

The Children's School of Rochester (No. 15)

Reopening Plan 2020-21

Building Name: The Children's School of Rochester (No. 15)
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As per Governor Cuomo and the New York State Education Department document on *Recovering, Rebuilding, and Renewing: the Spirit of New York's Schools Reopening Guidance from July 13, 2020*. This document details how The Children's School of Rochester (No. 15) plans to reopen the school building safely.

General Information

Hybrid Model PreK-4

Cohorts:

- Pre K- 4th Grade
 - Classes will be split into two groups
 - Group A will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.
 - Group B will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- 5th and 6th Grade students will follow a distance learning plan.
 - Monday, Tuesday, Thursday, and Friday will be distance learning.
 - Wednesday will be a planning/ PLC day.
- All ASD classrooms (grades 2, 4/5, 5/6) will have in-person instruction.
 - ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 7:30AM to 11:30AM.
 - Wednesday will be a planning/ PLC day, while the building is deep cleaned.
- The safety and health of all of our staff and students is our number one priority!

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The hybrid model will be implemented in phases beginning with students in Prek-4, k-6 special classes and k-12 specialized programs. Students not in school for the hybrid model will receive instruction through the distance learning model.

Distance Learning

- The days where students are scheduled for remote learning, instruction will be an extension of the classroom. Students would be engaged in a variety of learning experiences which may include pre-recorded video of a teacher providing direct instruction, a video of other teachers teaching a skill, a link to an article for a student to read and respond to, a math or science problem set to be worked on and

submitted for feedback, etc. The learning platforms will be Seesaw at K-2 and Google Classroom Grades 3-12. A combination of synchronous large group instruction, synchronous small group instruction, and asynchronous learning will be provided to students.

Communication/ Family & Community Engagement

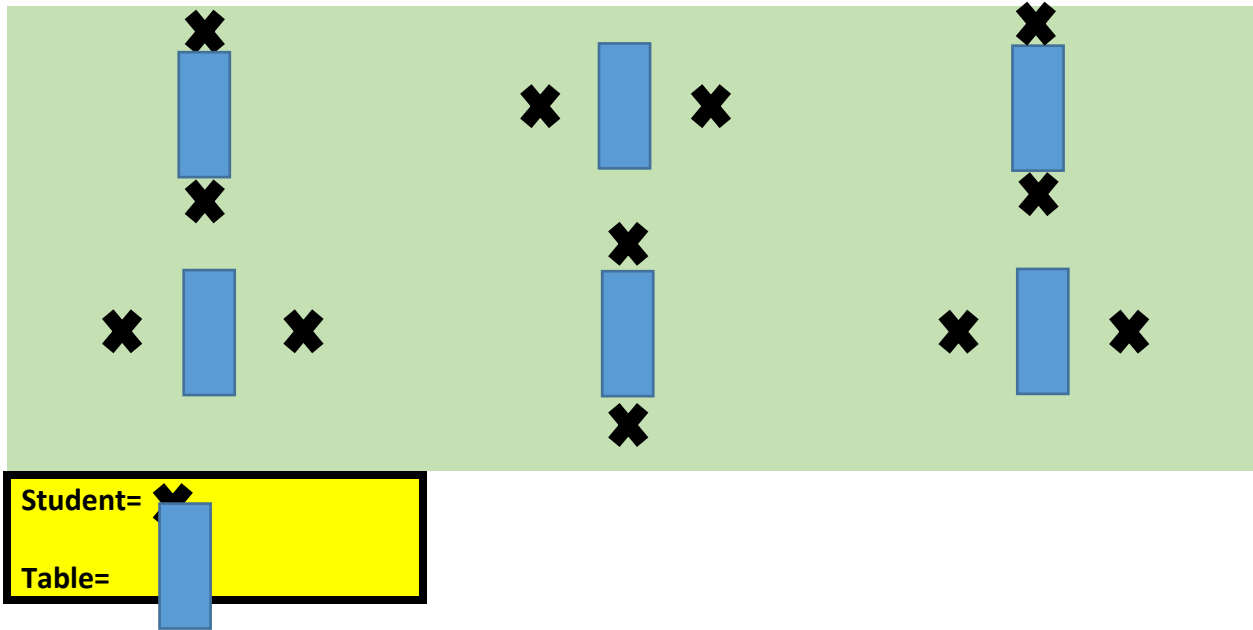
- Information will be communicated, in multiple languages, with families in August 2020.
- Weekly/ Monthly updates will be shared with families through Facebook, social network platforms, Robocalls, and newsletters.
- Virtual Family School Connection (PTO) Meetings to discuss Reopening Procedures and policies.

Social Distancing

- Social distancing, six feet of space in all directions between individuals (students and staff) will be maintained at all times, unless safety or core activity requires a shorter distance, or the individuals are of the same household. Barriers may also be used in specific situations when six feet of space cannot be maintained. Face covers are not required when behind a barrier.
 - Barriers will be made of approved materials and will not adversely affect airflow, heating, cooling, or ventilation or present a health and safety risk.
- Social distancing markers will be used to denote six feet spacing in commonly used and other areas as necessary.
- Any time individuals are less than six feet apart from one another, an acceptable face covering will be worn.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. Examples include elevators, copy rooms, storage spaces, and vehicles (other than buses).
- Breakfast and lunch will be consumed in the classroom.
- Cohorts of students will be created. Cohort size will be determined by the amount of students that fit into a classroom. For most, classrooms this will be twelve students or fewer.
- Cubbies will be assigned by cohort group. NO LOCKERS will be used
- Large group events such as; student assemblies, athletics events/practices, performances, and school-wide parent meetings, will be cancelled or postponed.
- Virtual meetings will take place whenever possible. If an in-person full staff meeting is necessary, it cannot take place unless there is enough space for proper social distancing and does not exceed current State limits on gathering size.
- Office workstations will be arranged so that employees are at least six feet apart or separated by a barrier. If workstations cannot be separated, a face covering will be worn at all times.
- Shared workstations will not be used unless no other option exists. If a shared workstation is used it will be cleaned and disinfected before and after by the user, if an adult. If used by a student it will be disinfected by an adult.

- All pick-ups and deliveries will be in either the main entrance lobby or the loading dock to limit contact to every extent possible.

Suggested classroom arrangement for tables (12 students per room)



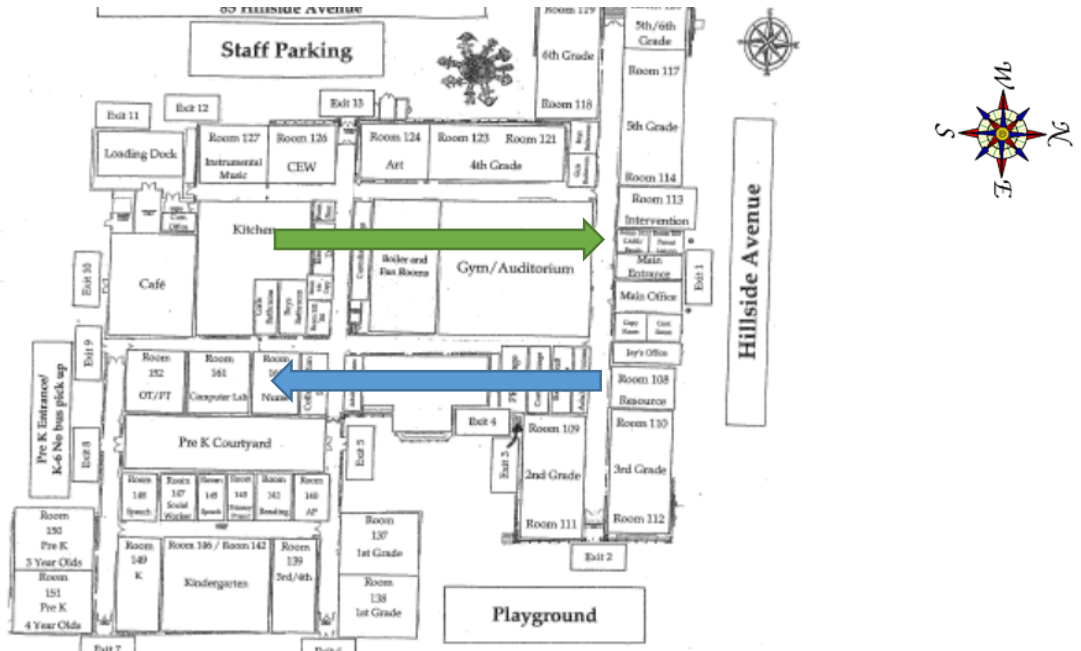
Social Distancing Classroom Plans:

Classroom Seating:

- Students tables will be arranged alternately (horizontally/vertically) so that students are seated 6 feet apart.
- Students are only allowed to work at their designated space all day.
- Students will not share any materials.
- Student spaces will be cleaned daily.
- Student materials will be switched out after Cohort 1 finishes, and before Cohort 2 attends.
- Students will have an individual bag for their materials.

Hallways: social distancing will be in effect in hallways. Students and staff must wear face masks at all times in the hall.

- Students will travel one direction, from the south end of the building to the north end, using the 4th grade hallway.
- Students will travel one direction, from the north end of the building to the south end, using the library hallway.



- Staff and students will move single file in hallways and stay to the right-hand side
- Elevator Use:
- Student Belongings:
- Students' personal belongings will be kept in student cubby. Students are allowed to put away or retrieve their belongings one at a time.
 - Students instructional belongings will be stored in individual bags that will be stored in cubby when students are not in-person.

Cohorts:

Grade levels will be divided into two cohorts. Each grade-level teacher will be assigned to a cohort.

Grade	Cohort(s)
Pre-K3	
Pre-K4	
Kindergarten (Rm(s) 142 & 146)	Cohort 1 will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday. Cohort 2 will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
First Grade (Rm(s) 137 & 138)	Cohort 1 will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday. Cohort 2 will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
Second Grade (Rm(s) 109 & 111)	Cohort 1 will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday.

		Cohort 2 will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
Third Grade (Rm(s) 110 & 112)		Cohort 1 will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday. Cohort 2 will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
Fourth Grade (Rm(s) 121 & 123)		Cohort 1 will report for in-person instruction on Monday and Tuesday, with distance learning on Wednesday, Thursday, and Friday. Cohort 2 will report for in-person instruction on Thursday and Friday, with distance learning on Monday, Tuesday, and Wednesday.
Fifth Grade (Rm(s) 114 & 117)		5th Grade students will follow a distance-learning plan. Monday, Tuesday, Thursday, and Friday will be distance learning. Wednesday will be a planning/ PLC day.
Sixth Grade (Rm(s) 118 & 119)		6th Grade students will follow a distance-learning plan. Monday, Tuesday, Thursday, and Friday will be distance learning. Wednesday will be a planning/ PLC day.
2 nd Grade - ASD 6:1:2 (Rm 149)		ASD classrooms will have in-person instruction. ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 7:30AM to 11:30AM.
4 th /5 th Grades - 12:1:3 Social Communication Class (Rm 139)		ASD classrooms will have in-person instruction. ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 7:30AM to 11:30AM.
5 th /6 th Grades - 12:1:3 Social Communication Class (Rm 120)		ASD classrooms will have in-person instruction. ASD students will report for in-person instruction on Monday, Tuesday, Thursday, and Friday from 7:30AM to 11:30AM.

Special Area Teachers:

- Library, art, music and PE will push into individual classrooms.
- Twelve feet of space in all directions will be provided in all areas where aerobic activities (gyms), projecting the voice (singing), or playing a wind instrument take place. When possible, these activities will take place outside.

Shared Spaces:

Classrooms

- Classrooms will be arranged so that students are six feet apart in all directions when sitting at their table (see page 2).

Cafeterias

- To reduce movement, the cafeteria will not be used for breakfast or lunch.

Gymnasiums

- To maintain social distancing, the gym will not be used. The PE teacher will push into grade-level classroom or escort students outside for PE class.

Special Area Rooms (e.g., Music, Art, Dance)

- To maintain social distancing, Special Area Rooms will not be used. Special Area teachers will push into grade-level classrooms.

Libraries

- Librarians will select books and take them to classrooms for students to make selections.
- When books are received back, they will be placed in quarantine for seven days prior to return to circulation.

Playgrounds

- Playground use will be limited, when possible, to one class (cohort).
- Hand hygiene will take place before and after playground use.
- Social distancing will be maintained as much as possible.
- Activities will be limited to cohort groups.
- Face coverings will be worn whenever six feet of distance cannot be maintained.

Restrooms

- Restrooms will not be occupied by more people than stalls.
- Six feet of space will be maintained unless in a stall.
- Signs will be posted to wash hands before and after using the restroom.
- Paper towels will be provided in restrooms.
- Open top trash containers will be provided whenever feasible.
- Supervision of students will occur as needed and required by adults for compliance to social distancing rules.

General Office Areas

- Tasks requiring large amounts of people to be in one area will be reduced or performed virtually when possible.
- Staff will be encouraged not to linger or socialize in common areas.
- Floor plans will be reviewed. When necessary and possible, seats, workstations and furniture will be reconfigured to preserve recommended physical distancing in accordance with guidelines.
- When necessary and possible, workstations will be reconfigured so that employees do not face each other, or partitions will be placed if facing each other cannot be avoided.
- Employees will be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings, whenever possible.
- If in-person meetings are essential, participants will be limited to fewer than 50 people depending on local, state, and federal guidelines.
 - Face coverings must be worn.
 - Social distancing requirements will be adhered to, six feet of space.

Conference Rooms

- If a conference room is used by multiple people six feet of space is required in all directions or face coverings must be worn.
- In-person meetings are limited to State size restrictions on gatherings in place at the time of the meeting.
- Face coverings must be worn throughout the meeting.
- If meetings are to occur in person, they will be conducted in a quick manner.
- Lingering and socializing before and after meetings will be discouraged.

Breakrooms and Lunchrooms - Adults

- The use of breakrooms and lunchrooms will be discouraged.
 - When a breakroom or lunch room is used, it will have cleaners and disinfectants available to wipe down before and after items are used.
 - Hand hygiene will be encouraged before and after use.
 - Signage will be posted.
 - Some frequently touched items include:

- Water coolers
- Coffee makers
- Shared small kitchen appliances
- Refrigerator handles
- Vending machines
- Communal meals and shared food will not be allowed. (e.g., bagels, donuts, candy and fruit bowls).
- When necessary, lunch breaks will be staggered to minimize occupancy in breakrooms and allow for social distancing.
- Congregating in breakrooms or lunchrooms will be discouraged.

Copier Rooms/Areas

- No congregating in copier rooms will be allowed.
- Copiers are difficult to clean due to the sensitivity of the hardware to liquids.
 - Users will be provided hand sanitizer and gloves.
 - Signs will be posted regarding proper hand hygiene before and after using the copiers to minimize disease transmission.

Elevator Use

- Whenever possible, only one person should ride an elevator at a time
- Staff must wear a face covering whenever riding in an elevator.
- The use of stairs will be encouraged.

District Vehicles (other than buses)

- Vehicle occupancy will be limited to one person.
- If it is necessary for more than one person to occupy a vehicle all occupants must wear face coverings that cover the mouth and nose.

Shared Objects and Surfaces

- Touching of shared objects and surfaces will be discouraged.
- When in contact with shared objects or frequently touched areas; employees will be encouraged to wash hands before and after contact.
- Some commonly touched shared objects include:
 - Door handles and push plates
 - Handrails
 - Kitchen and bathroom faucets
 - Light switches
 - Handles on equipment
 - Buttons on vending machines and elevators
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- Frequently touched surfaces and objects will be cleaned and disinfected several times a day to further reduce the risk of germs on surfaces and objects.

Shared Toys, Classroom Supplies and Other Items

- Efforts will be made to minimize the use of shared or communal classroom items.
 - If an item must be used by more than one person, it will be disinfected between each use.
 - If an item cannot be disinfected, proper hand hygiene will take place before and after using the item.

Computer Keyboards

Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission.

- Locations with community use computers will have:

- Hand sanitizing stations and gloves.
- Posted signs regarding proper hand hygiene before and after using the computers to minimize disease transmission. (*Attachment 3 – Shared Computers & Copiers*)

Shared Tools and Equipment - Adults

- Cleaners and disinfectants will be provided to be used to wipe down before and after items are used. Hand hygiene will be encouraged after use. Signage will be posted.

Water Fountains

One working water fountain is required for every one hundred building occupants.

- Water fountain use will be limited to bottle fillers whenever possible.
- When a bottle filler is not available or a water fountain must remain in use to meet building code requirements.
- Disposable paper cups will be provided.
- Signage will be provide at water fountains and bottle fillers on safe use.

Face Covers

- Employees will be provided with an acceptable face covering at no-cost to the employee.
- Students who arrive without a face covering will be provided with an acceptable face covering.
- Acceptable face coverings may be cloth or disposable and must cover both the mouth and nose. A face shield used alone is not an acceptable face covering. Face coverings with a sewn-in transparent area around the mouth are acceptable.
 - Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.
 - An information page will be provided on how to wear and care for the face covering. This will include:
 - How to Wear Face Covering Appropriately
 - How to Put On/Remove Face Covering
 - Proper Care of Face Coverings
 - Staff and students may wear their own face coverings provided they cover the mouth and nose.
 - Students that are incapable of wearing a face covering because it would impair their physical health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction, will not be required to wear a face covering.
- Face coverings will be required to be worn at all times when social distancing is not possible as well as when in any public area, including, but not limited to; hallways, restrooms, and buses.
- Face covering wear is encouraged at all times.
- Times and locations will be provided for students and staff to have mask breaks. Locations of mask breaks will allow the person at least six feet of space in all directions.

Face Cover Location(s):

Face Covers will be available in the nurse’s office (Rm #164) and from the SSOs. One SSO will be stationed near the front entrance of the school in the lobby. The other SSO will be stationed in the back of the school near the Pre-K entrance (#9). The SSOs will take an inventory of the face masks so that we remain well-stocked.

Face Cover Breaks:

Face Cover Breaks will be provided to students by their grade-level teachers at staggered times throughout the school day.

Screening & Visitor Log

- All employees will be required to use their badge to gain access to the building. This will be done at each building even if multiple buildings are visited in the same day. If necessary, the Monroe County Department of Health will use this information to support contact-tracing efforts. Employees cannot badge in for other employees.
- All visitors will be required to sign-in at each building excluding deliveries that are performed with appropriate PPE or through contactless means.
- Student attendance will be taken daily and up-to-date schedules will be maintained.

Screening and Health Checks

- All staff, visitors, and students will have their temperature taken every day onsite. The SSO will be stationed in the main lobby. Staff will sign-in and the SSO will take temperatures. Specific temperatures of individuals will not be recorded.
- Staff and visitors will fill out an electronic screening assessment prior to or immediately upon arrival to any District building. The screening assessment will include all questions required by the [NYSDOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#).
 - Screening questionnaire determines whether the individuals has:
 - Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
 - Tested positive through a diagnostic test for COVID-19 in the past 14 days.
 - Has experienced any symptoms of COVID-19, including a temperature of greater than 100 degrees in the past 14 days.
 - Has traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days.
- Direction will be provided to parents/guardians to assess their child for symptoms prior to their arrival to school. Additional screening will take place at school upon arrival.
- Students and staff are required to notify the District when they develop symptoms or if their answers to the screening assessment change during or outside of school hours. When outside of school hours, staff should call or email the Benefits Department and students should call or email the school nurse.
- Staff will be trained to observe students and other staff members for signs of illness, such as flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue or irritability, and frequent use of the bathroom.

Screening Assessment - Staff and Visitors

- Staff will receive a daily email to self-screen prior to coming to work.
- A positive screening will result in onscreen directive to not report to work or to leave immediately and to contact their healthcare provider, supervisor and the Benefits Department. An email will go directly to the employee's supervisor and to the Benefits Department.
- Staff will be provided with training on how to use the screening assessment tool, what to do if they do screen positive and to stay home if they would screen positive if they use the onsite screening kiosk.

- Visitors will use the onsite screening kiosk and will not be admitted if they screen positive. They will be advised to contact their healthcare provider.

Screening Assessment - Students

- Parents/guardians will be provided with information on how to assess their child prior to school each day. This will include monitoring of symptoms and temperature and to have the child stay home if symptoms are present. At home screening information will be provided on the District webpage, social media sites, via email and automated phone messages.
- Reminders to continue daily student screenings will be sent regularly on social media sites, email, and automated phone messages. Written notices will be provided in native languages when necessary.
- Parents/guardians will be asked to complete a periodic screening questionnaire.
- Students will also be screened upon arrival to school. Screening will take place with reliance on social distancing of at least six feet.
 - If a parent/guardian is present they, will be asked about symptoms; fever, shortness of breath, or cough.
 - If a parent/guardian is not present, the student will be asked about and observed for symptoms by the screener.
- Students will be supervised during screening and temperature taking.

Positive Screening or Signs of Illness

- Students and staff exhibiting symptoms of illness with no other explanation will be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, students or staff with COVID-19 symptoms not explained by chronic health conditions will be isolated and sent home for follow up with their health care provider.
- The isolation room will be located in Rm 152A, near the nurse's office, for students or staff members who screen positive, present with a temperature or show signs of illness.
- Employees will be directed to leave immediately, if possible, and to contact their direct supervisor, the Benefits Department, and their healthcare provider.
- Students will be supervised in the isolation room until they are picked up or otherwise sent home.
 - Students will be escorted from the isolation room to the parent/guardian.
 - Students or the students' parent/guardian will be advised to contact their healthcare provider and provided with information on testing resources.
- Symptomatic students or staff members will follow CDC's [Stay Home When You Are Sick](#) guidance unless otherwise directed by a healthcare provider or the local department of health.
- If the student or staff member has emergency warning signs, such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face or severe abdominal pain staff will be trained to call 911 and notify the operator that the person may have COVID-19 or symptoms of Multisystem Inflammatory Syndrome in Children.
- Staff will be trained on the symptoms of [Multisystem Inflammatory Syndrome in Children \(MIS-C\) associated with COVID-19](#), which is a serious condition associated with COVID-19 in children and youth. The school will notify the parent/guardian if a child shows any of the following symptoms and recommend the child be referred for immediate follow up with a healthcare provider:
 - Fever
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Neck pain
 - Rash
 - Bloodshot eyes

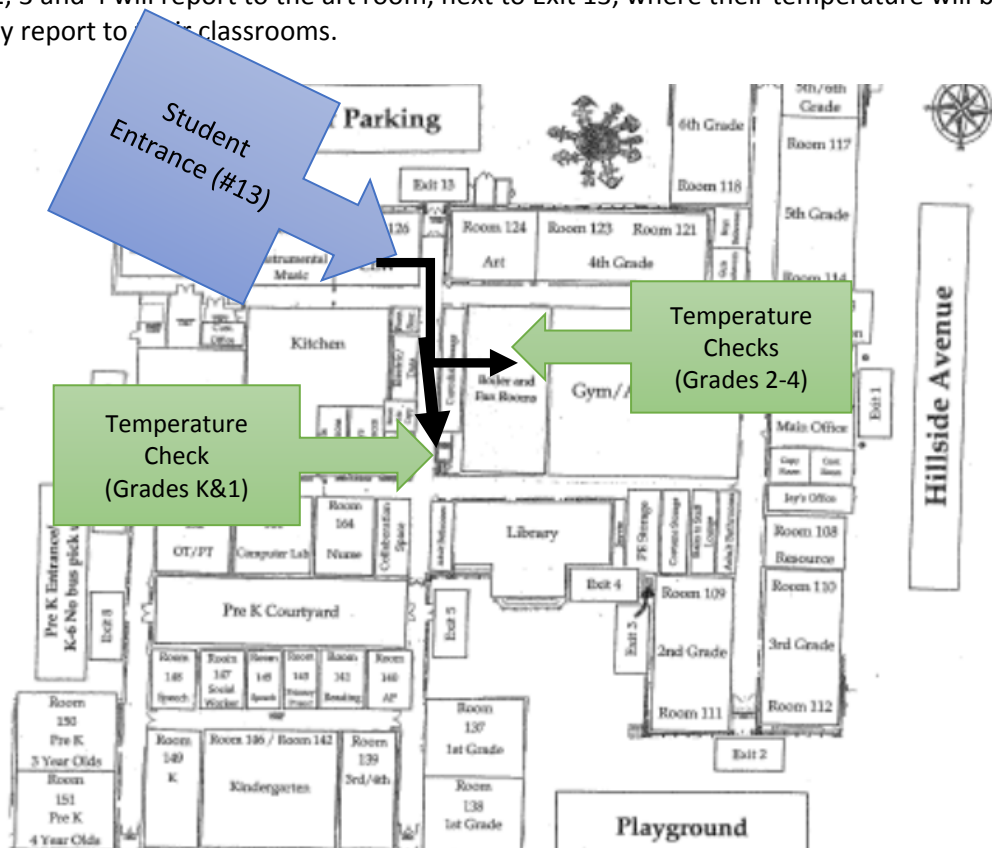
- o Feeling more tired or extra tired

Screener

- Staff will be trained on their tasks as a screener including proper procedures and safety precautions including:
 - o Performing hand hygiene prior to taking temperatures.
 - o Using new disposable gloves, if contact is made, with every individual. If no physical contact is made between the screener and individual, the same gloves can be used.
 - o Cleaning of non-contact thermometers with an alcohol wipe between each individual. The wipe may be reused if it remains wet. Contact thermometers, if used, will be thoroughly disinfected per manufacturer’s instructions.
 - o Performing hand hygiene when screening is completed.
- Staff that will be taking temperatures will be provided with a face covering, a face shield or goggles, and gloves.
- Staff will be trained on how to properly take a temperature by the school nurse.

Student Screening:

Students will unload from their busses in the loop next to Exit 13. Busses will follow a staggered arrival and students will unload one bus at a time. Upon entry, students in grades K and 1 will walk straight and have their temperature taken in the collaboration room hallway before continuing onto class. Students in grades 2, 3 and 4 will report to the art room, next to Exit 13, where their temperature will be taken before they report to their classrooms.



Student Screening Locations: (see map)

Identify Screening Team: SSO #2, ISS Coordinator

Staff Screening:

All staff will enter the building using Exit 1 (main entrance). An SSO will have a desk in the lobby. Staff will sign-in and the SSO will take his/her temperature before the school begins (7:15-7:30).

Safety Drills:

The drills required by Education Law § 807 include eight evacuation drills and four lockdown drills. These drills will be completed as required.

Evacuation Drills:

- Students will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
- Evacuation drills will be conducted on a staggered schedule, only evacuating one or a few classrooms at a time, allowing appropriate distance to be kept between students to the evacuation site. Staggering by classroom will minimize contact of students in hallway and at the evacuation site. All students in the school building will participate on the same day.
- All students and staff must wear face coverings at all times during the drills.

Lockdown Drills:

- Students will be instructed on actual emergency procedures and that maintaining social distancing in an actual evacuation or lockdown is not the first priority.
- Lockdown drills will be conducted on a staggered schedule. Each classroom will practice individually. All classrooms in the school building will participate on the same day.
- Staff and students will follow existing protocols in locking down the classrooms. Students and staff will try to maintain social distancing as much as practically possible. Face coverings must be worn at all times during the drill.

Daily Supply Inspection:

Supplies must be inspected daily. Supplies to be inspected include: face covers, tissues, hand hygiene materials (i.e., soap, paper towels, hand sanitizer) and cleaning supplies (i.e., disinfectant, paper towels, general purpose cleaner). Supply quantities could limit the ability of a building to stay open. It is important that low supply amounts are reported immediately.

Identify people responsible for the daily supply inspection and the location the inspection forms (*Daily Checklist for Supplies*) will be kept:

- Custodial Staff (Head Custodian, Assistant Custodian, Custodial Assistant) will be responsible for maintaining Daily Checklist for Supplies.
- A separate area (custodial storage Room 125) will be strictly for PPE and cleaning supplies. No other items (toilet tissue, mops, tables, etc) will be stored in this room.
- The room will be neatly organized, items clearly marked, and without obstacles.
- Clipboards with current availability for each item will be kept with the item and updated within the supply room. As items are removed from the room, they will be recorded as to how many and by whom they were removed.
- A par number for each item will be required and shortages will be reported immediately by head custodian to district facilities to maintain sufficient quantities of each item.

Communication and Engagement

- Given the complexities around the reopening of schools during the COVID-19 pandemic, our school will provide regular and frequent communication to students, families, staff, and the wider community through our website, robocalls, emails, text messages, and social media.
- We will communicate with our multilingual families in their preferred language and mode.

Social-Emotional Learning

- Our acknowledges the correlation between academic learning and social-emotional and mental health needs of students. We recognize that if students are not feeling safe and secure - physically, socially, and emotionally - they cannot optimize their learning. Therefore, we remain committed to attending to the social-emotional and mental health needs of our students under all learning circumstances.
- Classroom teachers will maintain a positive, supportive, and respectful learning environment in all settings. Time will be allocated for teachers to facilitate class meetings and community circles. Administrators and all members of the Social-Emotional Team (Administrators, counselors, social workers, school psychologists, school nurse, and behavior specialists) will continue to support individual students, teachers, and families during periods of distance learning.

Attendance and Chronic Absenteeism

- Students must attend instruction daily, even when that instruction is being provided in a remote learning environment. Each teacher will take daily attendance for each class at the secondary level, and every day at the elementary level by the child's teacher. Teachers and students are expected to engage in substantive daily interaction (teacher to students and students to teacher).
- Our Building Attendance Team will support teachers and families relative to student engagement with remote learning protocols and expectations, including regular attendance and work completion.

Child Nutrition

- **Breakfast and lunch will be provided during in-person learning**
- Pre-made breakfast and lunches will continue to be available to all our students at all our High School Distribution Sites from 9 am to 1 pm Monday through Friday.