

HARVARD-WESTLAKE

# RETURN *to* SCHOOL

PLANS AND GUIDELINES



# RETURN *to* SCHOOL

## PLANS AND GUIDELINES

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*Message from*  
**RICK COMMONS**

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**D**ear Students, Parents, Faculty, and Staff,

As July somersaults into August and the new school year stands right before us, I write to share Harvard-Westlake's plans for what will certainly be a most unusual fall. State guidelines in response to the Covid-19 pandemic will most likely require us to begin the year entirely online, but we hope that conditions will improve sufficiently in September to enable a safe return to in-person classes and activities before long.

Many of the plans described in the pages that follow will go into effect as soon as we are able to re-open our campuses, and they are carefully designed to emphasize flexibility and safety for our families and employees. Our “pod model” approach will enable us to scale up or scale down the level of activity on campus, and it will give families a choice between in-person and online learning until we can return safely to full operations.

With the unpredictability of the virus's spread and the still-evolving science of prevention, planning for safe, in-person interaction can feel like taking aim at a moving target. As such, I ask for your understanding and resilience when some aspect of our preparations

proves to be imperfect or conditions force us to change along the way. We will continue to adapt and improve, and we will emerge from this crisis an even stronger and better school.

Shortly after Harvard-Westlake shifted to online instruction back in mid-March, I asked Ari Engelberg '89, Head of Communications and Strategic Initiatives, to lead a task force focused on the safe reopening of our campuses for in-person classes and activities. I am immensely grateful to Ari and the other members of the Reopening Task Force—Terry Barnum, Jim DeMatte, Laura Ross, Beth Slattery, Jon Wimbish, and David Weil—for the work and wisdom each of them contributed to the careful plans that follow.

Next week we will hold a series of grade-level town halls to answer questions students and parents might have about our plans. You will find the schedule and Zoom links for these town halls in the Key Dates section immediately following this letter.

As challenging as our circumstances may be this fall, I believe that Harvard-Westlake is ready to meet this moment and thrive. I hope you join me in feeling optimism and energy as we prepare to begin again.

Sincerely,



**Richard B. Commons**

*The Charles B. Thornton President & Head of School*

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# Key Dates

### ■ MONDAY, AUGUST 3, 7 P.M.

Families of *new* middle school students (grade levels 7, 8, and 9) virtual town hall (parents AND students)

<https://tinyurl.com/yxg7kan4>

### ■ TUESDAY, AUGUST 4, 7 P.M.

Families of *returning* middle school students (grade levels 8 and 9) virtual town hall (parents AND students)

<https://tinyurl.com/y2c9cw3a>

### ■ WEDNESDAY, AUGUST 5, 7 P.M.

Families of 10th and 11th grade students virtual town hall (parents AND students)

<https://tinyurl.com/y64wzlq5>

### ■ THURSDAY, AUGUST 6, 7 P.M.

Families of 12th grade students virtual town hall (parents AND students)

<https://tinyurl.com/y3sxthr8>

### ■ WEEK OF AUGUST 10

Fast Start for incoming middle school students (online)

### ■ THURSDAY, AUGUST 20

Sophomore Orientation (online)

### ■ FRIDAY, AUGUST 21

Middle School Orientation for all middle school students (online)

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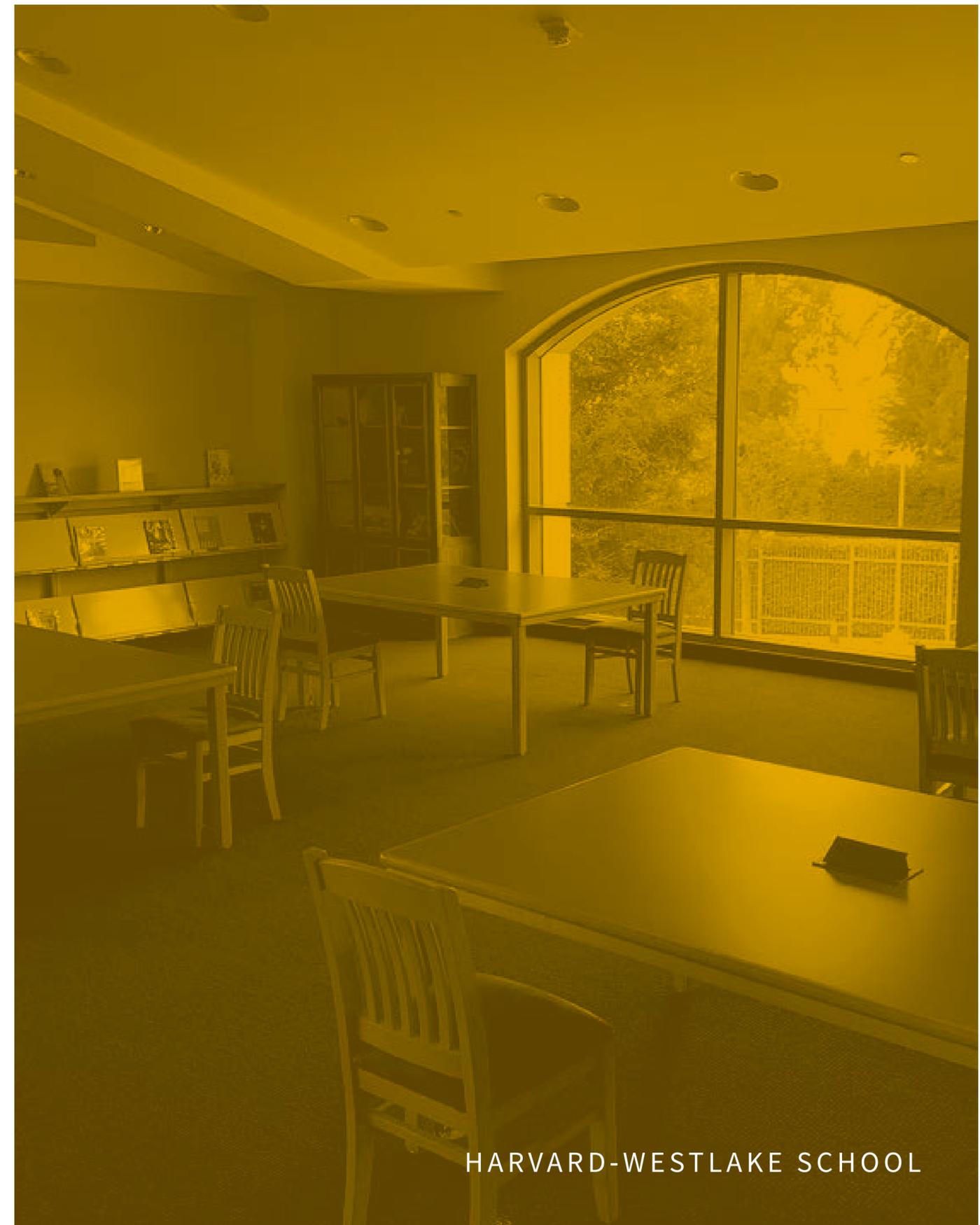


# Key Dates

For other key dates and school holidays, please visit [www.hw.com/calendar](http://www.hw.com/calendar)

- **SUNDAY, AUGUST 23, 5 P.M.**  
Convocation (online)
- **MONDAY, AUGUST 24**  
First day of instruction
- **THURSDAY, SEPTEMBER 3, 7 P.M.**  
State of the School Address (online)
- **SATURDAY, SEPTEMBER 12**  
Back-to-School Day for middle school (online)
- **SATURDAY, SEPTEMBER 26**  
Back-to-School Day for upper school (online)

*Please note the addition of several “flex days” throughout the school year (use to be determined). Also note that the school year has been extended by one week; graduation for the Class of 2021 is now scheduled to take place on June 11.*



# Guiding Principles

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## **HEALTH AND SAFETY**

The health and safety of our school community will always be our first priority.

## **FLEXIBILITY AND RESILIENCE**

Harvard-Westlake has designed our school reopening plan to be flexible and adaptable to virus conditions that are beyond the control of the school, and resilient in the face of challenges.

## **FOLLOW THE SCIENCE OF PUBLIC HEALTH**

Harvard-Westlake's guidelines for a return to campus are constantly calibrated against the recommendations of the Centers for Disease Control, the California Department of Public Health, the Los Angeles County Department of Public Health, and the advice of medical experts.

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# Role of Families

- ✓ **STAY AT HOME** if sick or exposed.
- ✓ **COMPLY** with HW health + safety measures.
- ✓ **COMPLETE ANNUAL MEDICAL CLEARANCE FORMS** by start of on-campus instruction.
- ✓ **PURCHASE NECESSARY EQUIPMENT**
  - Portable laptop charger
  - Smartphone and mobile phone charger (if this is an issue, please contact us as some of our health + safety screening measures depend on students carrying an internet-connected device)
  - Noise-canceling headphones
- ✓ **COMMUNICATE** if you have questions or concerns.

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# Role of the Entire HW Community

- ✓ **FOLLOW PUBLIC HEALTH GUIDELINES.**  
<https://tinyurl.com/yy8g8384>
- ✓ **AVOID UNNECESSARY TRAVEL.**
- ✓ **AVOID LARGE CROWDS.**
- ✓ **WEAR A MASK** when you leave your house.
- ✓ **WASH YOUR HANDS FREQUENTLY.**
- ✓ **STAY HOME** if sick or exposed.
- ✓ **GET TESTED** if you are concerned about symptoms or exposure.
- ✓ **COMMUNICATE** if you have questions or concerns.

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HARVARD-WESTLAKE SCHOOL

THE COMMUNITY HEALTH HONOR CODE

# The Harvard-Westlake Pledge



ALL MEMBERS OF THE HARVARD-WESTLAKE COMMUNITY ARE EXPECTED TO EMBRACE THE FOLLOWING PRINCIPLES OF COMMUNITY HEALTH.



### PROTECT MYSELF

- Monitor for the symptoms of COVID-19 and consult a medical professional if I experience fever of 100.4F or higher, dry cough, difficulty breathing, chills, repeating shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.
- Wash my hands often with soap and water or use hand sanitizer.
- Wear a mask when I leave the house and keep away from large public gatherings.
- Get vaccinated for the flu in the fall.



### PROTECT OTHERS

- Maintain appropriate physical distancing, especially in classroom settings or in the presence of older members of the community.
- Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19.
- Wear an appropriate face mask or other protective gear as directed by the school.
- Be attentive and helpful to anyone around who may be in need of support.



### PROTECT THE HARVARD-WESTLAKE COMMUNITY

- Keep my clothing, belongings, personal spaces, and shared common spaces clean.
- Participate in testing and contact tracing to preserve the wellness of the HW community.
- Carefully observe instructional signs and follow directions.

*Adapted from the Purdue Pledge*

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**MASKS MUST BE WORN  
AT ALL TIMES**



**STAY HEALTHY, WOLVERINES!**

# HEALTH AND SAFETY MEASURES

## Masks



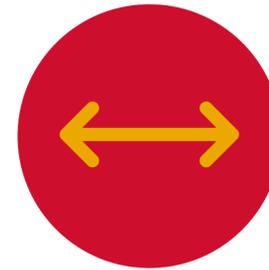
- HW will provide hospital-grade KN95 masks to students, faculty, and staff.
- Masks must be worn on campus at all times.

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# HEALTH AND SAFETY MEASURES

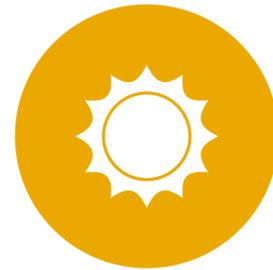
## Physical Distancing / Deintensification



- Reduced classroom capacity.
- Six feet of separation between seats in classrooms, libraries, and common areas.
- Excess furniture removed from classrooms, lounges, and common areas.
- Plexiglass shields in cafeteria, bookstore, reception, and department offices.
- Signage, floor stickers, digital boards, and social media reminders.



# Use of Outdoor Spaces



- Tents added on both campuses to provide shaded, outdoor space for instruction, meals, and socializing.



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# HEALTH AND SAFETY MEASURES

## Hand Hygiene

- Frequent hand washing encouraged.
- Sanitizer dispensers added near entrances to campus and campus buildings.
- Sanitizer dispensers added to every classroom.
- Pocket sanitizer provided to students.



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# HEALTH AND SAFETY MEASURES

## Building Hygiene



- Custodial services shifted to daytime for frequent disinfection of common area surfaces such as doorknobs, railings, and countertops.
- Wipe downs of each classroom after every use.
- Nightly disinfection with Clorox spray system.
- Drinking fountains turned off.



## Air quality / Ventilation



- HVAC will operate throughout the day and will be set to maximize introduction of fresh, outdoor air.
- HVAC filters in all buildings upgraded to MERV-13 standard.
- Building and classroom doors propped open for ventilation.
- Windows opened whenever operable.
- Smaller and poorly ventilated classrooms taken offline for the year.

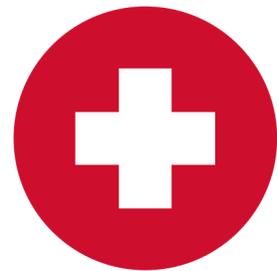


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# **HEALTH AND SAFETY MEASURES**

## **Nursing**



- Registered nurses present full-time on both campuses to operate coronavirus resource centers.
- Nurses to assist with health screening, testing, and contact tracing.

## **Health Screening**



- Daily self-certification via app by students, faculty, and staff before coming to campus.
- Temperature checks upon entry to campus.

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# HEALTH AND SAFETY MEASURES

## Testing



- Required, universal baseline COVID-19 testing provided on campus during the week prior to the start of on-campus instruction.
- Ongoing COVID-19 testing offered on campus for those who are symptomatic or who may have been exposed.

## Contact Tracing



- All members of the HW community will be required to run a digital contact tracing app on their smartphone whenever they are on campus.
- HW staff trained and certified in contact tracing.
- New check-in requirements for faculty, staff, and students when arriving on campus.

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# HEALTH AND SAFETY MEASURES

## Visitors



- No visitors allowed on campus.

## Food Service



- Individually packaged and grab-and-go items.
- Shaded, outdoor spaces increased to allow all food to be consumed outdoors.

## Campus Operations



- Reduced shared use of equipment and materials. Shared equipment sanitized after each use.
- Field trips, in-person assemblies, and other large gatherings suspended until further notice.

# Transportation



- **Students and driver required to wear a mask at all times while on the bus.**
- **Bus windows lowered for maximum air circulation.**
- **Students loaded from back to front to minimize contact with other students.**
- **Students sit in zig zag pattern to ensure six feet between bus riders.**
- **Drivers check student ID as well as Health Screening App as students enter the bus.**
- **Buses deep cleaned after every morning and evening bus run.**



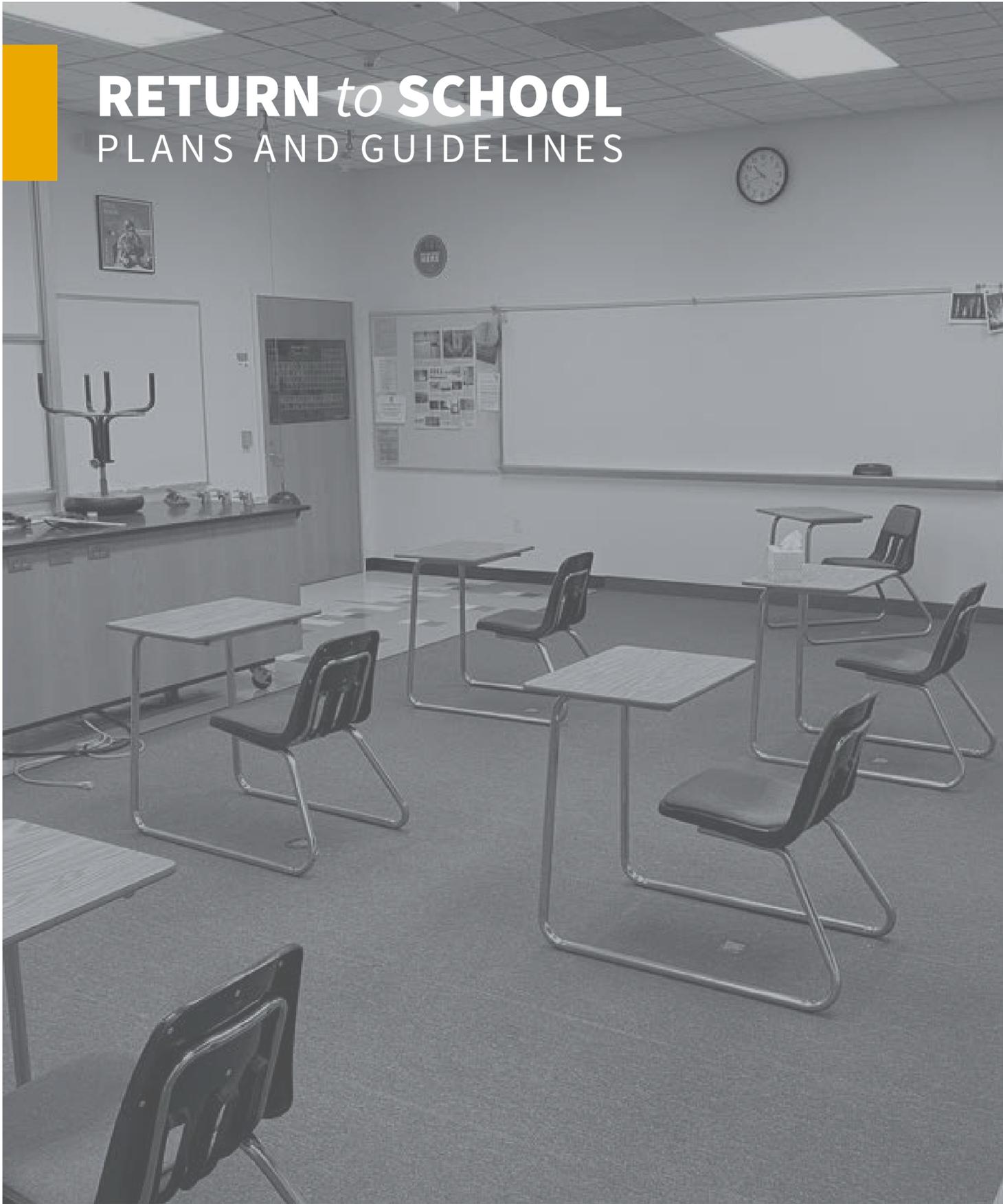
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# How School Will Work

**F**or the 2020-21 school year, Harvard-Westlake has embraced an adaptable approach to teaching and learning, acknowledging the important but competing interests of bringing students to campus to interact with their teachers and their peers, and doing so in a manner that ensures the health and safety of the HW community. In the near term, it will not be possible to bring every student to campus every day in a manner that is consistent with best public health practices. Therefore, the student body has been divided into “pods” by grade level. In the “Pod Model” the school has the ability to respond quickly to health and safety guidelines, and virus activity in the community, by flexing up or down the number of pods invited to campus on any given day.

Unfortunately, based on the Governor’s and LA County Dept. of Public Health’s recently issued guidelines for bringing students back to campus, it appears that instruction will begin on August 24 with all pods (all students) remaining at home, participating in a fully online distance learning program. This condition is the result of COVID-19 case counts and testing percent positive rates in LA County that are still well above state thresholds for a safe return to campus.

When case counts and positivity rates have decreased to the point that LA County has remained off the State’s monitoring list for fourteen consecutive days, instruction will be allowed to commence on campus. At first, one grade-level pod will be invited to each campus each day and will operate under the strict safety guidelines outlined above. As virus concerns fade even further, the school can invite additional pods to campus, gradually bringing more students, faculty and staff back and gradually relaxing some of the strictest health and safety guidelines (consistent with medical advice and the advice of public health professionals).



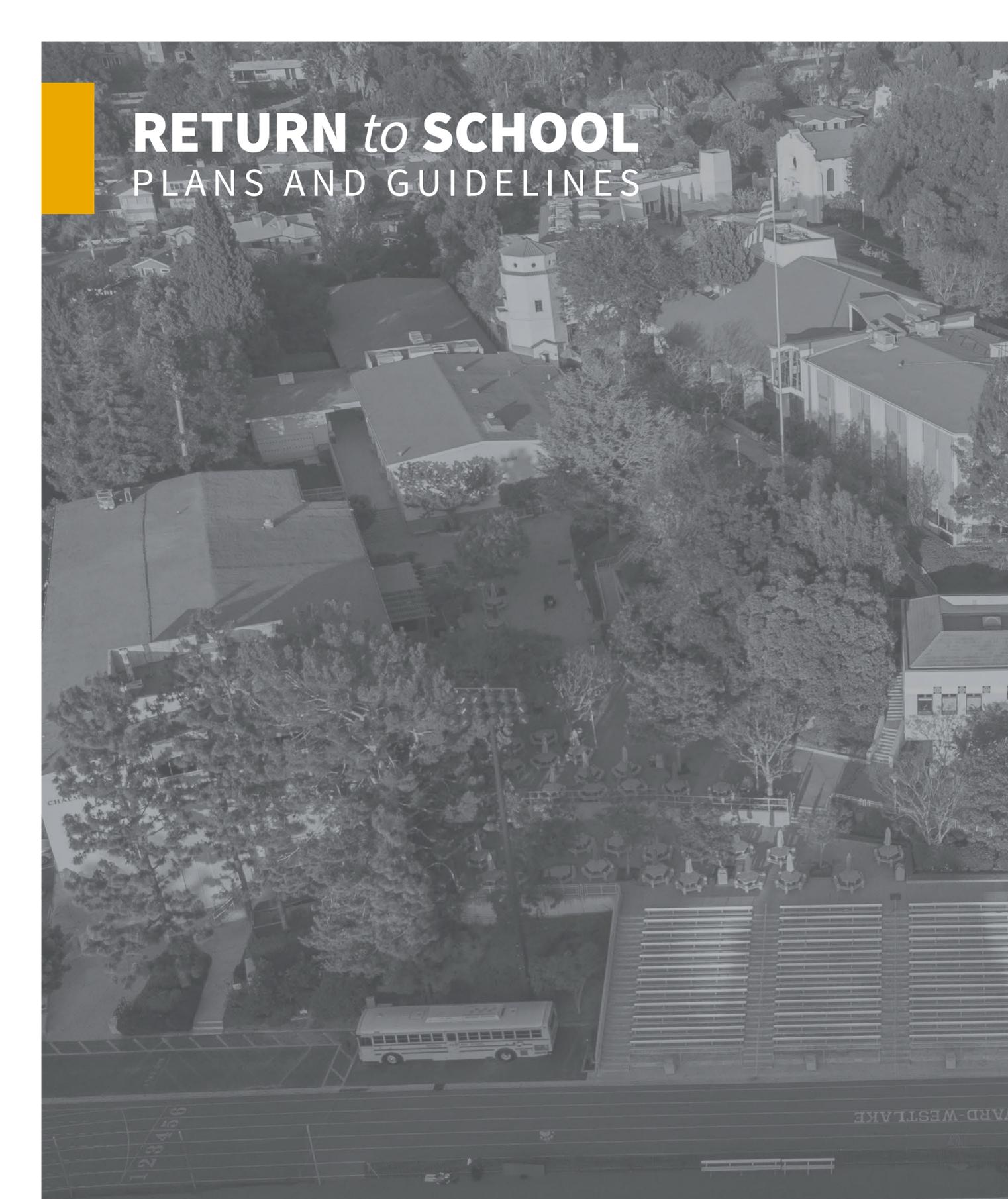
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## **How School Will Work**

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### **On Campus Pod Days**

- **During the academic portion of the day, all classes will be “broadcast” via Zoom.**
  - Some students who are on campus will attend classes in their regular classroom with their teacher present.
  - Other students will login to their courses and participate remotely from another location on campus.
  - Students who do not choose to come to campus will login to their classes from home.
- **In the after-school hours, students will participate in extracurricular activities, modified as necessary to ensure student health and safety.**



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# How School Will Work

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## On Home Days

- Students will login to their classes as they would otherwise do in a distance learning model.
- Depending on public health guidelines, virus conditions, and campus & program capacity limits, some students who remain home for the academic portion of the day may be able to come to campus for after-school activities.

**It is the expectation that pod days will be optional.**

*Students and faculty or staff who have coronavirus risk factors, child care issues, and/or who do not feel comfortable coming to campus will not be required to do so. Students who stay home will be able to participate fully in all of their classes via Zoom, and faculty who stay home will be able to teach via Zoom.*

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# Daily Schedule

## MIDDLE SCHOOL

8:30-9:10	Period 1
9:10-9:20	Break
9:20-10:00	Period 2
10:00-10:30	Activities Period
10:30-11:10	Period 3
11:10-11:20	Break
11:20-12:00	Period 4
12:00-12:10	Break
12:10-12:50	Period 5
12:50-1:00	Break
1:00-1:40	Period 6
1:40-1:50	Break
1:50-2:30	Period 7
2:30-2:40	Break
2:40-3:20	Period 8
3:20-3:30	Break
3:30-4:10	Period 9

- **10 minutes** between classes allow for screen breaks, a full-hour lunch period for all students, and time to wipe down desks between classes when we are back on campus.
- **Later start time** allows for increased sleep and more time for students to go through the campus check-in process. Additionally, no class will take attendance when it is not meeting, meaning that students can sleep even later when they “X” first period.
- **Core academic classes** will meet four out of every six days (two X days per cycle) and assign homework due only on days the class will meet. This addresses the concern about increased screen time and Zoom fatigue and also reduces workload that felt overwhelming last year in remote learning.
- When we are allowed to come back to a **hybrid model** with some students present on campus, we will avoid placing X periods on days when students may be on campus.
- **Electives** that meet three days a cycle will continue with that schedule.
- **Our daily schedule will remain the same** when we are allowed to resume school on campus.

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# Daily Schedule

## UPPER SCHOOL

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 0
Block 1 8:30-9:45 (75 mins)	Block 4 8:30-9:45 (75 mins)	Faculty Collaboration 8:00-9:50 (1 hour 50 mins)	Block 6 8:30-9:45 (75 mins)	Block 3 8:30-9:45 (75 mins)	Block 4 8:30-9:45 (75 mins)	Block 1 (8:30-9:15)
Break 9:45-10:00 (15 mins)	Break 9:45-10:00 (15 mins)		Block 2 10:00-11:15 (75 mins)	Block 4 10:00-11:15 (75 mins)	Block 1 10:00-11:15 (75 mins)	Block 6 10:00-11:15 (75 mins)
Block 2 10:00-11:15 (75 mins)	Block 5 10:00-11:15 (75 mins)	Block 3 10:00-11:15 (75 mins)	Block 4 10:00-11:15 (75 mins)	Block 1 10:00-11:15 (75 mins)	Block 6 10:00-11:15 (75 mins)	Block 3 (10:25-11:10)
Lunch 11:15-12:15 (60 mins)	Lunch 11:15-12:15 (60 mins)	Lunch 11:15-12:15 (60 mins)	Lunch 11:15-12:15 (60 mins)	Lunch 11:15-12:15 (60 mins)	Lunch 11:15-12:15 (60 mins)	Block 4 (11:15-12:00)
Block 3 12:15-1:30 (75 mins)	Block 6 12:15-1:30 (75 mins)	Block 2 12:15-1:30 (75 mins)	Block 5 12:15-1:30 (75 mins)	Community Flex Time 12:15-1:05 (50 mins)	Block 5 12:15-1:30 (75 mins)	Lunch 12:00-1:00 (60 mins)
10th Grade Meeting and Life Lab 1:35-2:20 (45 mins)	11th Grade Meeting 1:35-2:05 (30 mins)	12th Grade Meeting 1:35-2:05 (30 mins)	Block 5 12:15-1:30 (75 mins)	Block 2 1:05-2:20 (75 mins)	Block 5 12:15-1:30 (75 mins)	Block 5 (1:00-1:45)
Directed Study 2:25-3:10 (45 mins)	Block 7 2:10-3:25 (75 mins)	Block 1 2:10-3:25 (75 mins)	Break 1:35-2:05 (30 mins)	Block 2 1:05-2:20 (75 mins)	Block 7 2:10-3:25 (75 mins)	Block 6 (1:50-2:35)
OFFICE HOURS 3:10-4:00pm	OFFICE HOURS 3:25-4:00pm	OFFICE HOURS 3:25-4:00pm	Block 7 2:10-3:25 (75 mins)	Directed Study 2:25-3:10 (45 mins)	Block 7 2:10-3:25 (75 mins)	Block 7 (2:40-3:25)
OFFICE HOURS 3:10-4:00pm	OFFICE HOURS 3:25-4:00pm	OFFICE HOURS 3:25-4:00pm	OFFICE HOURS 3:25-4:00pm	OFFICE HOURS 3:10-4:00pm	OFFICE HOURS 3:25-4:00pm	OFFICE HOURS 3:25-4:00pm

*45 min classes*

*Late Start*

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# Daily Schedule

## UPPER SCHOOL

- **The upper school schedule** for 2020-21 will be modified only slightly from the “new” schedule that was originally intended to be rolled out this year.
- **How it is the same....**
  - Six-day cycle with classes meeting every other day for seventy-five minutes.
  - Common break and lunch periods.
  - Every Day 3 will be a late start day for students, with classes beginning at 10 a.m.
  - Class Meetings, Directed Study periods and Community Flex Time will remain on the schedule.
- **How it is different....**
  - Other than on Day 3, school starts at 8:30 a.m. rather than 8:00 a.m. This provides time to perform health screenings and properly check-in students when they arrive on campus.
  - Lunch extended from fifty minutes to one hour.
  - Office hours added at the end of each day to allow for additional time to meet with teachers.
- This upper school schedule **will not change** during the year, regardless of whether school remains entirely online, hybrid, or entirely on campus.

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# Teaching & Learning

- Faculty have been spending the summer refining lesson plans and adapting them to fit a remote and/or hybrid learning environment.
- HW conducted a two-day Professional Learning Summit in June that highlighted Distance Learning, with sessions on assessment, feedback, homework, and structuring a class period.
- Teachers are participating in professional development about creating and nurturing deep relationships with students in a remote learning environment.
- Both the middle and upper school used feedback from teachers and students in the spring to adapt the daily schedules of each campus to better meet the needs of students and teachers.
- HW will continue regular surveys of students and teachers to enable ongoing adaptation and improvement.
- Back-to-School Days will be held virtually and early in the year to allow for parents to make connections with each child's teachers and to understand the structure and goals of each class.
  - Middle School: Saturday, September 12th
  - Upper School: Saturday, September 26th

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# Student Support

THERE ARE MANY STRUCTURES AND SYSTEMS  
IN PLACE TO SUPPORT STUDENTS.

### ■ DEANS

- Deans on both campuses have worked to adapt their practices and programming to better suit a distance learning environment, including redesigned class meetings for all grade levels.
- Deans are the point people for parents with questions about anything specific to a particular child's experience.

### ■ CHAPLAIN

- HW's new chaplain will work closely with the deans and counselors to support students individually and to provide programming to help our entire community grow stronger.

### ■ COUNSELING TEAM

- HW has full-time counselors on both campuses along with two part-time counselors who work on both campuses, one with a background in working with athletes, and one with expertise in working with students of color.

- School psychologists and counselors are available to students and parents on each campus for personal support or resources pertaining to mental health.
- Weekly Counseling Team meetings convene once per cycle on each campus to discuss any students of concern and to create plans to help each child.

### ■ LEARNING SPECIALISTS

- HW's learning specialists, one on each campus, are resources both for students with diagnosed learning differences and for the general student population.
- Each campus has a Learning Center to provide academic support for students who need it.
- Our counselors and learning specialists will provide information and resources for students and parents regarding best practices for learning in a remote environment along with tips on maintaining emotional health.

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# Student Life

## MIDDLE SCHOOL

- **HW Sibs** (small, mixed grade level, student advisories) will meet virtually, giving students a chance to connect with each other and a faculty member.
- **Clubs and Activities** will continue to meet virtually under the direction of club leaders. We are planning to offer a virtual club fair and develop a clubs website so students know what is being offered and can pitch new ideas.
- While the traditional **middle school retreat will not occur this fall**, we are exploring in-town, daytime activities that will foster some of the same values of togetherness and camaraderie, pending approval from state and local authorities.
- Student Council and Mr. Jordan, our MS Director of Student Affairs, are assembling **virtual experiences** to take the place of in-person community building events.
- Making plans for **virtual all-school assembly webinars** to host speakers and student content.
- While the middle school is operating fully remote, **after school extracurriculars**, such as robotics, debate, MATHCOUNTS, etc. will shift online as best they can under the direction of teacher sponsors.

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# Student Life

## UPPER SCHOOL

- **During full distance learning**, clubs and student organizations will continue to meet once a cycle for an hour.
  - **Club meeting time** will move from the lunch period to after school.
  - **Each club** will coordinate its meeting time with their members in the window of 3:30pm to 9:30pm on their designated cycle day.
  - **The Prefect Council** will facilitate club advertising, sign-ups, and also provide enrichment opportunities.
- The Prefect Council is coordinating **The Quad** that will highlight student opportunities such as teacher seminars, cooking classes, tutorials, book clubs, and exercise classes.
- **Peer Support** will continue to meet in groups over Zoom on Monday evenings.
- Making plans for occasional **virtual assemblies and speakers** to take place during scheduled Community Flex Time.

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# Athletics

- In-person athletic activity will begin when students are allowed to attend class on campus (hybrid or full student body).
- Middle school athletics (grades 7-8) will most likely not begin until December. Specific dates and times will be provided when that information becomes available.
- High school athletics (grades 9-12) will begin training by sport based on the calendar below.
- The California Interscholastic Federation (CIF) has divided the sports calendar into two seasons (Fall and Spring) for 2020-21 school year. All sports have been placed in one of the two seasons.
- The first practice date refers to the date that mandatory practices will begin for each sport, assuming the CIF calendar remains as it is published below. Adjustments to the CIF calendar may cause adjustments to the first day of practice.
- Voluntary practices may begin prior to the first practice date in some sports.
- Program Heads will share specific practice and game schedules in the coming weeks.
- Fencing, Cheerleading, Drum Line, and Equestrian start dates will be posted on the athletic website and communicated by the respective program heads in the coming weeks.

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# Athletics

FALL SEASON

SPRING SEASON

SPORT	FIRST DAY OF HW PRACTICE	FIRST CONTEST	TRANSFER SOP DATE	LAST CONTEST	CIF CHAMPIONSHIP	STATE/REGIONAL CHAMPIONSHIP
Boys Volleyball	November 9	December 12	January 12	February 11/13	March 6	March 15-20
Field Hockey	November 16	December 18	January 22	February 26/27		
Girls Volleyball	November 16	December 19	January 19	February 18/20	March 12/13	March 19/20
Boys Water Polo	November 23	December 21	January 11	February 18/20	March 6	March 19/20
Boys and Girls Cross Country	November 30	December 26	January 29	March 4/5	March 20	March 27
Girls Water Polo	November 30	December 28	January 18	February 25/27	March 13	March 19/20
Football	December 14	January 8	February 8	March 12	April 9	April 16
Girls Tennis	January 18	February 22	March 29	May 7/8	May 21	June 5
Boys and Girls Soccer	January 25	February 27	April 3	May 6/8	May 28/29	June 5
Boys Tennis	February 1	March 1	April 5	May 14/15	May 28	June 5
Wrestling	February 1	March 5	April 9	May 11/15	May 28/29	June 10-12
Boys and Girls Basketball	February 8	March 12	April 16	May 21/22	June 11/12	June 18/19
Lacrosse	February 8	March 12	April 16	May 20/22	June 12	
Boys and Girls Swimming	February 8	March 13	April 17	May 21/22	May 29	June 4/5
Baseball	February 15	March 19	April 23	May 28/29	June 18/19	June 26
Softball	February 15	March 19	April 23	May 27/29	June 18/19	June 26
Boys and Girls Golf	February 15	March 20	April 24	May 28/29	June 7	June 23
Boys and Girls Track & Field	February 15	March 20	April 24	May 28/29	June 12	June 25/26

# RETURN *to* SCHOOL

## PLANS AND GUIDELINES



# Visual & Performing Arts

## VISUAL ARTS

- **Student visual arts showcases** will happen virtually and in-person, as allowed.
- **Visiting artists** throughout the year will engage the Harvard-Westlake community in interactive online student/artist events and workshops.
- Teachers are organizing **individual art material kits** for students to use from home or at school.
- **Remote and hybrid instruction** will increase opportunities for visual arts collaborations between campuses, with students at Humanitas Academy of Art and Technology in East LA, and other local groups.

## PERFORMING ARTS

- The faculty are preparing for **all fall productions** to be virtual, committing resources to ensure our work is high quality and professionally produced.
- Teachers will be creative with **class scheduling** to ensure more efficient use of class time for a hybrid or fully remote model.
- The school is purchasing **new instruments** and upgrading old instruments and equipment to avoid instrument sharing.
- The department is investigating ways to send students better audio software and equipment for **digital rehearsals and recordings**.

**RETURN *to* SCHOOL**  
PLANS AND GUIDELINES

# The Campus Experience

Specific policies and procedures have been developed for the following activities to ensure healthy and safe use of campus spaces.

Additional briefings and details about the on-campus experience will be provided closer to our return to on-campus instruction.

- Arrival
- Transitions between classes
- Lunch
- Free periods
- Classroom Use
- Shared Equipment
- Dismissal
- Transition to after-school activities
- After-school activities

# RETURN *to* SCHOOL

PLANS AND GUIDELINES

# HW Parents

*Please don't hesitate to contact HWP President Susan Welsh with questions or for more information. HWP is looking forward to seeing you online soon!*

**Harvard-Westlake Parents intends to move as much of its programming as possible online to keep parents connected until events can resume in-person.**

## UPCOMING EVENTS:

- **State of the School Address** – September 3, 2020 at 7 p.m. on Zoom.
- **Senior Appreciation Events** –The Senior Committee will be in touch in a couple of weeks with details about the pick-up and delivery of senior sweatshirts and other important senior events.
- **Diversity, Equity, and Inclusion (DEI)** – We are thrilled to announce our two newly appointed DEI co-chairs, Gabe Ramirez and Stacy Messaye. Online opportunities for parent education and smaller group discussions will be announced soon.
- **Homecoming** – While the calendar still shows October 10th, the HWP Homecoming Committee is hoping for a new date in the spring pending the release of the CIF schedule and HW football schedule. Be on the lookout for some HW spirit merchandise this fall!
- **Fall Speaker Series** – The two Speakers Events typically held in October and November have been moved online. More details will be shared soon.
- **Party Book** – Opportunities will be offered in the spring to gather together online and hopefully safely in-person to support our school.
- **Grade Level Parties** – Grade Reps will be in touch when school begins virtual, grade-level, get-to-know-you opportunities. Our traditional Grade-level Fall Parties have been moved to next spring.

# RETURN *to* SCHOOL

PLANS AND GUIDELINES



## CONTACT INFORMATION

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■ **FOR QUESTIONS ABOUT HEALTH & SAFETY**

Milo Sini, Community Health Officer (msini@hw.com)

■ **FOR QUESTIONS ABOUT THE MIDDLE SCHOOL PROGRAM**

Jon Wimbish, Head of Middle School (jwimbish@hw.com)

■ **FOR QUESTIONS ABOUT THE UPPER SCHOOL PROGRAM**

Beth Slattery, Head of Upper School (bslattery@hw.com)

■ **FOR QUESTIONS ABOUT ATHLETIC PROGRAMS**

Terry Barnum, Head of Athletics (tbarnum@hw.com)

For general questions about the 2020-21 school year, please contact Rick Commons, President & Head of School (rcommons@hw.com) or Laura Ross, Associate Head of School (lross@hw.com)

For questions about your child's schedule or circumstances, please contact your child's dean.