

Intensive Details: Read ASAP

Below are the full details you will need as we start intensives the week after Thanksgiving. Please read this in its entirety, and email any questions you may have as soon as possible to [Rick Tate](#) (Upper School) or mastery@hawken.edu (Mastery School). Hawken is closed beginning at 12:00 noon on Tuesday, November 22 until the start of the day on Monday, November 28.

What are Intensives?

During Intensives, students focus on one class all day, every day for three weeks. We've been teaching Intensives at Hawken for more than a decade now. They'll connect you with teachers and classmates across Hawken's two high school campuses.

Hear directly from Hawken students about their experiences with Intensives [click here](#).

[Here](#) are the Intensives for the 2022-2023 school year.

Intensives take place from Monday, November 28-Friday, December 16.

- 9:00 AM start time for both the Gates Mills and University Circle campuses.
- 2:30 PM end time for UC intensives
- 3:15 PM end time for Gates Mills intensives

Be sure to bring the following items every day:

- Weather appropriate outerwear and comfortable walking shoes
- Reusable water bottle (all campuses have eco-friendly water bottle refill stations)
- Tablet and charger - *yes, you need your charger every day!*
- Any required materials (your teacher has e-mailed you if there are books which you will need to purchase prior to the intensive.)

Students can find their Intensive info in any of these locations:

- [HawkNet](#): My Day → Progress → First Intensive
- [Canvas](#): Groups
- [SAS](#): View My Schedule
- Where does my Intensive meet? [Click here for classrooms and campus maps.](#)

Here are some important contacts on both campuses:

- Upper School Main Office: [Lisa Gilbert](#), 440.423.4446
- Upper School Nurse: [Annette Thompson](#), 440.423.2913
- Mastery School Main Office: [Mary Defer](#), 440.423.8801 x2
- Mastery School Nurse: [Gail Burns](#), 440.423.8802

Attendance

All students must sign in / sign out at the main office (Ms. Gilbert- GM/Ms. Mary- UC) if they arrive late or leave campus early. All attendance notifications must have parental/guardian notification prior to signing in late or signing out early.

Since Intensives are the only experience for all students during this time, their Intensive teacher(s) is the main point of contact for academic questions rather than their advisor or Wayfinding mentor. If a student is ill or otherwise absent, please fill out an [absence form](#) and check in via email with the teacher. ([Important Reminder: School Illness Policy](#))

In determining the best transportation plan for your family, please note the open hours of each campus. Stirn Hall on the Gates Mills campus (12465 County Line Road | Chesterland) is open to students between 7:30 AM and 6:00 PM. Academic Building 1 of the University Circle Campus (11025 Magnolia Dr | Cleveland) is open to students between 7:30 AM and 4:30 PM each day.

Transportation During Intensives

Mastery School and Upper School students will take Intensives on both the University Circle (UC) and Gates Mills (GM) campuses. Below is important information on transportation options for traveling between campuses.

Intercampus Shuttles

We are incredibly grateful for how the Hawken transportation department supports daily travel and field trips throughout Intensives. With the current bus driver shortage, being on time is especially essential. **All shuttles will depart on time.** If you miss the shuttle, please plan to make alternative arrangements to get to campus.

Morning:

- **8:20 AM** departure from GM (White House Circle) to arrive to UC by 9:00 AM
- **8:20 AM** departure from UC (in front of Ac 1) to arrive to GM by 9:00 AM

- **7:50 AM** departure from Lyndhurst (Middle School) to arrive at UC by 8:15 AM
- **7:50 AM** departure from Lyndhurst (Middle School) to GM by 8:15 AM

Afternoon:

- **2:40 PM** departure from UC (in front of Ac 1) to arrive to GM by 3:15 PM
- **2:40 PM** departure from UC to Lyndhurst by 3:10 PM
- **3:45 PM** departure from GM (White House Circle) to UC by 4:20 PM (*This bus stops at Lyndhurst at around 4:10 and UC by 4:30 PM*) - Look for Mr. Joe's bus, #12, which will stop at LY before arriving to UC

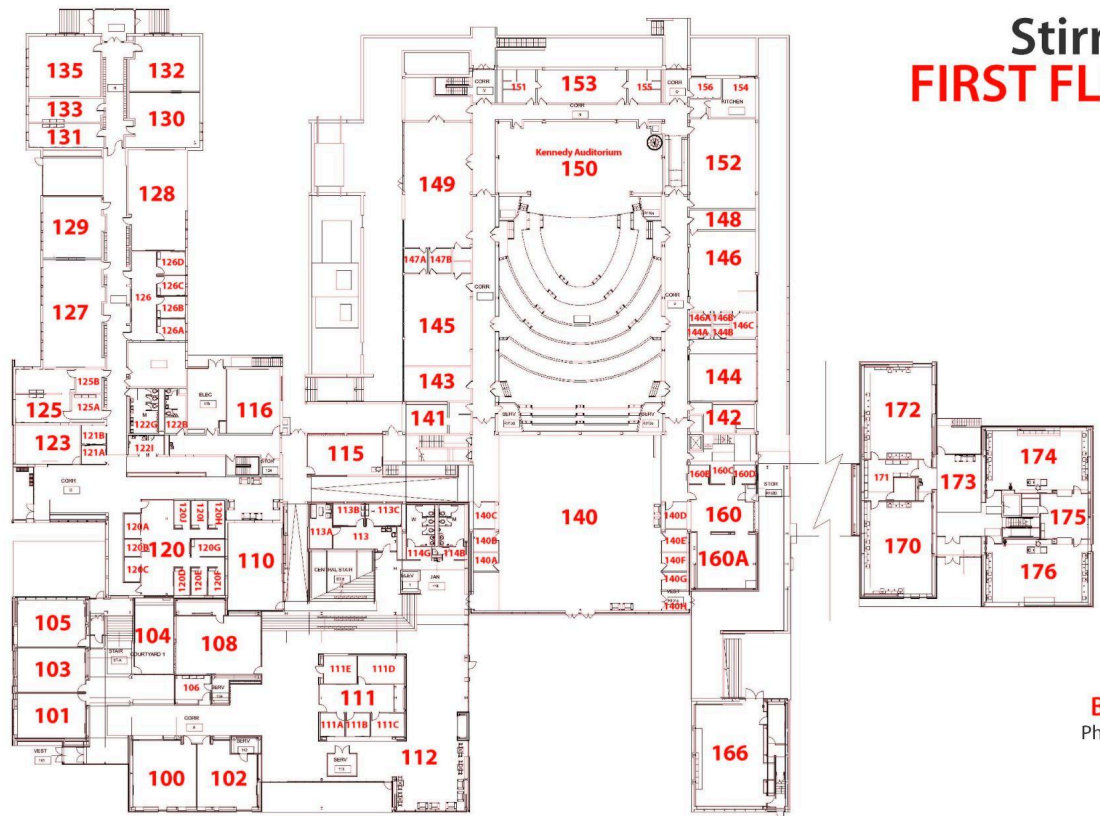
Please note: other daily intercampus shuttles along with central point and door-to-door options will run their normal schedules.

Drop-off/Pick-up Circles & Parking

Gates Mills Circle: Bus and shuttles will meet students at the White House Circle, near the Science Building entrance, located outside RMs 170 & 176 on the map below.

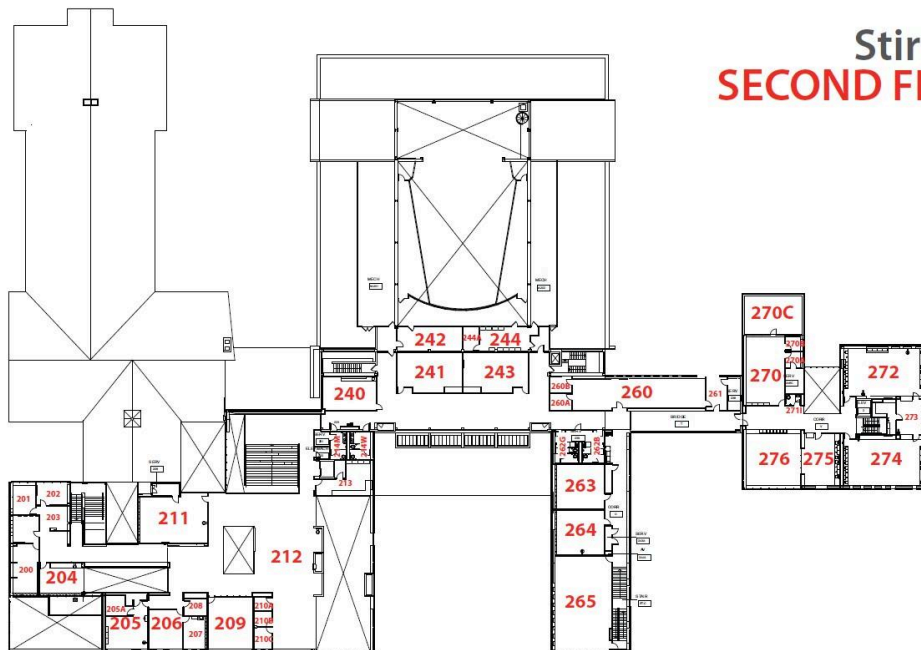
Gates Mills Student Parking: Student parking is available in the gravel lot adjacent to the Athletics building. Please contact [Casey St. Laurent](#) to obtain a pass for your student's vehicle. Note: the parking lot behind Stirn Hall is reserved for Faculty and Seniors.

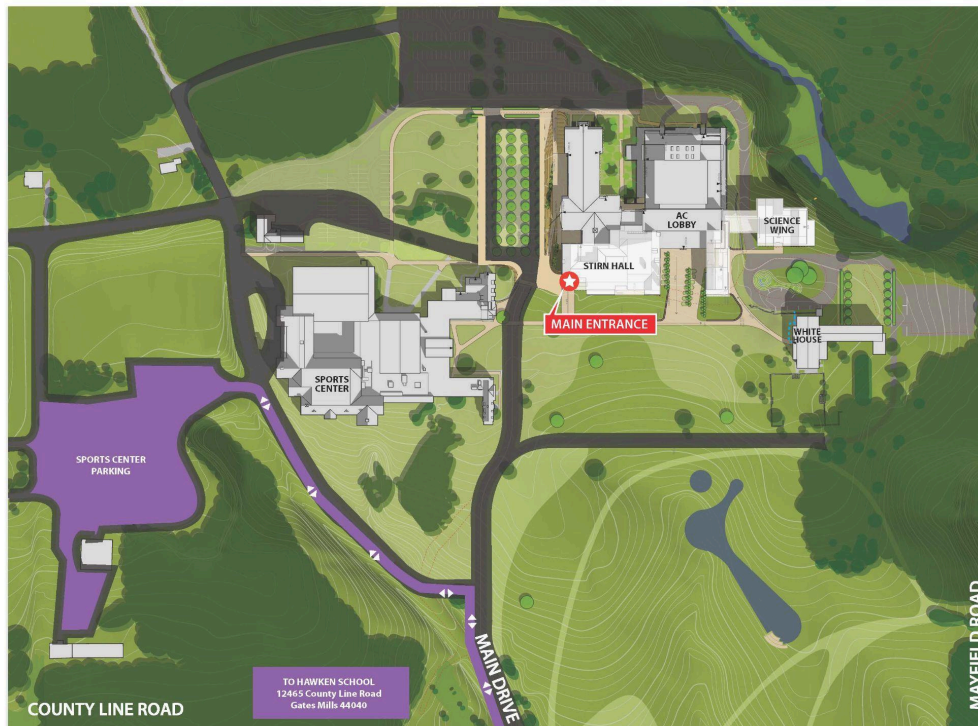
StirnHall FIRST FLOOR



Basement
Photo Lab 051
Dance 053
Jazz 055

StirnHall SECOND FLOOR



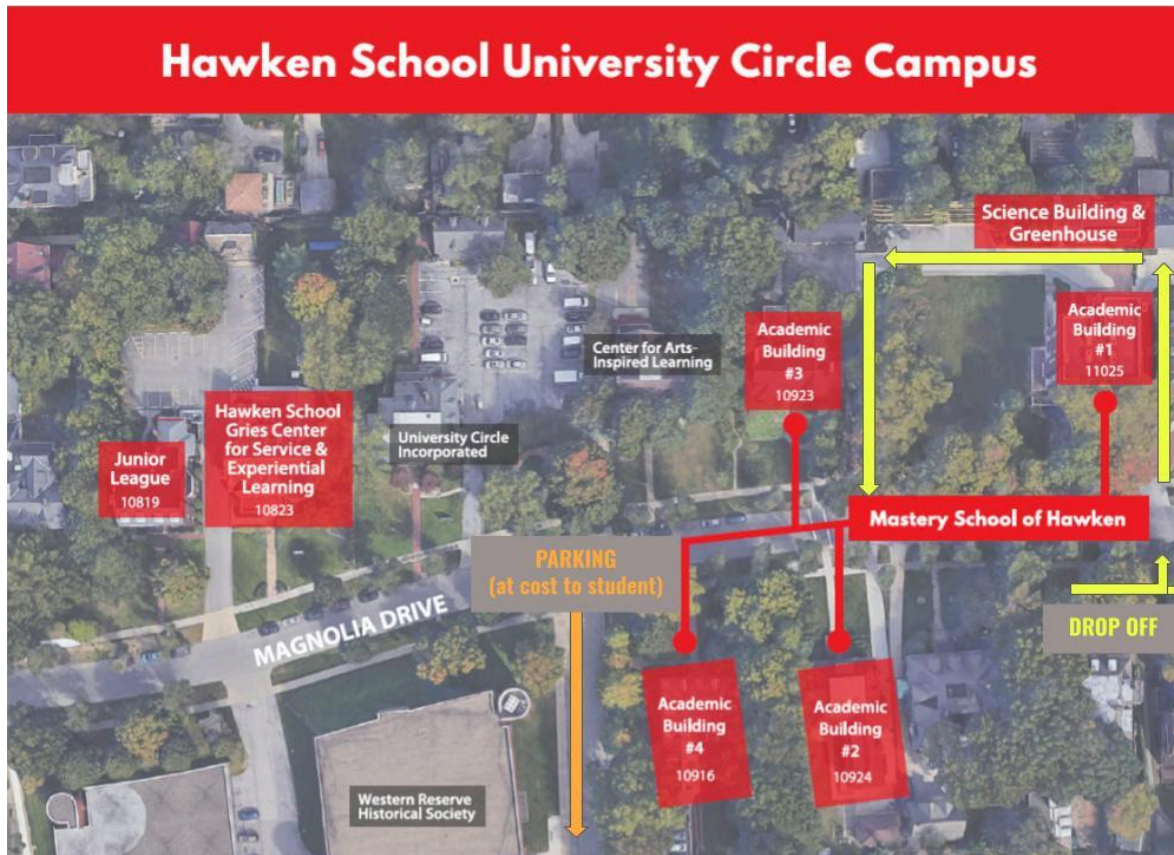
**University Circle Circle:**

In addition to the Gries Center and the Junior League, the Mastery School of Hawken operates out of four main buildings – Academic Buildings 1, 2, 3, & 4. The driveway entrance is found at 11025 Magnolia Dr (Ac 1). The driveway is a large U-shape that leads to Ac 3 before exiting back onto Magnolia. *Please use this driveway for all drop-offs and pick-ups regardless of the building your Intensive is in.*

University Circle Student Parking:

If you choose to drive to and park your vehicle at UC during the intensives, you will need to find your own parking. Hawken has negotiated a discounted rate of \$5/day at the Western Reserve Historical Society / Cleveland History Center. If you want to use this option, you will need to go into the Western Reserve building with your parking ticket and your student ID when you depart for the day to pay the \$5.00 discounted rate with a debit/credit card (no cash). The driveway is just west of Academic Building 4 (10916 Magnolia Dr).

You may also choose to park in other paid lots in the vicinity. We highly discourage street parking as the meters will not last for the entire day and you will most likely be ticketed.



Field Trips

Field trips and excursions are a staple of the Intensive program. If your teacher has a trip planned outside of the typical daily schedule, they will share details with students and families. Connect with your teacher if you have any questions or concerns.

When an Intensive is off campus during lunchtime hours, all students will have the opportunity to pack their own bagged lunches before heading out to best accommodate preferences and any dietary restrictions.

Important Reminder: School Illness Policy

Because each day of the intensive is roughly equivalent to a full cycle (4 days), absences are highly discouraged. Students with more than 3 days of absences in the intensives may not receive credit for the course.

However, we recognize that inevitable illnesses happen and ask everyone's help in keeping our community healthy. Please keep your child at home if any of the following should occur:

- A fever of 100.0 or higher. Students can return when they are fever free for 24 hours without the use of medication. Do not administer medication to reduce/prevent fever and send the child to school.
- Vomiting within the previous 24 hours, even if they are feeling better.
- Diarrhea within the previous 24 hours, even if they are feeling better.
- A sore throat and/or fever, enlarged glands in the neck, headaches, stomach complaints, and/or a rash. Call your physician for a strep test or throat culture. If the test is positive, the student may return to school 24 hours after the first dose of antibiotics.
- Any symptoms of a new illness such as a persistent cough, runny nose with body aches, severe ear pain, oozing rash or rash of unknown cause.
- Conjunctivitis. Observe your child's eyes for redness, swelling, yellow or green drainage or crusting, incessant tearing, and/or complaints of burning or itching. Contact your physician for diagnosis and treatment. Students must remain home from school until after they have been on prescribed antibiotic eye drops for at least 24 hours.
- Lice or nits in hair. Look for small white nits (louse eggs) attached to the hair shafts. They are commonly seen close to the scalp near part lines, behind the ears, and at the nape of the neck, but they may be found attached to hair anywhere on the head. Information sheets that give clear instructions for resolving this problem are available from the school clinic. Please contact the school nurse and your physician with any questions. [Click here for more information.](#)

Please Note:

- It is important that your child look and feel normal for 24 hours before returning to school to protect your child from exposure to further

infection and to protect other children and school staff from communicable diseases that your child may transmit.

- If you work during the day, please make plans in advance to determine who will care for your child if they are sick and who will pick him or her up at school if they become ill while at school.

Campus Activities

Intensives are an intense time (there, we said it). With that in mind, many clubs and activities take a break during the Intensive window. If you have any questions about a club's schedule, please connect with the club leaders and/or advisors.