

Friends School

Reopening Framework - August 2020



The policies outlined in this reopening framework, dated July 31, 2020, are subject to change based on local and state health mandates and guidelines.

Revised with updated CDPHE guidelines: August 26, 2020

Dear Friends School Community,

We are looking forward to welcoming everyone back to campus in August. Included in our Strategic Framework, we shared our Portrait of a Friends School Graduate. Friends School strives to graduate students who are: Curious, Creative, Collaborative, Resilient, Compassionate, Advocates, and Friends. More than ever, these important characteristics are needed in our ever changing world. In our planning for the 2020-2021 school year, we have sought to embody these, and will continue to be role models for our students and our community.

Barring a stay-at-home order from the Governor, Friends School plans to reopen our campuses for full-day, in-person classes, Monday through Friday for Kindergarten through grade 8, and half days for preschool and Pre-Kindergarten. Opening days for our students are as follows:

- Tuesday, August 25: Elementary and Middle School
- Monday, August 31: 3-day Pre-K program and 5-day Mixed PS/PK program
- Tuesday, September 1: 2-day Preschool program

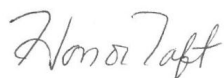
Our staff has been hard at work creating plans to reopen our buildings for in-person learning. While the routines will have changed since students left campus this past March, our priorities remain the same: all decisions are made with a focus on the health and social-emotional wellness of our community, a commitment to exemplary educational programming at all levels, and the long-term financial viability of our school.

Connection is essential to the success of our students' learning experience! In-person connection with lead teachers, teacher candidates, peers, carefully coordinated special subjects, and all the other essentials of the Friends School experience have been taken into consideration in our planning. Additionally, we will work to ensure that parents are able to connect with one another and with Friends School's teachers and staff in a partnership that will keep students learning, with priority on our community's health and safety. Some of these experiences will be on campus; some will happen virtually. All of them will be thoughtfully executed and authentically Friends. Students will engage in outdoor learning as much as possible with the creation of multiple outdoor learning spaces.

This reopening framework provides our families with guidelines for the 2020-2021 school year with regard to the COVID-19 pandemic. The modifications needed to return to campus safely reflect public health and government guidelines, scientific data and research, and ongoing guidance from our consulting nurse. The following policies are subject to change based on local and state health mandates and guidelines.

We are excited for the year ahead, even with the challenges it brings. Through difficult times, some of the greatest growth and positive change can emerge. At Friends School we will embrace the challenges, care for our community and support our students in becoming their best selves.

In partnership,



Honor Taft
Head of School



Health & Safety

Friends School is adopting multiple procedures and protocols to keep our students, staff, families and campuses as safe as possible during the COVID-19 pandemic.

Health Measures/Preventative

- **Physical Distancing** - Friends School will follow the health department's current social/physical distancing recommendations for schools. Masks will be worn when it is difficult for students to maintain distance (see below). No large gatherings will be held on Friends School campus during COVID-19.
- **Masks/PPE** - [Colorado is under a mandatory statewide mask order](#). All staff, students over age 3, and anyone visiting our campus will be required to wear a mask while inside our buildings as per the Boulder County Health Department's guidelines. Masks for students are not required outdoors as long as physical distancing is maintained.
- **Vaccinations** - as in any year, all students are required to have a fully-updated immunization record or exemption form before the start of each school year. If your child's physician is not providing physical exams during this time, please provide Friends School with written notice from your physician of one of the following: 1) an extended expiration date on the most recent physical form, or 2) written verification that your child has a physical scheduled for the future.
- **Hand hygiene** - All Friends School students, employees, and approved visitors will follow a hand washing or sanitizing protocol throughout the day.
- **Temperature and Symptom Screening** - Daily temperature and symptom screening (and reporting) will be required of all students, faculty, and staff upon arrival at school. *Individuals who are ill, have symptoms, or who have been in contact with anyone who has been exposed to COVID-19 may not come to campus.*
- **Sanitizing and Disinfecting** - Door handles, light switches, sinks, sink handles, table and desk tops, backs of chairs, and other frequently touched areas will be sanitized on a continuous basis throughout the day. Disinfecting the classroom will be done at a minimum during times when the students are out of the classroom. The scope of Friends School's contract with its cleaning company has been expanded to include nightly disinfection of all touched and flat surfaces.
- **Air filtration measures/ventilation** - Fresh air is extremely important to us. Windows in all classrooms and throughout our buildings will remain open as much as possible. Continually-running bathroom exhaust fans will run throughout the day in the elementary building. Partitions will be added in bathrooms allowing for doors to stay open while privacy is maintained. Any room that has filtered intake air that is able to be equipped with a HEPA filter will be equipped with a HEPA filter. The school is procuring air purifiers for our classrooms where forced systems are not present. For safety reasons, individual exterior classroom doors may not be propped open.
- **At Risk Population** - Immunocompromised individuals and those with underlying health risks or who live with them are encouraged to take extra precautions to protect themselves from getting COVID-19. Please discuss your health concerns and risk with your healthcare provider.
- **Travel Considerations** (Students, Staff, Families) - In order for our community to be as safe and successful as possible, students, staff and families are encouraged not to travel to areas of high COVID-19 activity. If travel is unavoidable, please take the necessary precautions and follow quarantine protocols to protect yourself and the larger Friends School community.

Please also see “Campus Operations” for specific building-related safety issues.

Illness

- **Individuals who are ill, have symptoms, or who have been in contact with anyone who has been exposed to COVID-19 may not come to campus.**
- **Testing** - At this time, the best practice around testing is to contact your physician or see [testing guidelines provided by CDPHE](#).
- **Protocols for symptoms that present while at school (Students/Staff) and/or positive cases in our community (Students, Staff, Families)** - Friends School will follow the protocol for responding to suspected COVID-19 in our community as set forth in the CDPHE “Cases and Outbreaks in Schools” document dated 7/30/20 and all updates thereafter (see summary chart below). FAQs follow.

In the event that a student or staff member presents symptoms while at school, Friends will immediately follow these initial steps:

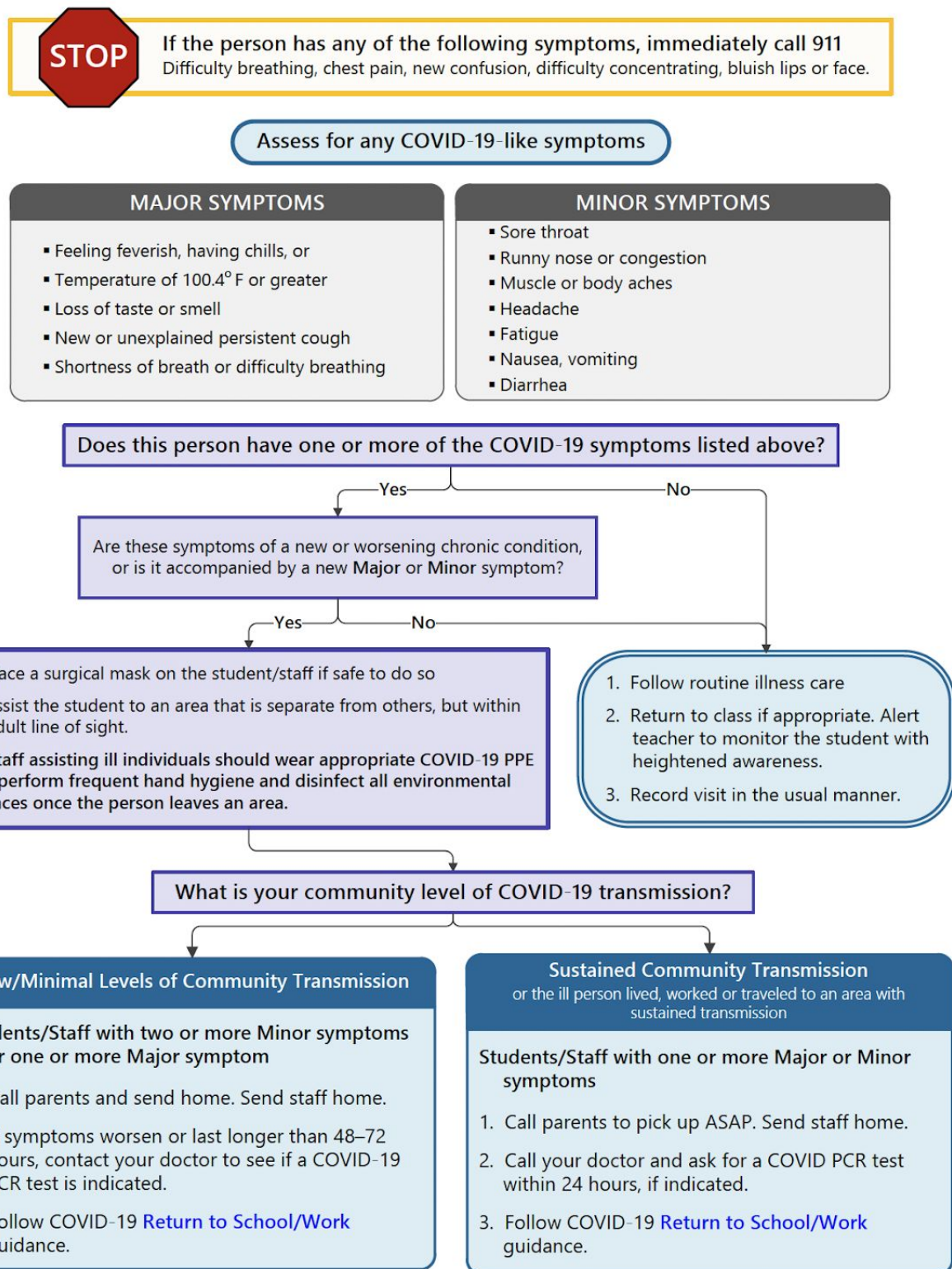
- Move symptomatic students to an isolation room; Symptomatic staff go home.
- Immediately notify the parent/caregiver and the Boulder County Health Department.
- Take direction from Boulder County Health Department regarding quarantine duration and restrictions, testing, and pod or school-wide dismissal if necessary (see “Criteria for Closures” below).
- Begin facility disinfecting procedures.

The following links and charts through page 8 are guidelines from the Colorado Department of Public Health and Environment:

[Can I go to school today?](#) *A home checklist for parents and school staff.*

Child/teacher/staff feels or appears sick after arriving at school A Screening tool to determine who needs to be sent home from school.

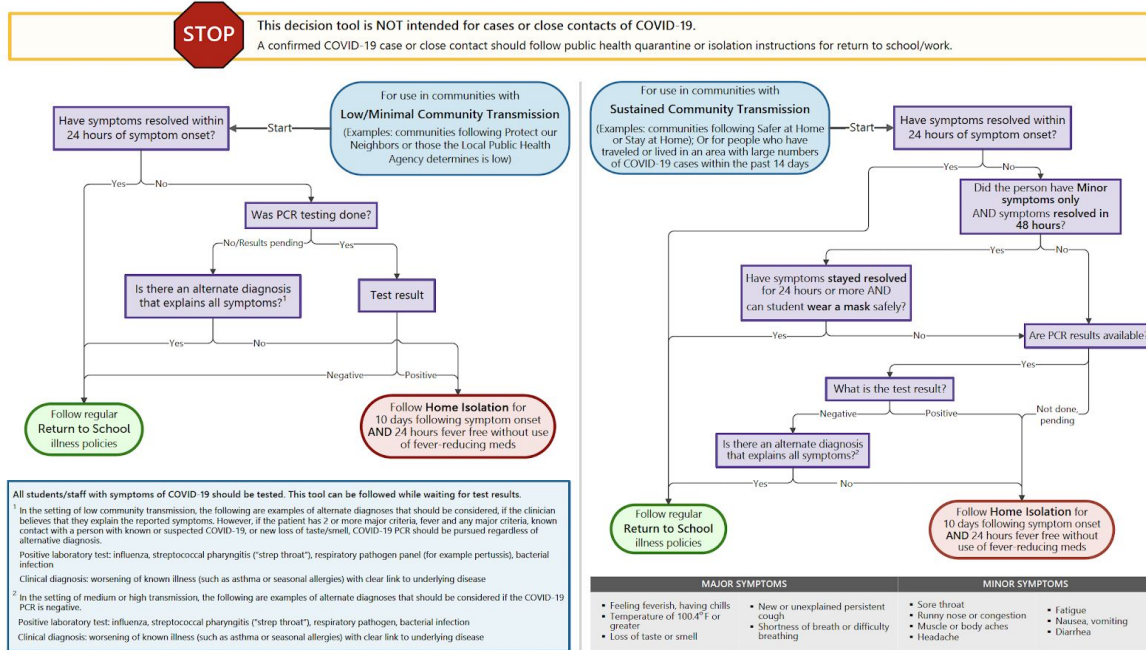
COVID-19: Child/Staff Feels/Appears Unwell after Arriving at School



Return to school/work guidance following a positive symptom screen for COVID-19. A tool to determine how long a person needs to stay home after staying/going home sick.

Return to School/Work Guidance: following a positive symptom screen for COVID-19

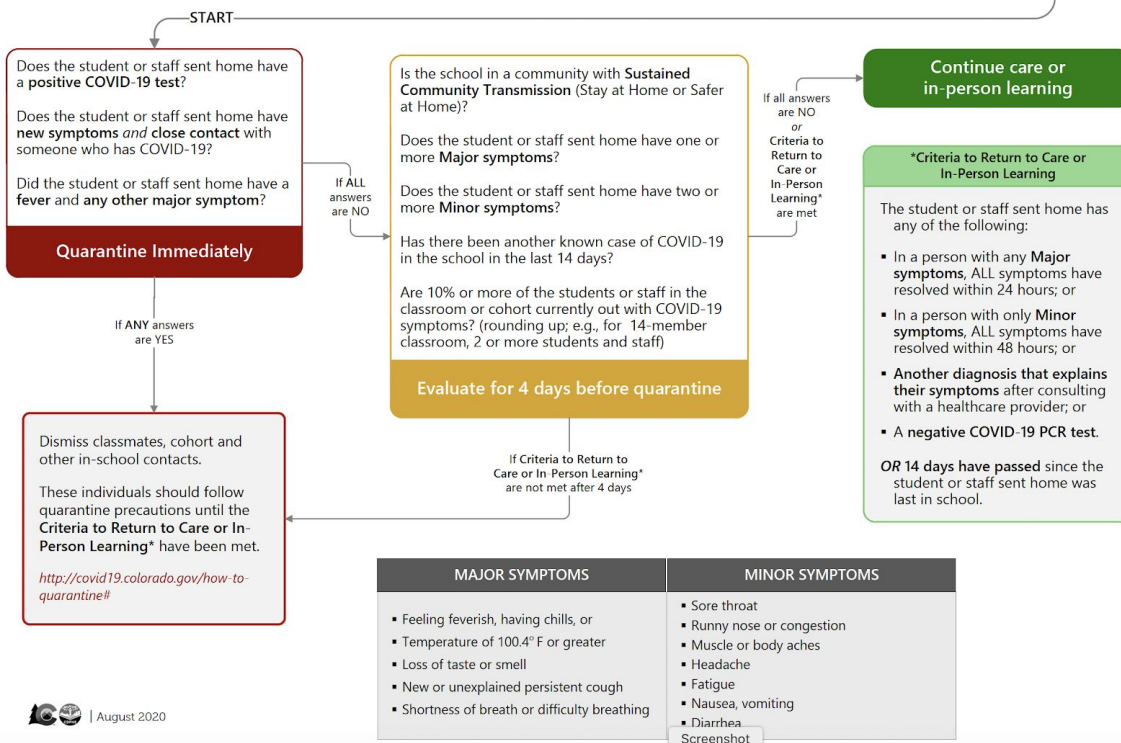
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What about the class? A tool to determine if classmates or cohort members or close contacts of a sick person need to stay home.

Q: When a student or staff is out of school because of a COVID-19 test, symptoms or exposure, do their class, cohort and close contacts need to be dismissed and quarantined?

A: If the student or staff sent home was in class within 48 hours prior to their test (or symptom onset), follow the flowchart below.



August 2020

Frequently asked questions

1. What if a parent or other household member of a child is diagnosed with COVID-19?

The child should stay home from school for 14 days even if the child is not experiencing COVID-19 symptoms. There is no need for further action in the school unless the child gets sick or ends up having a positive test. Public health does not recommend school or public notification in this situation.

2. Can a school disclose the name(s) of students, teachers, or staff members who have COVID-19?

Schools are required to disclose names of people with COVID-19 to public health authorities. Schools should **not** disclose the name(s) of students, teachers or staff members with COVID-19 to other teachers, staff, students, parents, the media, or anyone outside public health.

3. Does the federal Family Educational Rights and Privacy Act (FERPA) limit the information that schools can share with public health during COVID investigations?

Regarding student confidentiality and privacy, the federal Family Educational Rights and Privacy Act (FERPA) prohibits sharing of health-related information except in certain well-defined circumstances, including, but not limited to: specified officials for audit or evaluation purposes, and appropriate officials in health and safety emergencies. Notifying the state or local public health agency of a reportable disease in a student or an outbreak in a school does not breach FERPA confidentiality laws. In these situations, schools may disclose personally identifiable information to public health officials without prior parent consent.

4. Do schools need to provide testing for COVID-19?

No, we do not expect schools to offer testing. Symptomatic students, teachers, and staff should be referred for testing to their own health care provider or to a community testing site. In the event of a confirmed case at a school, local public health may refer close contacts for testing. Schools may be asked to consider hosting a school-wide testing event in coordination with public health in the event of a large outbreak, but would not be expected to be responsible for the cost or logistics.

5. Can an exposed cohort continue to go to school?

We strongly recommend that everyone in a classroom or cohort stay home and quarantine when a person in that class/cohort is diagnosed with COVID-19. This is because illness is likely to continue to circulate within that class/cohort if the students continue to have contact with each other, even if they are not experiencing symptoms. Keeping people home prevents further exposure and makes it less likely these individuals will develop COVID-19.

6. Can a negative test release someone from quarantine?

No, the 14-day quarantine period is based on the incubation period of COVID-19. We recommend a PCR test for asymptomatic contacts on day 7 of quarantine. This allows people who test positive to isolate, and allows public health to conduct additional contact tracing. However, a negative test does not mean the individual will not develop COVID-19 later on during the quarantine period. Serology (antibody) testing cannot be used to make decisions about quarantining, returning to school, or cohorting.

7. Can someone be counted as a case even if they test negative?

Yes. Close contacts of a person with COVID-19 who develop symptoms but test negative are counted as probable cases. There are many reasons a test can be negative, even if the person is infected. People with probable COVID-19 should be isolated and treated like a person who has a positive test result.

8. When is an outbreak considered over?

An outbreak is over when 28 days have passed since the last person started having symptoms and no new confirmed or probable cases have occurred. If the last person did not have symptoms, use the day the person was tested instead.

9. What is the difference between “isolation” and “quarantine?”

Isolation separates **sick people** with a contagious disease (i.e., someone who has COVID-19 symptoms or a positive test) from others while they could spread the disease. Quarantine separates and restricts **people who were exposed** to COVID-19, but have not developed disease or evidence of infection. Quarantine helps prevent the spread of disease from people who become infectious after exposure. This is very important for COVID-19, because people can spread the disease even when they do not have symptoms.

10. Do students, teachers, or staff members need a negative test to return to work/school?

People do not need a negative test to return to work/school, and a negative test before the end of their full isolation period does not mean they can return sooner. CDC and CDPHE do not recommend repeat testing to end the isolation period of a person who has confirmed COVID-19, except in very rare circumstances when recommended by a doctor.

11. What if a teacher/staff member or student is in contact with a person who has confirmed COVID-19 outside of school?

They must quarantine for 14 days from the date they were last with that person. Any coworkers or students of the person under quarantine do not need to quarantine, unless the quarantined person subsequently is diagnosed with COVID-19.

12. What if an individual with confirmed COVID-19 was wearing a mask while at school?

Masks reduce the likelihood of spreading disease across the school campus. Masks and social distancing are important steps to protect others. However, the use of a mask does not completely eliminate the risk of spread from an infected person to a close contact, so close contacts of people with COVID-19 still must quarantine for 14 days. The exception is a health care provider, such as a school nurse, wearing personal protective equipment [according to CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html). In this situation, quarantine may not be needed (www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assessment-hcp.html).

13. If a cohort is larger than a single classroom (for example, half a grade level), does the entire cohort need to quarantine for a single confirmed case?

Yes, because if it is not possible to determine which students and staff within a cohort are close contacts of a person with COVID-19, then the entire cohort should quarantine.

14. If an outbreak happens in a before- or after-school program or on a sports team, who needs to be quarantined and sent home?

All students in any cohort with a case must quarantine for 14 days. If a student with COVID-19 attends a before-school program with a different set of students than their classroom cohort and is also on a sports team, people in all three of those groups must quarantine.

15. Isn't COVID-19 mild in children? Do we need to worry about kids getting infected?

Yes, it is rare for children to get very ill or die from COVID-19, although unfortunately, it does happen. Older children in particular can develop Multisystem Inflammatory Disease in Children, which can make them seriously ill. Older children also are more likely to spread the virus to people outside the school. Keeping COVID-19 outbreaks from spreading in schools protects students, teachers, staff, and families.

Teaching & Learning

In this section we address the framework we have created for teaching and learning across our program. For further detail, we will communicate through division specific communications where you can expect to learn more about the details of class schedules, school supplies, home visits, and other details about the upcoming school year.

Classes and Student Groupings

Pods

Across preschool to 8th grade, we have established pods of students, ranging from 5 to 16 students, which are smaller than the norm because we feel that this is best for our community. The purpose of pods is to minimize interactions across groups of students. Two key benefits of this include 1) reducing exposure to illness and, 2) permitting Friends to potentially only need to close affected pods should someone become ill rather than closing the buildings for the whole school.

Phases of Learning

Our goal is for as much in-person learning as possible. Being together is important for children and adults and we plan to have as much in-person learning as possible this year. We are fortunate that our facilities lend themselves to creating outdoor learning spaces and providing separate areas for pods of students to use indoors. Doing this will help to minimize interaction across groups and will help to keep our community as safe as possible.

Our 4 phases of learning are:

Phase 1 - Full Remote Learning (*Stay-at-Home Order*)

We will enter Phase 1 if the state or local officials issue a Stay-at-Home order or if we have an outbreak within our school community and health officials direct us to close our buildings.

While in Phase 1, all academic content lessons, including music and Spanish, will take place on Monday, Tuesday, Thursday and Friday. Special subjects such as art and PE may take place on Wednesday when classroom teachers and core subject teachers have time to prepare and respond to student work and/or host individual check-ins with students and/or families.

Friends
anticipates
opening in
Phase 2



Phase 2 - On Campus Hybrid Remote Learning (*Safer-at-Home Order*)

In Phase 2, we will minimize the number of teachers who interact with students in person. This means that some classes will be taught via Zoom even while students are on campus. In-person special teaching will be on a rotation to ensure contact with every teacher over time.

Phase 3 - On Campus Learning with increased health protocol (*Protect Our Neighbors Order*)

In Phase 3, we will limit interaction with different teachers, but most if not all special subjects will be taught in person. Phase 3 continues to keep interaction low, increasing the number of adults interacting with pods of students in a week.

Under phases 2 and 3, our teachers will focus on teaching students who are on campus, in person. Curriculum, including appropriate lessons and assignments, will also be accessible in Google Classroom (K-5) or Schoology (MS) for those students who are absent. These lessons will require parent support. Where possible and appropriate, we will incorporate students who are not on campus in video conferencing.

Phase 4 - In-person learning with no restrictions

Phase 4 indicates a return to school with no COVID-19 restrictions.

Phases Across the Divisions

Friends School anticipates opening this school year under Phase 2. Division-specific details to be shared separately.

	Phase 1	Phase 2	Phase 3	Phase 4
	Remote Learning	On Campus Hybrid Remote Learning	On Campus Learning with increased health protocol	On Campus Learning with no restrictions
Requirement	<i>Stay at Home order, outbreak within our community</i>	<i>Safer at Home order</i>	<i>Safer at Home order/Protect Our Neighbors order</i>	<i>No restrictions</i>
Preschool & Pre-K	<p>All activities will be online and at home</p> <p>All staff and faculty interaction will be remote</p> <p>OR in-person smaller pods as much as possible with shortened days outdoors</p>	<p>Students in pods of 5 as much as possible</p> <p>Outdoors as much as possible</p> <p>Special subjects will be remote or outdoors at a distance</p>	<p>Students in pods of 10</p> <p>Outdoors as much as possible</p> <p>Special subjects will be remote or outdoors at a distance</p>	<p>All classes will be in person</p> <p>Students and teachers will move freely throughout the campus</p>
Kindergarten - 5th Grade	<p>All classes will be online and at home</p> <p>All staff and faculty interaction will be remote</p>	<p>Students in class pods, use one classroom with their Lead Teacher + TC</p> <p>Specialists teach classes on a modified schedule, either remote or in person</p> <p>P.E in-person, outdoors</p> <p>Specialist staff interaction with students will be on campus via Zoom or outside physically distanced</p>	<p>Students in class pods, use one classroom with their Lead Teacher + TC</p> <p>Specialists teach in person, move between classrooms on a modified schedule</p> <p>P.E in-person, outdoors</p> <p>Some specialist staff interaction with students will be via Zoom or outside physically distanced</p>	<p>All classes will be in person</p> <p>Students and teachers will move freely throughout the campus</p>
6th - 8th Grade	<p>All classes will be online and at home</p> <p>All staff and faculty interaction will be remote</p>	<p>Students meet in pods and remain in one area of the school</p> <p>Pod classroom spaces will rotate each week to allow for classroom-specific learning</p> <p>Core subject teachers teach in-person and move between classrooms</p> <p>Math classes will meet in a hybrid classroom with each Pod getting half time remote and half time in-person</p> <p>Specialist staff interaction with students will be on campus via Zoom or outside physically distanced</p>	<p>Students remain in pods and move between classrooms</p> <p>Pod teachers will teach in person and in their classrooms</p> <p>Math classes meet in a hybrid classroom. Each Pod has half time remote and half time in-person</p> <p>Some specialist interaction will be remote or outside socially distanced</p>	<p>All classes will be in person</p> <p>Students and teachers will move freely throughout the campus</p>

Partnering with Families

The transition from remote learning to in-person learning during a pandemic will be an adjustment for everyone. We will need to think differently about learning and how to establish routines that allow our students to be successful. While some aspects of this school year may be difficult, others will be exciting and interesting. These guidelines are intended to help you think about what you and your families can do to help you find success in our ever transitioning learning environment.

- **Routines and expectations**

As we move between the different phases, it will be important to establish routines. Families should set regular hours for school work. It is essential for students' physical and mental health to get enough sleep each night. Sticking with a regular sleep schedule will be supportive of each students' success. Students need to stay active and take breaks as they study.

- **Define the physical work space**

Students probably have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time. We encourage families to work together to establish a space/location where students will learn most of the time. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

- **Communication**

Teachers and administrators will regularly communicate with families through email. Families should contact teachers directly as questions arise. We ask you to remember that teachers will be communicating with many families, and that communications should be essential, succinct, and self-aware. If an issue can not be addressed by the teacher, then families should reach out to the appropriate Division Head.

- **Quiet and Reflection**

One challenge for families who are all working from home, will be how to manage everyone's individual needs. There may be times when you will need to be thoughtful and flexible with where you are working to avoid distraction.

- **Emotions Matter**

Be mindful of your feelings. It is important for students to check in with themselves about how they are feeling during this challenging time. It is also important to communicate with trusted adults about how students are feeling. Within our community, families can reach out to teachers, advisors, school counselors and division heads.

Technology for Students in K-8

With the health and safety of our students in mind and based on the guidelines of the local health department, students will not be allowed to share iPads or laptops.

This school year, each K-8 student will need their own individual device. We do not expect families and students to purchase a new device. If your family already has a grade-compatible device that your child can use throughout the day (whether on campus or at home), please plan on using that device for the school year. Friends School will provide devices for those students who do not have their own compatible device that can be brought to school. If you have multiple students at Friends School, each student will need their own device. Please indicate your technology needs in your back-to-school.

Compatible Apple iPads for Grades K-5 (20-21 School Year)

All iPads should be running iPadOS 13 by the start of the school year

- iPad Pro (any generation)
- iPad (5th, 6th, or 7th generation)
- iPad mini 4, iPad mini 5th generation
- iPad Air 2, iPad Air 3rd generation

Compatible Apple Laptops for Grades 6-8 (20-21 School Year)

All laptops should be running macOS 10.15 - Catalina, by the start of the school year

- MacBook (2015 and later)
- MacBook Air (2013 and later)
- MacBook Pro (Late 2013 and later)

* Families will be responsible for installing and/or purchasing any apps requested by teachers on any personal devices that their child(ren) use.

Questions by Division

For Questions about...	Preschool / Pre-K	Elementary School	Middle School
Classwork, meetings and assignments	If we move to remote: 1. Google Classroom 2. Teacher	1. Google Classroom 2. Teacher 3. Head of Elementary	1. Schoology 2. Classmate 3. Teacher 4. Head of Middle School
Tech-related problems or issues	1. Contact your teacher first 2. Shelby Pawlina 3. For unresolved or ongoing issues, fill out the Online Technology Form	1. Contact your teacher first. 2. Krysten Fort-Catanese 3. For unresolved or ongoing issues, fill out the Online Technology Form	1. Contact your teacher/advisor first. 2. Ivan Johnson 3. For unresolved or ongoing issues, fill out the Online Technology Form
Personal, academic, social-emotional concern	1. Teacher 2. Shelby Pawlina	1. Lead Teacher 2. Head of Elementary School: Krysten Fort-Catanese	1. Advisor 2. Head of Middle School: Ivan Johnson

Campus Operations

In this section we address adjustments to our campus operations, routines, and use of space. Please know that these are subject to change as we continue to follow the guidelines provided by the Boulder County Health Department.

General

- **Hand hygiene** - All Friends School students, employees, and approved visitors will follow a hand washing or sanitizing protocol throughout the day.
- **Physical Distancing** - Physical distancing will be attended to on all of our campuses. Signage and dividers will be placed at appropriate locations. No large gatherings will be held during COVID-19.
- **Building Entry/Exit** - Students will use individual exterior classroom doors as primary entrances and exits.
- **Drinking Fountains** - Students may fill their bottles in our touchless drinking fountains. No touching or drinking from fountains or sinks. Students in K-8 should bring a full water bottle each day, with their name clearly visible.
- **Families and Visitors** - Friends School will allow for one adult to accompany their Preschool or Pre-Kindergarten child to drop off and pick up each day. These adults will be included in the morning health screening, and will be required to wear a mask and physically distance on campus. In all other grades, we ask that family members remain in the car and children will walk to their classroom independently. Any **outside tutors or evaluators** may meet with children via Zoom, schedule and space permitting.
- **Gatherings, Assemblies, Field Trips** - no in-person gatherings until further notice. Field trips will be determined on a case-by-case basis and communicated by the Division Heads.
- **Bus transportation** will not be offered during the COVID-19 pandemic due to physical distancing constraints.

Daily Procedures

A. **Schedule**

a. **Preschool**

- i. 2-day Preschool program - T/Th 8:15am-12:15pm
- ii. 3-day Pre-Kindergarten program - M/W/F 8:15am-12:45pm
- iii. 5-day PS/PK Mixed program - M-F 8:30am-12:30pm

b. **Elementary** - M-Th 8:30am-3:15pm; Friday 8:30am-1:30pm

c. **Middle School** - M-F 8:45am-3:45pm

B. **Arrival**

a. **Preschool/Pre-Kindergarten**

Staggered 8:15am and 8:30am arrivals. Parents walk to their class's drop-off point. Please wear your mask.

b. **Elementary**

8:15am - 8:45am car line. Two points of exit will be marked. Temperatures taken by staff prior to the student exiting the car. Students proceed to their class's individual exterior classroom doors.

- c. **Middle School**
8:15am - 8:45am car line. One point of exit. Temperatures taken by staff prior to the student exiting the car. Students proceed to their pod's individual exterior classroom doors.
- C. **Dismissal**
 - a. **Preschool/Pre-Kindergarten**
Staggered 12:15pm and 12:30pm. Parents walk to their class's pick up point. Please wear your mask.
 - b. **Elementary**
Car line from 3:00pm to 3:30pm. Once an approved pick-up person has arrived, the student(s) will be called from their classroom(s).
 - c. **Middle School**
Car line from 3:30pm to 4:00pm. Once an approved pick-up person has arrived, the student will be called from their classroom/pod area.
- D. **Before/AfterCare**
 - a. **Preschool/Pre-Kindergarten**
No before care or after school care at this time.
 - b. **Elementary**
No before care.
We will hold AfterCare for a limited number of students, prioritizing dual-working families, or those for whom aftercare is necessary.
 - c. **Middle School**
No before care.
We will hold AfterCare for a limited number of students, prioritizing dual-working families, or those for whom aftercare is necessary.
- E. **Snack/Lunch**
 - a. **Preschool/Pre-Kindergarten**
All food to be provided by families.
 - b. **Elementary**
All snacks provided by families.
Lunch may be provided by families.
School lunch available for a limited number of students. Services and options may be modified to facilitate distancing, hygiene, and safety. Sign-up information will be provided by the elementary school chef.
 - c. **Middle School**
All snacks provided by families.
Lunch may be provided by families.
School lunch available through Wholesome Foods. Sign-up information will be provided by the Head of Middle School.

Materials

- **Preschool/Pre-Kindergarten** - all materials will be provided by the school.
- **Elementary**
 - Students will have their own materials - teachers will provide supply lists in their August welcome emails, and other items will be provided by the school.
 - Shared material - Teachers will sanitize the classroom and materials throughout the day.

- **Middle School**

- Students will have their own materials - teachers will provide supply lists in their August welcome emails, and other items will be provided by the school.
- Shared material - Teachers will sanitize the classroom and materials throughout the day.

Faculty & Staff

Friends School is committed to fostering a healthy workplace environment where faculty and staff feel supported and their health and wellness (mental, physical, emotional, etc.) is a top priority.

Wellness

- Support Faculty and Staff on an ongoing basis with training, tools, technology and resources they need to be successful.
- Prioritizing Faculty and Staff safety and well-being so that they can focus on the health and well-being of our students and families.

Communication and Transparency

- Involve all staff in decision-making processes and provide clear guidelines and expectations.
- Communicate with families regarding job roles, policies & decisions with full support from leadership.

Workplace Policies and Procedures

- Explore practices that promote safety, flexibility and productivity so we can nimbly respond to changing situations.
- Support staff in work/life balance.
- Ensure that the mission and values of the school remain central to everything we do.

Finance & Legal

Friends School will undertake full, strategic financial analysis and creatively consider all financial models in order to further long-term sustainability and elevate our financial responsiveness to our community. We remain diligent in following legal guidelines and have a team actively monitoring the current situation.

Federal, State and Local Law and Policy Changes

- Keeping up-to-date on most recent information that informs schools
- Explore potential funding sources available to businesses (e.g. state and federal funding)
- Keeping abreast of COVID-19 specific labor laws (e.g. sick leave, unemployment benefits)

Tuition

- Offer flexibility regarding tuition payments when possible while maintaining responsible fiscal stewardship of the school

Financial Aid/Emergency Financial Aid

- Exploring all funding options to be able to support our families and provide more aid as needed. (e.g. charitable giving, farm shares, connecting families with community resources)

Communication & Events

Open and frequent communication between the school and home is critical to your child's academic and social success at school. There are a number of channels of communication and sources of information available to our families.

All-School Communication

- **Weekly Happenings Newsletter** - emailed to all families every Friday morning during the school year. Contains important dates, announcements and information about the weeks ahead. Contact [Meg Hansen](#) if you do not receive the Happenings or school-wide communication.
- **Head of School Updates** - The Head of School will provide weekly updates in the Happenings newsletter as well as additional communication for special news and announcements.
- **Town Halls** - Friends will conduct monthly town halls that may be all-school or by division to keep families up-to-date with current information.
- **Family Handbook** - the family handbook contains information pertinent to all families. This reopening framework document will act as the addendum to this year's handbook with specific information regarding COVID-19.
- **Website** - please see our web pages dedicated to [Reopening](#), Remote Learning, COVID-19.
- **Online Calendar** - Subscribe to the online school calendar through the BigSIS portal so that you don't miss any important events.
- **BigSIS Parent Portal** - The parent portal contains information regarding your child's enrollment, important forms and documents, school directories and class lists.
- **ParentSquare Mass Notification System** - Families are notified of school closures or emergencies through our mass notification system. **Your information must be updated in BigSIS in order for you to receive these notifications by text, email, and voice message.**

Division-Specific Communication

- **Preschool/Pre-K** - classroom teachers will email weekly updates to families.
- **K-5th Grade** - families will receive weekly email updates from classroom teachers with class-specific news as well as a weekly division-wide update from the Head of Elementary School in the Friday Happenings.
- **Middle School** - families will have access to specifics about their student's school life through Schoology and a weekly division-wide update from the Head of Middle School in the Friday Happenings.

Events and Celebrations

Following the guidelines set forth by state and local health agencies, Friends will not hold any large gatherings during the COVID-19 pandemic. Groups are limited to 25 people outdoors at 6 feet physical distancing and 10 people indoors at 6 feet physical distancing.

Admissions Events

Prospective families interested in Friends School can schedule a private or virtual tour with our Director of Admissions. Friends will hold a series of virtual open houses and information sessions throughout the school year. Please reach out to [Melanie Leggett](#), Director of Admissions if you are interested in knowing more about any of our divisions.

Resources

[Centers for Disease Control \(CDC\)](#)

[Boulder County Public Health and Environment \(BCPHE\)](#)

[Colorado Department of Public Health and Environment \(CDPHE\)](#)

[American Academy of Pediatrics \(AAP\)](#)

[Metro Denver Partnership for Health](#)

[Colorado Department of Education \(CDE\)](#)

Call COHELP at 303-389-1687 or 1-877-462-2911

[Friends School Reopening Web Page](#) - continually evolving

[Friends School Remote Learning Webpage](#)

[Friends School COVID-19 Webpage](#)