



# **Saint Andrew School**

Catholic Elementary School & Preschool

**&**



**Catholic Schools Onward**

***Best Practices and New Opportunities as We Move  
Forward***

**Guidance and Procedures**

## ***Introduction & Best Practices***

### **Introduction**

This document will provide information regarding the plan to return to Brick and Mortar learning for the 2020-2021 school year. The principles listed below will allow us to remain open and use virtual learning for those that have been identified with COVID-19 or in situations in which a parent feels learning from home is beneficial.

**Partnership** - Catholic elementary schools are inherently a partnership between the parent and the school. At this time, an even greater partnership is needed. It is our goal to open up this school year and to remain open. This cannot be possible unless the school and the parents agree on the importance of monitoring a child's health on a daily basis. **Most importantly, this means that parents need to keep their children home who are experiencing symptoms such as: fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.** When symptoms persist, the child should be seen by a doctor and medically cleared to return to school. With parental cooperation, we will be able to keep the schools open and safe.

**Cohorting** – Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. Cohorting allows for much easier contact tracing. If a case of COVID-19 were to surface, smaller groups of students would need to be quarantined at home. We would work with the Bucks County Health Department to determine who needs to quarantine. While determining who needs to quarantine, the cohort would continue virtual learning at home.

**Social Distancing** - Social distancing is also a fundamental practice in all of our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping distance from others lessens the chances of catching COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing in coordination with Bucks County health guidelines.

**Strategic Use of Masks** - Masks that cover the mouth and nose will be mandatory in certain situations for certain age groups, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when travel about the classroom is necessary without effective social distancing. When students are at their desk, they may remove their masks.\* When masks are not required they should be stored in a ziplock bag. An extra mask should be kept in each student's backpack in a separate ziplock bag. When students are seated at their desk they may wear a face shield if this is more comfortable. If speaking to their teacher who is less than 6 feet away they would need to put on their mask. Parents may elect for their child to keep their mask on the entire day. Face Shields

*\*This could change by Government Order or an outbreak of COVID-19 in the area or school. Any change to this would be communicated to parents as soon as possible.*

### **Rev. 7/1/2020**

Schools are required to have students (ages 2 and up) wear a mask or face shielding when at their desk and can not maintain a distance of 6 feet.

**Cleaning** - The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters throughout the day. The building will also be cleaned each night. Students are encouraged to bring their own water bottles to school; common water fountains will not be in use. We have purchased water stations available with bottle fillers for each hallway. With this enhanced cleaning, a safer environment can be established.

**Monitoring Health** - Every day, teachers will be reminded to check the health of their students throughout the day. Students' temperatures **will not** be taken in a whole group setting. Random temperature checks may take place outside of the classroom. Please make sure FACTS has the correct emergency contact information, and please confirm that your emergency contacts are comfortable picking up your sick child and can do so in 30 minutes or less. Our staff's safety also is extremely important to us; therefore, all staff members will be required to check their temperature each day and monitor their own health for symptoms. In the building, our nurses will help to monitor the health of our staff.

**Modified Attendance** - Children will be marked as present if they attend class in person or virtually. Upper grades will be expected to attend each class everyday to be marked present. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent. If a student is too sick to participate virtually, the parent should notify the teacher, and the student will be marked absent. As done in the past, teachers will provide students with the work that they missed.

## **Envisioning the School Day from a Student's Perspective**

### **Arrival**

Arrival will begin at 7:45AM instead of 7:50AM and should be completed by 8:10AM. Students will wear masks as they exit busses or cars and make their way to enter the building. They should continue to wear the mask until they sit at their desk (see above Rev. 7/1). All students will be instructed to sanitize their hands as they enter the building.

- Bus Riders
  - Students dropped off by the bus will enter through the lower level entrance below the main entrance.
  - Most districts have stated students will sit with siblings and then by grade level with 2 max to a seat.
  - Masks will be required on busses.
- Car Riders
  - All car riders except kindergarten will enter through the main entrance.
    - Kindergarten students will enter through the lower level entrance.
  - We expect more car riders this year, and we will work to manage the drop off line as best we can.
- Preschool Drop off
  - Parents will continue to drop off preschool students out back. Parents will have to help students that are in a car seat or can not unbuckle themselves out of the car.
    - The driver may need to exit the car in order to do this. When exiting the vehicle, a mask should be worn.
    - Teachers will provide each student's family with 2 color coded cards to put in each family's windshield to help with the efficiency of arrival and dismissal.
- CARES
  - CARES will continue to be offered and hours will remain the same (6:30-7:45AM) for families who need to drop off their children prior to 7:45AM. The drop off will still take place in the cafeteria. Students will be spaced out 6 feet at arrival unless they are seated next to a sibling.
    - Separate doors will be used for entering and exiting the cafeteria.
    - The CARES instructor will verbally state the time and mark the child into CARES.
      - This helps with distancing and sharing of any items.

### **Walking in the hallways**

- Students will not be in the hallway often, but when they are, they will need to wear masks, follow distancing protocols, and sanitize hands when leaving and entering their destination.
- There will be signage on the walls and floors to reinforce healthy behavior.

### **The Classroom**

- Preschool and Kindergarten
  - Students will remain with their assigned cohort at all times.
  - Specials will rotate into each cohort's classroom.

- The classrooms will continue to be cleaned daily.
  - Items in the classroom will be cleaned daily.
  - In an effort to follow health recommendations, we will remind students to wash their hands, and we will provide hand sanitizer for each classroom.
  - Student Work, Spacing, and Interaction
    - Preschool students will work independently, at tables, on the carpet, and in small groups. We will do our best to meet social distancing recommendations. We understand that social learning and skills are exceptionally important for this age group, and due to their age, we can not guarantee that they will always be spaced 3-6 feet apart.
      - When manipulatives are needed, planning will take place to limit potential sharing.
    - Kindergarten students will work independently at desks, occasionally at tables, on the carpet, and in small groups. We will do our best to meet social distancing recommendations. We understand that social learning and skills are exceptionally important for this age group, and due to their age, we can not guarantee that they will always be spaced 3-6 feet apart.
  - Students will receive more individual supplies this year to decrease sharing.
- Elementary School (Grades 1-8)
    - Specials will rotate into each cohort's classroom.
    - The classrooms will continue to be cleaned daily.
    - Students will have their own supplies as sharing items will not be allowed.
      - Preliminary supply lists are on our website, and we will update these lists by August 3. Your teachers will share this information with you, so you may prepare now for next year.
    - In an effort to follow health recommendations, we will remind students to wash their hands, and we will provide hand sanitizer for each classroom.
    - Student Work, Spacing, and Interaction
      - Students will work from their desks which will be spaced in rows 3-6 feet apart following CDC and Bucks County Department of Health Guidelines. In most cases, our students will be 5 feet across, behind, and in front of their classmates from the center of the desk. At the very minimum, students will be seated at least 3 feet apart.
      - We will work to ensure some socialization can occur between students but understand it will be less than normal.
        - Group discussion and interaction will be part of instruction.
        - Students will be able to communicate and work with others in their cohort on small group projects through the use of technology.
          - Google Classroom and the Google Suite will be available for all grade levels.
            - Students can communicate and collaborate through Google docs, sheets, slides, etc.
          - Zoom upgrades have been purchased and will allow teachers to set up small groups and breakout sessions within the classroom.

- Changing of Content Areas (Grades 1-3)
  - 1st-3rd grade students will not leave their cohort at any time.
- Changing of Content Areas (Grades 4-8)
  - Teachers will rotate to student homerooms to decrease student traffic/interaction in the hallways.
  - Math
    - Grades 6-8 Math
      - Students will remain with their cohort for math. Traditional and accelerated math classes will be combined. Each class will have one math teacher who will rotate into the classroom and teach math to all of the students. As always our teachers will work to meet the needs of all students.
    - Honors Math
      - Honors Math students will learn in the Honors Math classroom or the Marian Room depending on the size of the class. Social distancing of at least 6 feet would be maintained due to the mixing of a cohort. Students will have to wear masks/face shields at all times.
        - Parents of students in Honors Math may choose to elect out of Honors Math for this year. These students will have math class with their cohort; Honors Math will not be taught in this class. Students would be readmitted next school year as long as they have strong grades and are willing to work on any missed material.
- Specials
  - Specials will rotate into each cohort's classroom to begin the year. It is possible we could look at cohorts moving to the Specials classrooms after the year starts for some more movement as long as we can meet safety standards..
  - Students in K-5 will have each special once a week.
  - Students in grades 6-8 will have Technology, P.E., Music, and Art once a week. Spanish will be taught twice a week. They will not have Library. These changes are not COVID-19 related.
  - Other notes regarding Specials:
    - Singing will not be a part of music class in adhering to the health guidelines.
      - Ms. Sassaman is working hard to create engaging lessons where the students can still learn and engage in music.
    - Art will be almost fully functional but will likely have to modify a little to meet classroom demands. Art supplies will be added to supply lists.
    - Technology will be taught using the Chromebooks and other portable devices. Devices will be cleaned if shared by the following class.
    - P.E. will be outside whenever possible, and students will be engaged in activities that allow for social distancing.
    - Library books will be made available and will be disinfected and stored before they are returned to circulation.

## **Lunch/Snacks**

- Preschool
  - As normal, all preschool students will eat in their classroom.
  - In an effort to create consistency, the classroom assistant and an office staff member will be in each classroom to help the students with lunch.
    - The office staff member will be consistent, so the same adult is coming in and out of the room each day. (Last year, the paid lunch assistant varied day to day).
  - As in the past, 4-year-old students may bring their own lunch or purchase lunch from Aramark, and it will be boxed and delivered to the classroom. 3-year-old students need to bring their lunch each day.
  - Rest Time will continue to occur, and students will be distanced to the maximum extent possible.
  
- Kindergarten and Elementary School (Grades 1-8)
  - To begin the year, students will eat with their cohort in their classroom. Any changes will be communicated to parents.
    - We will continue to explore options for students to eat with their cohorts in the cafeteria or outside.
  - Students may bring their own lunch or purchase lunch from Aramark, and it will be boxed and delivered to the classroom.

## **Recess**

- Recess will continue and be built into the daily schedule.
- We can not guarantee students will be socially distanced at 3-6 feet at all times.
  - As always, students will be reminded to keep their hands to themselves.
  - The sharing of balls and other equipment will not be allowed.
- As long as students maintain 6 feet of distancing they do not have to wear masks outside.
- Playground equipment will be wiped down in accordance with recommended health guidelines.
- Students will have recess outside whenever possible with their cohort.
- Students will sanitize their hands before and after recess.
- For students in grades 1-8, cohorts will rotate areas each day, so they have opportunities to play in different areas throughout the week. Areas will include:
  - Playground and Blacktop
  - Swings, Gaga Pit and Soccer Goal
  - Field and Opposite Soccer Goal
- Consistency will be important, and a recess aide will be assigned to each homeroom to monitor the students outside and return them to their homeroom teacher.

## **Dismissal**

Students will wear masks out of the building. All students will be instructed to sanitize their hands as they exit the building.

- Bus Riders

- Most districts have stated students will sit with siblings and then by grade level with 2 max to a seat.
- Masks will be required on busses.
- Bus riders will be called down by bus.
  - Staff will be in the hallways to help with spacing.
  - This year, we will utilize multiple exits.
- Car Riders
  - Students will be picked up via car lane, and times will be staggered based on the age of the oldest student. Specific details will be communicated to parents in the future.
- Preschool and Siblings Pick-Up
  - Half Day
    - Dismissal will take place from 11:10-11:15AM. Parents will park out front and walk up to the school where a staff member will greet you and call for your child to come to the front door.
    - They will then walk through the gym where their child will walk to them, and they will continue out the gym door by the Marian Room.
    - Parents will need to wear a mask.
  - Full Day
    - We will utilize the back or front drive.
    - Parents only picking up preschool students should arrive by 2:35PM.
    - Parents who are picking up preschool students and other children in grades K-8 should arrive at 2:45PM. (Siblings will be asked to wait in the hall outside of the preschool classroom).
- CARES
  - We will continue to operate until 6:00 PM. Dismissal will take place through the cafeteria using a radio system.

### **Catholic Identity**

- Mass
  - Mass will be held for at least one cohort each Wednesday at 10:00AM. Social distancing will be maintained, and we will follow the masking requirements. Other grade levels may stream the Mass.
    - All School Liturgies will not be held in person; however, we will continue to explore streaming options.
    - When a religious celebration can not be held, we will look at streaming options and/or prayer services.
  - Unfortunately, parents and guests will be unable to attend Mass at this point. We are working to see if we can possibly stream Mass.
- Sacraments
  - Students will still prepare for their Sacraments. Retreats will still take place. They may have to take place one cohort at a time and/or virtually in order to meet current health guidelines.
  - Sacraments are still scheduled. Any changes will be communicated to families as early as possible.
- Reconciliation



- Reconciliation takes place at Saint Andrew Church every Tuesday at 6:30PM.
- Chapel/Adoration
  - The Chapel may be used for small groups to allow for socially distancing. The chapel will be cleaned following any use.
- Prayer Families
  - We will still recognize our prayer families.
- Prayer and Announcements
  - Prayers and announcements will still be held daily, and we will still look to our 8th graders to help lead.
- Religion Class
  - An emphasis will be made to make Religion class more interactive and personal with less book work.

### Other

- Restrooms
  - Students will be able to use the restrooms as needed and appropriate to age level, but students will need to adhere to distancing guidelines.
    - There will be floor markings to help with this.
- Assemblies
  - At this time, there will be no large gatherings or assemblies. School events on the calendar will remain on the calendar and will be addressed as each one arises.
- Community/Home and School Events
  - The school will not be able to host in person gatherings for community events.
  - Home and School meetings will take place virtually.
  - Home and School is working hard on alternative options for family events such as Movie Night, Bag Bingo, etc. and will communicate changes in format, dates, etc.
- Volunteers
  - Only scheduled volunteers who work on a regular basis will be allowed in the building.
- Field Trips
  - At this point, no field trips are scheduled.
- CARES
  - CARES will continue but will look different.
  - Students will be placed with a staff member based on ages/grades and have a staff member assigned to them.
  - At CARES, students will be allowed to go outside and play, but some equipment may be limited. Groups will be spread out across the playground, blacktop, and fields.
  - At this point, students will have to wear masks at all times including playing outside.
  - In order to plan, we are asking families to commit to a weekly schedule and communicate any schedule changes to the appropriate CARES director.
- After School Activities
  - All after school activities in the building are on hold.
    - We hope that after school activities can resume sooner rather than later; in the meantime, we will work toward creating virtual clubs.
    - This helps us limit interaction amongst other groups of students and provides adequate time for cleaning the building.

- Back to School Nights
  - These will be held virtually, and a schedule will be shared.
- Parent-Teacher Conferences
  - Conferences will be held on November 5 and 6 and will more than likely be virtual.
- Class Parties and Special Person's Day
  - These activities are on hold for now, and we hope to schedule them later in the school year.
- Extracurricular/Non-Parish Events/Dances
  - All extra curricular activities held onsite are on hold.
  - No Parish or school events will take place in the school at the current time.
  - Dances for students in grades 7 & 8 are on the calendar, but they will not be held unless social distancing requirements are relaxed.
- Learning Support and Catapult Services will be offered throughout the school year.
  - Social Distancing will take place at greater distances.
  - Masking will be required.
  - More information will be sent home at a later date.

## Envisioning the School from a Parent's Perspective

### **Bringing in a Student Late**

- In order to maintain distancing, one family at a time will be permitted in the foyer.
- Parents will buzz the front office and will be permitted to enter the foyer. The student will enter the building and head to the classroom after receiving a late slip.
  - Preschool students will continue to go through the preschool entrance, and Mrs. Wagner will walk the child to the classroom.
  - If needed, students will be escorted to their classroom by a front office staff member.

### **Picking Up a Student Early**

- Please continue to send in notes to help us plan and document early dismissals.
  - Students will wait inside the school for their parent to arrive at the designated time of pick-up.
- In order to maintain distancing, one family at a time will be permitted in the foyer.
- Parents will buzz the front office and will be permitted to enter the foyer.
  - If there are other parents waiting, the parent may be asked to wait outside after checking out his/her student.
  - Preschool parents will continue to go through the preschool entrance, and Mrs. Wagner will help with dismissal.
- All early dismissals will need to take place prior to 2:30PM due to school dismissal.

### **Picking Up a Sick Student from the Nurse's Office**

- The nurse will call home and communicate any issues with the parent.
- Follow the above procedure (picking up a student early).
- If a student has any symptoms of COVID-19, they will be kept away from other students in the nurse's office or a corresponding office area until parents arrive.
- The nurse or a staff member will bring the child to the front foyer for pick up.
- Please make sure FACTS has the correct emergency contact information, and please confirm that your emergency contacts are comfortable picking up your sick child and can do so in 30 minutes or less.

### **Student is Sent Home due to a Fever at School**

- Follow the above procedure (picking up a student from the nurse's office).
- Students must remain at home for 3 business days instead of 24 hours.
  - They may participate in cyberlearning while at home if they are not too sick to participate.
- Siblings of a student with a fever will be checked for a fever.
  - If they have a fever they will also be sent home.
  - If they do not have a fever they will stay in the school.

### What happens when there is a positive case of COVID-19?

- We are planning accounts for the possibility of a positive test in our school community at some point.
- In all cases, we will work with the Bucks County Health Department and follow their recommendations for quarantine. They mobilize when there is a positive test not when someone has symptoms or only has been tested. This is because many people are tested, and the positive rate is very low. It is possible that the entire cohort could be quarantined while the Bucks County Health Department makes final decisions on who needs to stay home after a positive test. This could be the entire cohort, but it is likely to be anyone who was within 6 feet of the ill person for 15 minutes or more. These students and/or staff will participate in class from home and cyberlearning for some or all students in this cohort will begin.
- Scenarios
  - In the event of a positive test within the student body:
    - Bobby in 1A has a positive test. The family should contact the school immediately. However, the county will independently let us know within hours as well. The classroom parents and anyone who might have contact with Bobby would be notified that there was a positive test (names will not be shared). We will share travel patterns, seating charts, etc. with the Bucks County Health Department who will recommend what students and/or staff should be quarantined if any.
  - In the event of a staff member having a positive test:
    - If a teacher or staff member has a positive test, we would follow the same guidelines as if a student were positive.
  - In the event of a household family member having a positive test:
    - The Bucks County Health Department will provide us with the necessary guidelines to follow.

### What items should I be purchasing for school at this point?

- 6 cotton masks are recommended.
  - One for each day of the week and one extra in their school bag.
  - Masks should be washed at least weekly.
  - 6 is not a mandate; students should have at least 2 at all times.
- One Lanyard to attach to masks to ensure that they do not fall to the ground.
- Clear face shields can be worn as masks when students are at their desk and not moving about.
  - They can not totally replace masks as a mask would need to be worn when communicating with a teacher who is less than 6 feet away.
  - The school applied for a grant to provide face shields for each student, and we are hopeful we will receive them.
- Sanitizing wipes and hand sanitizer will be included on the class supply lists.
  - We are purchasing many but will still need your help in the classroom.
  - Please purchase these as you see them since supplies could run low again due to outbreaks in other areas of the country.
- Review school supply lists for other items and supplies.
  - Please know the lists will change some to adjust to the lack of sharing.

## Virtual/Cyber Learning

In at least one homeroom in each grade level, a new high end teleconferencing webcam will be hooked up to a computer and a Zoom session (which has been upgraded). Students will log into one link for the day since only one classroom for each cohort is being used and may stay logged in to that one link. Prior to the start of the year, we will offer a pick up day for materials and offer training for students and parents on how to properly use the Chromebook, Google Classroom, and Zoom.

- Any student choosing to participate from home in any of the below models will be expected to wear their school uniform and work from a desk or table. They also will be expected to have their Chromebook cameras on at all times and working at a table or desk with their microphones muted unless they are talking.
  - It is understood that the student may need to take a short bathroom break, and they will be given a few minutes in between classes.
- A Chromebook will be provided.
- Google Classroom will be accessible and be used by students in grades K-8.
- Zoom will be used for students to participate in learning.
  - Direct Instruction/Notes
  - Practice Work
  - Group Discussion
  - Small Group Work/Meetings
    - The Zoom upgrade allows for breakout sessions.
- When P.E. is outside, students will be able to login into Google Classroom to follow the lesson and may be required to record (write about) their experience, but they will not be live on Zoom with the class.
- Students will be excused from Zoom for lunch and recess. At this time, they should eat lunch at home and find some time to exercise or play.
- Students in grades 5-8 will be expected to be in every class (all day). They should not need parent support at all after becoming acquainted with the new cyberlearning model.
- Students in grades 3-4 will be expected to be in each core subject area: ELA, Math, Religion, SS, and Science. Specials will be optional. They may need a little support from parents at the beginning.
  - We need to know the family's plan in advance.
  - The student's schedule will be provided and could include breaks other than lunch/recess if families opt out of Specials (all or none).
- Students in grades K-2 will be expected to participate in ELA, Math, and Religion. Specials will be provided, but they are optional for the family. Occasionally, there will be Science and Social Studies lessons.
  - Students will have some live interaction on a daily basis; however, lessons may be recorded and shared through Google Classroom. This allows for more flexibility at home since the timing in class is spaced out throughout the day. Families could choose what time to complete ELA, Math, and Religion lessons.
  - We need to know the family's preference regarding specials prior to the start of the year.
  - The child's schedule will be provided and will include breaks other than lunch/recess.
- Preschool - what can we provide with webcams?
  - Students would participate in morning meetings.
  - Work would be shared via email weekly or available for pick up in the office.

- Enrichment Activities to support these lessons will be available daily either through live instruction or recorded lessons.
1. Families who opt to participate in cyberlearning at the start of the year in order to meet their family needs will be placed in a homeroom with students in a class and will be considered part of that homeroom. Students will be able to follow their daily schedule virtually and complete assignments via Google Classroom. All assignments will be expected to be completed. All assignments graded in the classroom will be graded for those learning from home too. Quizzes/Tests may need to be printed at home and will be completed in front of the teacher on the Chromebook and may need to be submitted electronically. Students will not be able to see the entire class, but they will be able to see or view the teacher and instruction. They also will be able to work independently from home and work in groups virtually through Zoom.
  2. In the case where COVID-19 has been identified and students or a cohort need to begin cyberlearning, the students or cohort will utilize distance learning for the isolation period. Direct instruction will be delivered through a virtual platform with reliance on Google Classroom.
  3. If a child is sick or a parent suspects the child may be sick for multiple days and they are feeling well enough to work, we will have a virtual option where the child can participate in their grade level using the webcam and Zoom. Assignments will be completed through Google Classroom.
  4. If a student is just sick for the day, too sick to work from home, or away from school, they will find their work through Google Classroom and/or communicating with the teacher just as they have in the past.

#### **Parent Guidelines for Cyberlearning**

- Parents should let the student take ownership to the maximum extent possible.
- Parents will need to attend a training to learn more about Google Classroom and Zoom. This will help them troubleshoot potential problems.
- Parents should not be on the screen and should not participate in the class at any time.
- No teacher lessons should be recorded or shared with anyone other than the student in the class.
- Body language, humor, and stories may come across differently at home via cyberlearning than they do in a classroom full of students.
- We believe we have put a great plan in place and have a dedicated team to implement the above plans. We understand that despite thousands of hours of planning and many resources being put into place, this will not be perfect. We will make some mistakes, but we will grow and learn from them.
- We will survey families along the way, but please do not hesitate to contact administration with questions or concerns.

#### **Important Dates to Choose Cyberlearning or In Building Learning**

##### **Goals**

- Send a survey home to parents on 8/5 to choose which learning model their family will start in with a response by 8/10.
  - At this point, we will work to shift students, balance cohorts, and place students that choose to learn from home in a cohort with each other and classmates choosing to learn in the building.

- Once selected, students will be placed in their chosen learning model and may not move out of the model until the midpoint of the first trimester. Students could switch Monday, October 19 as long as administration was made aware of the desire to switch 2 weeks prior (by October 5). The next available move date would be the start of the next trimester Monday, December 9. Two weeks notice would again be required.
- Any future dates will be communicated at a later time.
- If a medical concern arises which necessitates a switch in between the above dates, please reach out to administration to discuss.