classroom, woods, playground, garden and fields. Outdoor and playground equipment will be sanitized between uses. Students will continue to have physical education classes, utilizing the outdoors when possible. **All students will wear their school uniforms for PE and will not need to purchase PE uniforms.** Please send your child to school with appropriate clothes and outerwear for the day’s weather.

### ARTS

Art and music classes will be taught in each homeroom. Music classes will have a general music emphasis, with no choral singing, wind instruments or concerts.

### LUNCH

Cohorts will eat lunch in their classroom. Cafeteria lunches may be ordered online in advance through Choosi and will be delivered to the classroom.

## In-Person Instruction (cont.)

### ASSEMBLIES AND COMMUNITY TIME

Virtual assemblies will be held each Friday, with students participating from their classrooms via Zoom. Responsive Classroom morning meetings and closing circles will occur in each homeroom.

### DISMISSAL AND AFTER SCHOOL

Carpool families will be assigned staggered dismissal times at the upper and lower entrances. Bus students will remain in homerooms until their bus is called over the PA system. After-school students will be picked up in their classrooms by ASA staff.

After School Adventurers (ASA) will not offer enrichment classes this year, but will be available for families who need after-school child care. ASA students will be kept in small age-based cohorts and enjoy a mix of indoor and outdoor play, fun activities and quiet homework time. Families must register for ASA in advance.

*NOTE: This year, we ask that families utilize ASA only when necessary to keep our numbers at a minimum.*

## JUNIOR SCHOOL

### ARRIVAL AND BEFORE CARE

Multiple building entrances will be used to prevent congestion. Upon arrival, students must show their “green pass” from the daily symptom questionnaire and undergo a no-touch temperature check before entering the building. Parents are not permitted to walk students into the building.

Before care is available beginning at 7:30 a.m. Small age-based cohorts will rotate between play time in the gym and quiet art, reading and play time in the foyer, with social distancing.

*NOTE: This year, we ask that families utilize before care only when necessary to keep our numbers at a minimum.*

### CLASSROOMS AND COHORTS

Additional sections or “cohorts” have been added to some grades to meet CDC social distancing guidelines in every classroom. Existing homerooms have been modified or expanded, and some specialists’ rooms and common spaces have been converted into homerooms. Cohorts will stay together all day. To minimize traffic in the hallways, specialist teachers will come to each homeroom vs. students traveling from room to room.

### ACADEMIC DAY AND SCHEDULE

The academic day will run from 8:00 a.m. to 3:15 p.m. Classes will follow a five-day (Monday-Friday) schedule with multiple breaks throughout the day for lunch, recess, outdoor learning, and handwashing.

### OUTDOOR LEARNING, PHYSICAL EDUCATION AND PLAY

Students will learn and play outdoors as much as possible, utilizing our full seven-acre campus as well as Frick Park. Classes, recess and play time will be held on the fields, playgrounds, gardens, courtyards, patios and park trails. Outdoor and playground equipment will be sanitized after use. Students will continue to have physical education classes, utilizing the outdoors when possible. **All students will wear their school uniforms for PE and will not need to purchase PE uniforms.** Please send your child to school with appropriate clothes and outerwear for the day’s weather.



## In-Person Instruction (cont.)

### ARTS

Art and music classes will be taught in each homeroom. Music classes will have a general music emphasis, with no choral singing, wind instruments or concerts.

### LUNCH

Cohorts will eat lunch in their classroom. Cafeteria lunches may be ordered online in advance through Choosi and will be delivered to the classroom.

### ASSEMBLIES AND COMMUNITY TIME

Virtual assemblies and community “meetings” will be held each week, with students participating from their classrooms via Zoom. Responsive Classroom morning meetings and closing circles will occur in each homeroom.

### DISMISSAL AND AFTER SCHOOL

We will utilize multiple building exits to avoid congestion at dismissal time. Bus students will remain in homerooms until their bus is called over the PA system. After-school students will be picked up in their classrooms by ASE staff.

After-School Explorers (ASE) will not offer enrichment classes or music lessons this year, but will be available for families who need after-school child care. ASE students will be kept in small age-based cohorts and enjoy a mix of indoor and outdoor play, fun activities and quiet homework time. Families must register for ASE in advance. *This year, we ask that families utilize ASE only when necessary to keep our numbers at a minimum.*

## MIDDLE SCHOOL

### ARRIVAL

Upon arrival, students must proceed to the medical tent in front of the main entrance to show their “green pass” from the daily symptom questionnaire and undergo a no-touch temperature check. Students arriving before 7:45 a.m. will enter the gym, where they will be monitored and maintain social distancing. Students arriving after 7:45 will go straight to their first period classroom.



### LOCKERS

Students will only use their lockers to store outerwear and athletic bags. They will carry the day’s instructional materials in their backpacks. Class supply lists are posted on the [Summer Information](#) and [Newly Enrolled Families](#) pages that will lighten the load in their backpacks. This will eliminate students crowding around lockers and enable them to move directly from class to class.

### ADVISORY GROUPS AND CLASSROOMS

Advisory groups will remain small, with homeroom assignments that allow for social distancing. Existing classrooms have been modified or expanded, and some common spaces have been converted into classrooms to ensure social distancing in every class.

### ACADEMIC DAY AND SCHEDULE

The academic day will begin at 8 a.m. and end between 3:30-3:40 p.m. (see Dismissal section). Upon arrival, students will go straight to their first period class (not homeroom). Classes will follow a seven-day rotating schedule similar to last year, but with shorter 40-minute periods to allow extra passing time between classes.

## In-Person Instruction (cont.)

### ARTS

Art and music classes will continue to be held. Music classes will be modified, with no choral singing, wind instruments, or concerts. Drama will still occur as a fall and spring activity; however, no all-school play or musical will be performed.

### LUNCH AND CONFERENCE

Lunch and conference will be combined into fifth period, which is a longer period. Students will return to their homerooms to do schoolwork and conference with teachers via Zoom. Lunch will be eaten in the homeroom during this period as well. Cafeteria lunches can be ordered online in advance through Choosi and will be delivered to the classroom.

### ASSEMBLIES

Virtual assemblies will be held once per cycle, with students participating from their homerooms via Zoom.

### LIBRARY

Students may browse and request library books for delivery through the online library catalog. eBooks will also be available for student self-checkout.

### ATHLETICS AND ACTIVITIES

Students will still participate in their chosen athletic/activity at the end of the school day. More athletic teams will practice at the Middle School campus than in the past. Students who ride buses to the Senior School for athletics will be seated one per seat, and buses will be disinfected after each trip. Athletics will focus on skill development and follow the [SSA Procedure and Protocol Framework for Athletics](#). Interscholastic games will be played only if it is deemed safe.

Robotics will not take place this fall, and Rocketry has been moved from fall to spring. The Science Olympiad program will continue, but there will be no travel, and events will be virtual. Student-led clubs and committees will meet via Zoom during conference and lunch period.

### DISMISSAL

NEW: Carpool students whose athletic/activity takes place at the Middle School should be picked up at the MS campus at 3:30 p.m. All students who ride school district buses, and carpool students whose athletic/activity takes place at the Senior School, will be dismissed from the SS campus at 3:40 p.m.

## SENIOR SCHOOL

### ARRIVAL

Upon arrival, students must show their “green pass” from the daily symptom questionnaire and undergo a no-touch temperature check at one of two medical tents: at the Rowe Hall flagpole entrance or the Hillman Center lower entrance.

### LOCKERS

School lockers and locks will be provided only to students who request them. Students can request a locker by emailing [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org).



## In-Person Instruction (cont.)

### ACADEMIC DAY AND SCHEDULE

The Senior School has a new academic schedule this year to minimize the number of classes and interactions students have per day and allow for smoother and more sustainable toggling to distance learning. The academic day will run from 8:30 a.m. to 3:20 p.m. except on Wednesdays, which will run from 9:35 a.m. to 2:15 p.m. with time in the morning and afternoon for faculty meetings and professional development.

Each 12-week term will be divided into two six-week sessions, one Blue and one Gold. Each year-long and term classes will meet in either the Blue or Gold session but not both. Classes will meet every day on a Monday-through-Friday rotating schedule. Each day includes four 70-minute class periods (50 minutes on Wednesdays), and most students will take 2-3 classes per session.

### COMMUNITY TIME

A community time period (formerly assembly period) is built into each school day except Wednesday. This time will be used for virtual assemblies and class meetings, in-person advisory group meetings (designated rooms), and student activities/club meetings. Assemblies will be livestreamed.

### LUNCH

Dining hall lunches can be ordered in advance online through Choosi and will be prepackaged for “grab-n-go” pickup at different locations on campus. Students will be assigned several different indoor and outdoor eating locations by grade to choose from, with socially distant seating and occupancy limits at each. Tents on the Main Quad and Gryzmkowksi Terrace will provide additional outdoor socialization and dining areas.

### FREE PERIODS

Students will have a variety of approved indoor and outdoor locations where they can spend free periods. Grade 9-10 students will be required to report to designated supervised locations for free periods during first or second period.

### ARTS

Visual art classes will continue in the Benedum Visual Arts Center, which is spacious enough to allow for social distancing. Music class offerings will be modified, with no choral singing, wind instruments or concerts. Theatre offerings will include small fall and winter productions that maintain social distancing for actors and are shared with the community virtually via video livestream.

### LIBRARY

Students may request library books via email for pickup at the circulation desk during designated times. Overdue notices will be sent via email. Returned books will be quarantined for three days before being returned to circulation. [View the library policies and procedures here.](#)

### ATHLETICS

Golf, girls' tennis, and cross country will complete a full fall schedule. The contact sports of football, soccer, and field hockey will not begin interscholastic competition until late September while maintaining all WPIAL section games. All teams will follow [SSA's Procedure and Protocol Framework for Athletics](#). There will be a 250-person gathering limit for fall home games. Spectators are limited to two family members per team participant (player, cheerleader, coach); however, no visiting fans are permitted for football. Spectators must follow the [SSA Fall 2020 Athletic Spectator Protocols](#). Football, soccer and field hockey games will be livestreamed by [KVT Productions](#).

### CLUBS AND ACTIVITIES

Club and student activity planning time will happen on Thursdays during the community time period. Clubs may also meet virtually at times convenient to their membership.



## BOARDING & RESIDENTIAL LIFE

Reopening our boarding program requires a shared commitment to individual and community health. We will employ multiple overlapping mitigation strategies to keep our community safe. This is an opportunity to make our residential life program and community stronger.

### OPENING OF SCHOOL

- **Local Host/Guardian:** Every boarding student must identify a site – off campus and within a 4-5 hour driving distance in the United States – where they may isolate and/or quarantine if necessary.
- **Move-In:** Multiple move-in days will be offered the week before school starts.
- **Airport Transportation:** We will not provide transportation from the airport to SSA. Contact [Chad Green](#) for information on reputable car services.



### DORMITORIES

- **Family Units & Dorm Squads:** Roommates will be considered a “family unit.” Each dorm will be divided into four “dorm squads” based on room location, with a dorm advisor and prefect in each squad. This is intended to reduce contacts while fostering meaningful connections among smaller groups of students.
- **Rooms:** All students should anticipate living in doubles. If available, prefects and some seniors may be placed in singles. Room furniture will be configured to maximize social distancing where possible, with roommates sleeping head to toe.
- **Access to Dorms:** Only dorm residents, residential life faculty and authorized SSA personnel will be allowed access to a dorm. Day students and boarders who do not live in the building will not have access. Only juniors and seniors may return to the dorm during the school day, provided they sign in. Parent and family visits will be limited to short pick-up and drop-off scenarios.

### HEALTH AND SAFETY

- **Testing:** SSA will test all residential students and faculty at the start of the school year, after winter and spring break, and any other time deemed advisable. Further testing will occur for those with symptoms of COVID-19 or to clear an individual who had COVID-19 to safely return to school.
- **Dorm Safety:** Boarders will be required to maintain social distancing and wear masks inside the dorms, except when in their own room with their roommate (who is considered a “family member”). Students should bring several masks, and dorm advisors will have backups. Students must wash their hands regularly, and hallways will have hand sanitizer stations. Restroom use will be managed through occupancy limits and scheduling, and access to common rooms and kitchen areas will be controlled. Halls and bathrooms will be cleaned and disinfected frequently by our custodial staff, and students will clean their rooms for weekly inspection. New traffic patterns will be established in the dorm.
- **Health Screening:** Boarders, like all students, must complete the health screening process each morning.

## In-Person Instruction (cont.)

- **Isolation/Quarantine:** Boarders who fail a health screening will be referred to the nurse. If the nurse deems isolation or quarantine necessary, the student will be taken to a designated location (not their dorm room) until they can be picked up by their local host/guardian (within 24 hours of notification). It is likely the student's roommate will need to follow isolation/quarantine protocol.
- **Flu Shots:** SSA strongly encourages all students and adults in the boarding community to get a flu shot this fall. A flu shot clinic will be held on campus in the fall.

## COMMUNITY LIFE

- **Food Service:** Boarders will have ample and nutritious meal options each day. Breakfast will be eaten in the dorm, while lunch and dinner can be picked up and eaten at multiple locations. Seating in the dining hall will be managed to accommodate social distancing. Weekly community dinners will not occur in person, but there will be virtual and outdoor community gatherings. Protocols for food deliveries from off-campus vendors will be shared when school opens.
- **Activities:** We will be creative in offering opportunities to have fun and socialize with friends on campus and/or outdoors as much as possible. Off-campus activities will occur within health and safety protocols.
- **REACH Software:** We will continue using [REACH Boarding software](#) to facilitate sign-in/sign-out procedures, day travel, weekend leaves and more. This year, in addition to REACH kiosks, students can sign into spaces using Near Field Communication (NFC) and/or Quick Response (QR) technology.
- **Off-Campus Travel and Leaves:** Boarding parents must complete an Off-Campus Permission Form. Day travel, special and weekend leaves will likely operate largely as in the past. However, the time windows for day travel will be more limited, the number of students who can travel off-campus together will be restricted, and weekend leaves may be restricted. All leave submission deadlines must be met.
- **Study Hall:** Study hall will be held in the dorms for ALL boarding students from 7:45 to 9:45 p.m.

## BUS TRANSPORTATION

For students who ride public school district buses, bus routes/stops and bus safety protocols are set by each individual school district, not by SSA. Students riding public school district transportation will need to adhere to any additional health and safety protocols communicated by their district. If you have questions regarding bus transportation, email SSA Transportation Coordinator [Diane Curry](#).

## LIVE REMOTE VIDEO ATTENDANCE OPTION

When classes are being held in person, a live remote video attendance option is available for students with specific circumstances that make on-campus learning unworkable or unadvisable, such as: students at high risk for illness or who live with high-risk family members; international students facing visa or travel issues; students diagnosed with or having known exposure to COVID-19 and in isolation/quarantine protocol; and students unable to comply with campus health and safety protocols such as face coverings. **To request that your child utilize this option, please contact your school head.**

Every classroom will have access to a Meeting Owl Pro 360° smart video camera that integrates with Zoom, allowing students at home to participate in classes live alongside their peers.

# ● ● ● DISTANCE LEARNING

Should the state or county health department mandate a closure, or should SSA elect to close one or more campuses due to COVID-19, our Distance Learning Plan will go into effect, and all classes at the impacted campus(es) will move online. Built on the Spring 2020 Distance Learning Plan and modified to incorporate feedback from parents, students and faculty, the 2020-2021 Distance Learning Plan utilizes an age-appropriate mix of synchronous (live) classes and asynchronous assignments, with built-in community time and student support.

## DISTANCE LEARNING PHILOSOPHY

**We believe** deeply in the unique potential of our physical school houses to inspire expansive thinking, ethical action and responsible leadership, and we also believe that well-designed activities can help us channel the power of the internet to deliver on our mission in new and unifying ways.

**We believe** distance learning cannot and should not aim to replicate all that happens in a physical classroom.

**We believe** that successful distance learning requires daily communication with students and that these communications are focused, clear and simple, with a succinct set of actionable learning tasks.

**We believe** it is critically important that our faculty members serve as creators and curators of content in an online environment, and that they avoid the temptation to overload students with information. It is much harder for students to process and absorb information digitally than it is in person.

**We believe** that distance learning instruction requires us to be explicit and intentional about lesson design and pacing. Online learning experiences are most beneficial for students if they can engage with fewer, richer, assignments instead of trying to complete work at every opportunity. Our focus is on creating valuable online learning experiences for our students, instead of just posting assignments for completion.

**We believe** that when students learn online, relationships matter as much as, if not more than, when learning in person – and that for this reason, regular synchronous learning experiences through video communication tools are essential.

**We believe** that for a number of students, for reasons of geography or accessibility, that synchronous meetings will be challenging. Our faculty and administration will partner with these students and their families to develop solutions.

**We believe** that asynchronous engagement is also critical to student learning when in a digital classroom. It is a valuable tool that enables us to guide both individual and collaborative learning experiences.

**Finally, and perhaps most importantly, we believe** that the work of distance learning can and should support both personal and academic connections between students. Just like in the classroom, we are committed to cultivating a community of learners who value acting ethically, leading responsibly and thinking expansively.



## Distance Learning (cont.)

### CARE, EQUITY & INCLUSION

Shady Side Academy remains committed to creating an equitable and inclusive learning community where all students feel welcomed, valued, and appreciated. The following guidelines will help us ensure all students have an equitable and positive experience:

- **Practice Patience and Self-Care.** The switch to distance learning might feel stressful or overwhelming at times. Not everyone will adjust at the same pace. Be patient with yourself and others. Take deep breaths. Ask for support if you need it.
- **Practice Respect and Compassion.** Be mindful of how the current public health situation may be impacting other families within our community. Understand that not all homes are equally conducive to online learning. Assume that everyone is trying their best.
- **Practice Understanding and Flexibility.** Don't make assumptions about what others know or can do in an online environment. Be open to trying new things. Be flexible and understand that we are all figuring this out as we go.

#### EQUITY & INCLUSION SUPPORT

Director of Equity, Inclusion and Community Relations Mrs. Lillian Grate is available via email at [lgrate@shadysideacademy.org](mailto:lgrate@shadysideacademy.org) or through regular Zoom office hours.

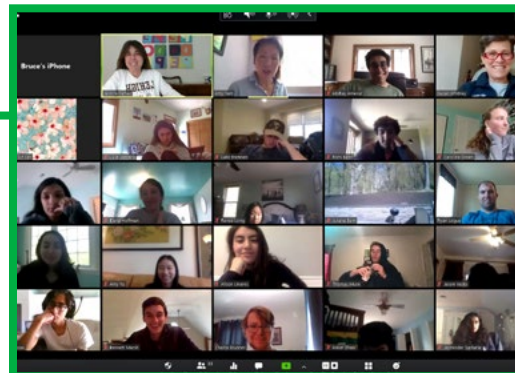
### PARENT/GUARDIAN GUIDELINES

- **Establish daily routines and expectations.** Set regular hours for schoolwork and breaks for quiet reflection and physical activity. Keep a regular bedtime as much as possible.
- **Define a learning space for your child.** Choose a quiet space free of distraction with good internet access, preferably in a common area. For Zoom classes, the screen should face a neutral background.
- **Monitor communications and read emails from the school.** Email will be the primary way that faculty, school heads and Academy administration communicate with parents.
- **Check in with your child at the beginning and end of each day.** Review teacher communications and daily assignments, and help them to set priorities if needed.
- **Encourage communication.** Encourage older students to be proactive in communicating with teachers, counselors, deans and advisors via email or Zoom. Emails can be found in the online Faculty & Staff Directory.
- **Encourage independence when appropriate.** Younger students will need more guidance and support, but encourage them to work independently when possible to support their growth. It is important that the work reflect the student's learning.



## Distance Learning (cont.)

### STUDENT EXPECTATIONS



- **Establish a comfortable, quiet study space.** Organize your textbooks and supplies in your workspace.
- **Check your Canvas teacher pages and SSA email each morning** before your first class or academic commitment.
- **Complete assignments with integrity and academic honesty.** Do your best work and pay close attention to directions and due dates. Participate in class discussions as you would in a traditional classroom. Make certain the assignments you submit are a reflection of your work, and your work alone.
- **Communicate proactively and appropriately.** Email your teacher, advisor or counselor to ask questions or if you need help.
- **Use school-appropriate language in all communication.** SSA technology platforms are for educational use only. Follow SSA's Technology Acceptable Use Policy.
- **Take breaks.** Be conscious of the amount of time you spend on devices. Go outside and get some fresh air and exercise. Practice an instrument, read a book, or get creative!

### ZOOM ETIQUETTE

- **Be camera-ready.** If you can't wear it on a dress-down day, you shouldn't wear it in a Zoom class.
- **Minimize distractions.** Wear headphones and put away your cell phone so that you can engage fully in class. Position your camera to minimize visual distractions behind you, or use one of the Zoom background images SSA has provided.
- **Join Zoom for each class a few minutes early.** All live classes begin promptly at their scheduled time. Make sure you have the latest version of Zoom.
- **Turn your Zoom video on during class time.** It is important that your teachers "see" you every day. If circumstances prevent you from turning your video on during class, reach out to the teacher or another adult on campus to work through options to keep you connected in your classes.
- **Mute your microphone** during class unless you are speaking to limit background noise and distractions.
- **Be mindful of your actions and comments.** Remember that chat messages are visible to all participants, and all Zoom classes are recorded.
- **Respect the privacy of others.** Do not share screenshots or other content from class on social media or any other digital platforms.
- **Make sure your actions reflect SSA's Guiding Principles.** In Zoom, you may get an intimate glimpse of community members' lives that you don't normally see: their families, homes and communities. Practice respect and kindness to everyone.

## Distance Learning (cont.)

### COUNTRY DAY SCHOOL & JUNIOR SCHOOL

#### OVERVIEW & SCHEDULE

- Students will engage in learning both synchronously (live Zoom classes) and asynchronously (pre-recorded/posted assignments).
- Students will have three Zoom lessons per day, led either by a classroom teacher or a specialist, plus independent work time and breaks for snacks, lunch, movement and play.
- The elements of Responsive Classroom, Morning Meeting and Closing Circle, will be held each day via Zoom to cultivate classroom community.
- Community assembly will be held every Wednesday morning via Zoom.
- Optional “may do” enrichment work will be provided by classroom teachers and specialists for families who would like their child to engage beyond the required lessons.
- Faculty will hold daily office hours via Zoom for students and parents who have questions or need support.
- Weekly and daily schedules for each class will be posted on the classroom teacher’s Canvas page.
- After School Adventurers (CDS) and After School Explorers (JS) will offer digital programming via Zoom for registered families, including enrichment activities and homework support.



[Download the Country Day School weekly distance learning schedules by homeroom \(PDF\).](#)

[Download the Junior School weekly distance learning schedules by homeroom \(PDF\).](#)

#### TECHNOLOGY

- K-5 students will use their school-issued iPads for all classwork. PK families are encouraged to check out an SSA iPad if a family iPad or computer is not available. To check out an iPad, email Rebecca Brunner at [rbrunner@shadysideacademy.org](mailto:rbrunner@shadysideacademy.org).
- Zoom will be used for live classes, assemblies and faculty office hours. Class schedules, Zoom links and assignments will be posted in Canvas. Seesaw will be used to support instruction as well.
- If your home internet service is insufficient and you need a wifi hotspot, or if you have any technical issues with your SSA iPad, email the Help Desk at [helpdesk@shadysideacademy.org](mailto:helpdesk@shadysideacademy.org).

#### ATTENDANCE

Attendance policies are consistent with in-person instruction, and students are expected to attend all live Zoom classes. Attendance will be taken at Morning Meeting and monitored throughout the day to ensure continued productive engagement with the curriculum. Students should keep their Zoom video on during class so their teacher and classmates can see their face. If a student will miss a live Zoom class, a parent should email the homeroom teacher in advance. All Zoom classes are recorded.

## Distance Learning (cont.)

### COMMUNICATION

Teachers will communicate with families via email as needed, including any schedule changes. Homeroom teachers, specialists, and student support staff can be contacted via email to answer questions or arrange individual Zoom meetings as needed. The school head will communicate with families via email, video, and virtual parent coffee events. Faculty/staff email addresses can be found in the [Faculty & Staff Directory](#).

## MIDDLE SCHOOL

### OVERVIEW & SCHEDULE

- The Middle School will shift to a two-day alternating schedule for all-school distance learning, with Day A and Day B. Students will engage in learning both synchronously (live Zoom classes) and asynchronously (pre-recorded/posted assignments) each day.
- Students are expected to log in and check their SSA email and Canvas teacher pages each morning before their first Zoom class at 8 a.m. and at the end of each day, at minimum.
- Students will have three Zoom classes per day. During each 75-minute academic period, each class section will have an assigned 30-minute Zoom class time plus assigned independent work. Some sections may be combined into one Zoom class.
- Core academic classes meet live every other day, but teachers may assign work every day.
- Each Day B afternoon, students will have one or two 30-minute Zoom associate classes.
- Students will have a 20-minute Zoom check-in with their advisory every Day A.
- Faculty will have Zoom office hours every other day to meet individually with students.
- Morning video announcements will be sent, and assemblies will be held via Zoom.
- Library resources, including database links, eBooks and research guides, are available on the library's [LibGuides](#) website.
- Grading will continue as usual and will not be pass/fail.
- Athletics will not take place. Some activities may continue virtually.



[Download the Middle School Day A/B distance learning schedule \(PDF\).](#)

### TECHNOLOGY

- Students will utilize their school-issued iPads for all classwork.
- Zoom will be used for live classes, assemblies and faculty office hours. Class Zoom links and assignments will be posted in Canvas.
- If your home internet service is insufficient and you need a wifi hotspot, or if you have any technical issues with your SSA iPad, email the Help Desk at [helpdesk@shadysideacademy.org](mailto:helpdesk@shadysideacademy.org).

## Distance Learning (cont.)

### ATTENDANCE

Attendance policies are consistent with in-person instruction, and students are expected to attend all live Zoom classes. Attendance will be taken at each live class meeting by the teacher and at advisory meetings by the advisor. If a student will miss a live Zoom class, a parent should email Kristan Fisher at [kfisher@shadysideacademy.org](mailto:kfisher@shadysideacademy.org) and the teacher. All Zoom classes are recorded.

### COMMUNICATION

Families will receive an email at the end of each week with a detailed grade-level schedule for the following week, including specific times and links for the 30-minute zoom classes by grade and section each day. Students will receive a daily bulletin email each morning with the day's schedule, link to a morning announcement video, news, birthdays and other information.

Teachers will communicate with students via email and Canvas teacher pages. Students can meet with teachers one-on-one during faculty office hours. Teachers and student support staff can be contacted via email to answer questions or arrange individual Zoom meetings as needed. The head of school will communicate with families via email, video and virtual parent coffee events. Faculty/staff email addresses can be found in the [Faculty & Staff Directory](#).

## SENIOR SCHOOL

### OVERVIEW & SCHEDULE

- The same five-day block schedule with alternating six-week Blue and Gold sessions will be followed as in in-person instruction.
- Students will have “face time” with their teachers every day, with part of each class period held synchronously (live via Zoom) and part asynchronously (posted independent assignments). Each teacher will decide which portion of the class period will be held synchronously and notify students via the class page in Canvas.
- Students are expected to log in and check their SSA email and Canvas teacher pages at the beginning and end of each academic day, at minimum.
- Assemblies, class meetings, designated rooms and club/student leadership meetings will continue to be held via Zoom during the community time period.
- Faculty will hold regular Zoom office hours and continue to be available to meet with students individually outside of class.
- Library resources, including database links, eBooks, research guides and tutorial videos, are available on the library's [LibGuides](#) website.
- Grading will continue as usual and will not be pass/fail.



[Download the Senior School weekly distance learning schedule \(PDF\).](#)



## Distance Learning (cont.)

### TECHNOLOGY

Students should have a Mac or Windows laptop for all classwork. To check out a school laptop for home use, contact Lindsey Myers at [lmyers@shadysideacademy.org](mailto:lmyers@shadysideacademy.org).

Zoom will be used for live classes, community gatherings and faculty office hours. Zoom links and assignments will be posted in Canvas.

If your home internet service is insufficient and you need a wifi hotspot, or for technical support, email [helpdesk@shadysideacademy.org](mailto:helpdesk@shadysideacademy.org).

### ATTENDANCE

Attendance policies are consistent with in-person instruction, and students are expected to attend all live Zoom classes. Attendance will be taken at the beginning of each live class meeting by the teacher. Attendance will be taken at assemblies, designated rooms and class meetings by advisors or form family leaders. If a student will miss a live Zoom class, a parent should email [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org) and the teacher, preferably prior to the start of class. All Zoom classes are recorded.

### COMMUNICATION

Students will receive a “Week Ahead” email from their Form Dean each week and the Daily Bulletin each morning. Students should read the Daily Bulletin for pertinent information regarding the day ahead and virtual activities.

Teachers will communicate with students via email and Canvas teacher pages. Teachers and student support staff can be contacted via email to answer questions or arrange individual Zoom meetings as needed. The head of school and deans will communicate with families via email, video and virtual parent coffee events. Faculty/staff email addresses can be found in the [Faculty & Staff Directory](#).

### COLLEGE COUNSELING

All programming and meetings will continue via Zoom. Students should email their college counselor directly or use their Calendly to set up a Zoom meeting. Students and families can check the College Counseling Canvas, [Facebook](#) and [Instagram](#) pages for updates and information. For general inquiries, email [collegecounseling@shadysideacademy.org](mailto:collegecounseling@shadysideacademy.org) or [kwilliams@shadysideacademy.org](mailto:kwilliams@shadysideacademy.org).

## TUITION & FINANCES

Tuition refunds became a nationwide topic of discussion last spring as schools and colleges transitioned to distance learning, oftentimes under the assumption that schools save money when campuses are closed. Shady Side benefits from minimal savings in this scenario because campus operations continue even when buildings are not occupied by students. Our most significant expense – salaries and benefits – does not go down at all. Additionally, we have made significant financial investments this summer in our physical plant, technology resources, faculty professional development, and health and safety resources to ensure we can reopen safely and deliver an outstanding academic experience whether our campuses are open or closed. Finally, tuition only covers roughly 75% of our operating expenses, with philanthropic gifts and auxiliary revenue making up the rest. And, when our campuses are closed, we lose auxiliary revenue from things like facility rentals and after-school programs.

Therefore, families should not expect tuition refunds should Shady Side transition to distance learning this year. We encourage families who might consider the possibility of withdrawing in the case of extended distance learning to purchase tuition insurance. For more information about tuition insurance, please contact Manager of Student Financial Services [Verne Bergstrom](#).

# ● ● ● STUDENT SUPPORT

Regardless of whether classes are held in-person or online, our learning specialists, school counselors, nurses, librarians and college counselors will continue to support students and families in person, by email, by phone or videoconference. Contact the following via email anytime for help:

CAMPUS	LEARNING SPECIALIST	SCHOOL COUNSELOR	SCHOOL NURSE	LIBRARIAN	OTHER
<b>COUNTRY DAY SCHOOL</b>	<a href="#">Kara Troyer</a>	<a href="#">Claudine Runnette</a>	<a href="#">Lisa Tweardy</a>	<a href="#">Courtney Anderson</a>	
<b>JUNIOR SCHOOL</b>	<a href="#">Colleen DeChancie</a> <a href="#">Katie Nestor</a> <a href="#">Mikki VanKirk</a>	<a href="#">Katie Boss</a>	<a href="#">Kari Theoret</a>	<a href="#">Phyllis Guering</a>	
<b>MIDDLE SCHOOL</b>	<a href="#">Amy Katz</a>	<a href="#">Dr. Claudia Henry</a>	<a href="#">Donna Giel</a>	<a href="#">Mary Guering</a>	
<b>SENIOR SCHOOL</b>	<a href="#">Sandra Lashway</a>	<a href="#">Creighton Runnette</a>	<a href="#">Maria Thieman</a> <i>Day Nurse</i>  <a href="#">Amy Gray</a> <i>After-Hours</i> <i>Boarding Nurse</i>	<a href="#">Lindsey Myers</a>	College Counseling: <a href="#">Lauren Lieberman</a> <a href="#">Julie Hertz</a> <a href="#">Lucas Frankel</a> <a href="#">Kelsey Williams</a>

\* Please click on individual name to be linked to school email address

## EQUITY & INCLUSION SUPPORT

Director of Equity, Inclusion and Community Relations [Lillian Grate](#) is available to support all PK-12 families via email or weekly Zoom office hours.

## COVID-19 HEALTH & SAFETY TEAM

Our reopening planning effort has been guided by the thoughtful work of the Academy's COVID-19 Health and Safety Team, a task force composed of administrators across all four campuses:

- Bart Griffith Jr. '93, President
- Dr. Jennifer Asmonga, Head of Country Day School
- Christa Burneff, Hillman Center Artistic Director
- Brad Davies, Head of Junior School
- Paul Francioni, Director of Facilities
- Katharine Fredriksen, Chief Financial & Operations Officer
- Lillian Grate, Director of Equity, Inclusion & Community Relations
- Chad Green, Dean of Student & Residential Life, Senior School
- Jody Kokladas, Innovative Teaching and Learning Facilitator
- Dr. Peter Mathis, Assistant Head of Junior School
- Debi Mauder, Director of Administration and Planning
- Katie Mihm, Director of Enrollment Management
- Amy Nixon, Head of Middle School
- Jen Roupe, Director of Communications
- Trixie Sabundayo, Head of Senior School
- Dr. Ali Saras, Director of Alumni and Development
- Maria Thieman, Head Nurse
- Nate Verbanets, Director of Auxiliary Programs
- Tim Winner, Director of Educational Technology

Shady Side Academy would also like to thank the UPMC infection prevention specialists who volunteered their time this summer to provide counsel and advice to our COVID-19 Health and Safety Team.

### **QUESTIONS?**

If you have general questions about the Academy's 2020-2021 Reopening Plan, please email [covid19@shadysideacademy.org](mailto:covid19@shadysideacademy.org).

View the 2020-2021  
Reopening Plan online at  
[www.shadysideacademy.org/coronavirus](http://www.shadysideacademy.org/coronavirus)