

# TIPPECANOE SCHOOL CORPORATION



2020-2021  
Return to School Guidance  
**Effective 7/23/2020**

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## Introduction

Governor Holcomb's executive order allows Indiana schools to reopen on July 1 for the 2020-21 school year. The Indiana Department of Education (IDOE), in conjunction with the Indiana Department of Health and the Indiana Family and Social Services Agency released guidance for the reopening of Indiana schools, known as IN-CLASS, [Indiana's Considerations for Learning and Safe Schools](#). The IN-CLASS document provides a guide of considerations for district personnel and school boards as they approach planning and preparing school operations surrounding COVID-19. School districts are strongly encouraged to work closely with their county health department officials when creating their reopening plans.

Tippecanoe School Corporation's (TSC's) reopening plan has been developed in large part based on the IN-CLASS document and has been reviewed by health officials from the Tippecanoe County Health Department. TSC's plan has been developed in collaboration with the local teacher's association including input from various community stakeholders. Additionally, TSC worked in partnership with other Tippecanoe County public and nonpublic school districts including West Lafayette Community School Corporation, Lafayette School Corporation, the Lafayette Catholic School System, and Faith Christian Schools.

TSC's initial plan was approved by the Tippecanoe School Corporation Board of School Trustees on July 8, including a provision that allows amendments to the plan as needed for compliance with ever changing local and state health guidelines. The TSC is appreciative of the community's patience and understanding as the plan remains fluid and continues to evolve. Public schools are a social institution and exist as a partnership venture between students, teachers, parents, and community members. The stronger this relationship, the better the education services that are provided to our students.

TSC will reopen schools for the 2020-21 school year with in-person teaching and learning on Thursday, August 20 according to the previously adopted corporation calendar.

The TSC believes that in-person instruction is the best approach for building positive relationships which leads to successful student learning, however, due to the ongoing pandemic TSC will implement numerous preventative and mitigating safety measures to help stop and/or slow the spread of the virus. In conjunction with the Tippecanoe County Health Department, the TSC will constantly evaluate the prevalence of COVID-19 in the community and the school's ability to maintain a safe and healthy environment while at the same time providing our students with the highest quality of education that meets our community's needs.

While there is no perfect plan, this plan provides flexibility to respond to the changing needs. With the cooperation of students, parents, staff, and the entire community, TSC can reopen schools and return to building positive relationships so our students have the best education possible.

## Plan for Reopening

The Tippecanoe School Corporation 2020-2021 school year begins on Thursday, August 20. Our schools will return to in-person instruction and follow a number of new procedures and best practices focused on prevention and mitigation.

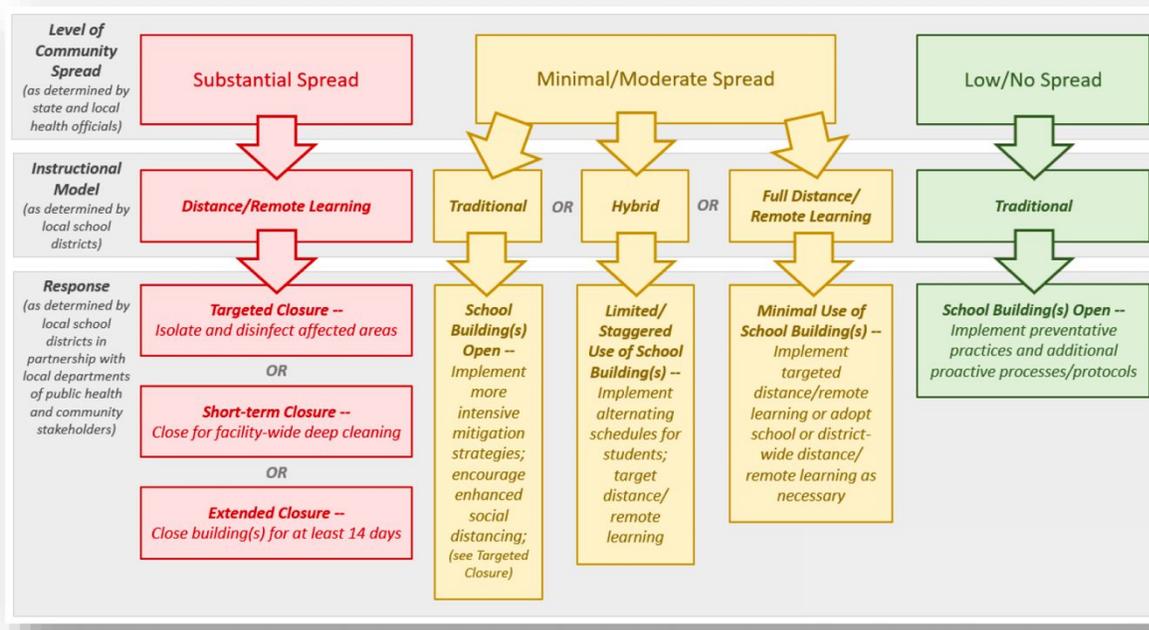
## Prevention and Mitigation Measures

The TSC is instituting procedures and practices that focus on prevention and mitigation. Administrators, teachers and staff members will educate our students about the practices and procedures each building is implementing with regards to personal hygiene, bathroom breaks, water bottle fill-up, hallway procedures, classroom procedures, school bus protocols, onsite/eLearning plans, and the many other precautions being taken to keep things cleaned and sanitized. As recommended by the County Board of Health, a checklist has been developed for students, parents, and staff. (See appendix B for the checklists).

These checklists are for the purpose of educating everyone about his/her personal responsibility before entering school, while at school, and after leaving school. Parents, students, teachers and staff members should use these checklists each day to better ensure the safety and well-being of everyone in school. Also, teachers and staff members will be trained on what to look for and will notify the school nurse and administration if they notice one of their students might not be feeling well. The administration is requesting that everyone do their part in completing a self-screening before entering school. **NO ONE SHOULD ENTER SCHOOL IF HE/SHE IS NOT FEELING WELL, HAS A FEVER, OR HAS BEEN IN CONTACT WITH ANYONE WHO IS ILL.** The administration, teachers, staff members will all be trained about the symptoms of COVID-19 and will take immediate action to remove anyone from school who is ill. Also, points of isolation will be provided to keep everyone safe at school.

TSC students, teachers, and staff members will receive COVID-19 training. Teachers and staff members will be in school and will receive this training onsite. TSC student families will be sent a link so they can review the COVID-19 information and preventive measures they should follow before sending their students to school. Also, information will be provided about the protocols everyone should follow to prevent the spread of the COVID-19 and other viruses.

If at any time during this process, someone within the school setting tests positive for the COVID-19, the administration will follow the CDC, IDOE and County Board of Health guidelines to determine mitigation procedures. Each situation will be considered on a case by case basis and the following chart will help guide TSC administration through the mitigation process:



Please remember that there may be some people who might test positive but who were never in school or self-quarantined because they were traveling. In some cases, the administration might only close a classroom. In other cases, the administration might close an entire school. Also, those families who have traveled to a “hot spot” will be required to use the remote learning option for 14 days before entering our schools. In all cases, the administration must respect the confidentiality of students and their families. However, the administration will provide general communication to those who need to know based upon the guidance received by the Tippecanoe County Board of Health and the IDOE.

### Exclusion for Students with COVID-19 Symptoms

1. Students with alternate diagnosis for illness, **verified by physician**, may return to school after 24 hours of treatment AND/OR resolution of fever and respiratory symptoms **with a note from a physician**.
2. Not tested for COVID-19 and no alternate diagnosis: Students must remain home for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.
3. Tested and negative w/symptoms: Student must remain home for 10 days and AND 24 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms. **May return to school with a physician note stating alternate diagnosis is suspected AND 24 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.**

4. Tested and negative w/no symptoms: May return to school unless known close contact with an infected individual. A known close contact (within 6 feet of a confirmed case for more than 15 minutes) **must complete a 14-day quarantine, even if test results are negative for COVID-19.**

5. Tested and positive w/symptoms: Must remain home in isolation for at least 10 days from the date symptoms began AND 24 hours fever-free without fever-reducing medications and improvement of respiratory symptoms

6. Tested and positive w/ no symptoms: Isolate at home for 10 days from the day the test was taken. **\*If the individual develops symptoms, then isolation time starts on day 1 of symptoms\***

7. Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19): Student must quarantine for 14 days before returning to school. Must remain symptom-free. **\*If the individual develops symptoms, then isolation time starts on day 1 of symptoms\***

### Administration of Medication

**Administration of all medication at school should be limited as much as possible.** Parents should be encouraged to administer medications (i.e., ADHD medications) at home prior to students coming to school. Parents should be encouraged to work with their physician to develop a medication dosing schedule that does not require a mid day/lunch dose of medication for their student. Nurses and school staff will develop a means of administering daily medications and managing other necessary, healthy visits to the health office (i.e, diabetic students, g-tubes, I/O caths) **for students to minimize exposure to individuals who are ill.**

### Social Distancing Protocols

As recommended by the CDC, the IDOE, and the Tippecanoe County Board of Health, the TSC administration, teachers and staff members will do their best to implement social distancing protocols. These protocols will look different at each school based upon the student ages, the square footage of classrooms and hallways, and the type of school schedule being implemented. Since social distancing is limited on school buses, the administration requires that all students riding the school bus wear a facial covering. Bus drivers will have a limited supply of masks available for students to use. However, parents/students should not count on masks being available. Also, at each school, the administration, teachers and staff members will implement procedures for breakfast, lunch, bathroom breaks, recess, hallways and entering/leaving each school to provide as much social distancing as possible.

Students attending specials (choir, band, orchestra, general music, library, computer labs, P.E., etc.) will be provided specific instructions about how these activities will be provided. Students will be required to wear masks unless there is a medical reason that they cannot do so. The

school building administration will provide specific information to students and parents about these protocols as they are developed.

Below is a list of potential social distancing protocols that are being implemented:

- A. Stagger times for student to enter/exit school
- B. Allow longer passing periods at the middle and high school set times for students to wash their hands
- C. Set up classrooms to allow more distance between students when possible
- D. Create hallway traffic flows and stagger times when students are in the hallways
- E. Consider classes outside when possible especially with large group instruction

(This is not an all-inclusive list. Each school's administration, teachers and staff members will build upon the above protocols.)

### Personal Protective Equipment

Personal Protective Equipment (PPE) recommendations can be found in the checklists provided in Appendix B. The administration requests that parents provide their children a cloth mask, a water bottle, and hand sanitizer. Wearing of cloth masks will be required. Since communal items like water fountains cannot be used, parents are encouraged to provide their children with a water bottle. The building administration will provide more guidance about this and the procedures they will be using when students are in school. The administration will have bottles of water available for emergency situations. However, parents should provide to their children the items they need to help their children feel safe. If any families need assistance with PPE, they should contact their child's school administration. While supplies are limited, TSC administration will do everything possible to assist those families in need.

### Gatherings, Visitors and Field Trips

Small gatherings shall adhere to the CDC, IDOE and Tippecanoe County of Health guidelines. Social distancing of at least six feet apart will be maintained for group gatherings. TSC administration is not permitting non-essential visitors or volunteers in our buildings for the first nine weeks of school. Until further notice, field trips will be accomplished "in-house" using virtual field trips.

### TSC Virtual Learning Option

The Tippecanoe School Corporation believes it is important that onsite instruction of students begins on schedule. However, the TSC recognizes there are some students, for medical reasons or other mitigating factors, who may not be able to return to school. Therefore, a virtual learning option is necessary and will be provided to students and families. Parents wishing to pursue this option for their children should select this option when completing online registration for the 2020-2021 school year. Those choosing the virtual option are committing to a minimum of one semester of coursework. Parents will need to complete the TSC Virtual Academy application as part of TSC's online registration process. Students are eligible to participate in extracurricular activities at their home school when enrolled in the Virtual Academy.

## Social and Emotional Learning Re-entry Plan

The TSC believes it is important to build positive relationships and connections for our students parallel to our academic learning. Resources to build those connections and supports for students and staff are included within the plan and can be accessed [here](#).

## Special Education and Section 504

Districts and schools should continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. District and school plans should be designed to complement other community mitigation strategies to protect high-risk populations, and the community's healthcare system, and minimize disruption to teaching and learning, while protecting students and staff from social stigma and discrimination. Districts and schools should develop a strong communication plan with families to discuss the delivery method of instruction for students with disabilities. An appropriate platform for delivery of special education-related services must be identified. Schools and districts must ensure adequate staffing is available to meet the needs of all students with IEPs within the district.

### Special Education Services - Annual Case Reviews

At this time, there has been no waiver of the requirement to convene the case conference committee (CCC) annually to conduct the annual case review (ACR) consistent with the requirements of 511 IAC 7-42-5(a)(2). Districts and schools must conduct the ACR within the one year timeline, regardless of school closure status.

### Section 504 - Tri-Annual Re-Evaluations

Under Section 504 [34 C.F.R. § 104.35(d)], periodic reevaluations remain required and will be conducted virtually. The District Coordinator will contact parents of 504 students requiring a meeting.

### Case Conference Committee Meetings to Review and Revise the IEP

As schools and districts plan to reopen buildings to provide in-person instruction, CCC meetings with parents should be scheduled to review the provision of services and the educational progress of each student. Discussion should determine whether or not there is a need to adjust the frequency or duration of services.

### Special Education - CCC Meeting Method Options

CCC meetings may be conducted virtually while school buildings are closed. See this [guidance document](#) for more information on conducting remote CCC meetings. As school buildings reopen, CCC meetings may be conducted in-person or through virtual means.

### Section 504 - Meeting Method

Section 504 meetings will be conducted virtually while buildings remain closed to visitors. The District Coordinator will schedule these meetings and provide instructions to parents on how and when to join virtual meetings. As schools reopen and restrictions are lifted, conferences may be scheduled in person or via a virtual format.

#### Medically Fragile Students

The determination of the services to be provided must be made by the CCC (Case Conference Committee) based upon the individual student's medical and educational needs. Special education and related services determined by the CCC *for a student with a physician's statement*, could be provided online or in a virtual instructional format, through instructional telephone calls, or through other curriculum-based instructional activities (511 IAC 7-42-10). If the services are to be delivered through online or virtual instruction, technological competency and the need for additional assistive technology will be considered.

#### Section 504

The determination of what services and general education modifications are necessary to meet the Section 504 student's needs must be made by the Section 504 team. This may include virtual instructional formats for students with a physician's statement.

### School Technology

Adequate and equitable access to technology is necessary for successful remote learning experiences. The TSC is in a position to offer a technology device (iPad in Grades K-1; Chromebook in Grades 2-12) to any student who requires one. Students in grades 6-12 will receive a Chromebook as part of the corporation's "1 to 1" program. Families of students in grades K-5 will be surveyed during online registration as to whether they need a device for their child/children needs/need to participate in remote learning. Families who request a device will be asked to complete a usage agreement that describes the expectations, responsibilities, and liabilities of using a TSC-issued device off campus. Once the usage agreement is completed, their student(s) will be added to a school/classroom roster with other students who have requested to use a device. Each elementary school will receive a roster of students who have requested a device and have completed the usage agreement form. The listing of students will be sorted by classroom and shared with school staff.

#### **K-1 Classrooms**

At the beginning of the school year, teachers will be asked to assign each student in their classroom a specific iPad. They will record this information on a shared spreadsheet for inventory purposes. Prior to the first day of remote learning, teachers will need to work with their building technician to prepare devices for the students who have requested one. The building technician will provide an additional charger for each device that will be sent home. Students will be required to return the iPad and charger to school after each instance of remote learning/off campus usage. The Technology Department should be notified if a student does not return the device and/or charger.

## **2-5 Classrooms**

At the beginning of the school year, teachers will be asked to assign each student in their classroom a specific Chromebook. During the first days of the school year, all students should sign in to the Chromebook they've been assigned. Prior to the first day of remote learning, teachers will need to work with their building technician to prepare devices for the students who have requested one. The building technician will provide an additional charger for each device that will be sent home along with a protective case. The Chromebooks must be installed in the protective case before they are sent home with students. Students will be required to return the Chromebook and charger after each instance of remote learning/off campus usage. The Technology Department should be notified if a student does not return the device and/or charging cord.

## **WiFi Access**

Access to high-speed internet is required for successful remote learning experiences. The TSC has installed an exterior WiFi antenna on the majority of its facilities to provide internet access to patrons outside of the school and school day. Details about each location will be shared prior to the start of the school year.

## Transportation

The school bus is often the student's first contact with the school in the morning and the last point of contact in the afternoon. The TSC will pay particular attention to protocols used in student transportation to minimize the spread of COVID-19 and protect both students and employees. The following are considerations and protocols that the TSC will put in place during the COVID-19 pandemic. The TSC will work with their local health departments to ensure the protocols align with the most current guidance and recommendations from the CDC and the National Association for Pupil Transportation (NAPT).

Further information regarding student transportation, please access the entire document. [TSC COVID-19 Transportation Operational Plan](#).

## Food Service

### **Breakfast:**

(Elem, MS, HS) Only one breakfast (entree) item will be offered. No hot breakfast.

(Elem, MS, HS) All breakfast will be prepackaged by cafe staff in bags to minimize chance of cross-contamination/Covid exposure.

*(Elem)* IF a school is currently participating in breakfast in the classroom, we will continue to do so.

(Elem, MS, HS) IF students come through the breakfast line social distancing will be in place.

(Elem, MS) Students will get a “grab and go” breakfast and either eat in cafe, classroom, or alternate location following social distancing protocols.

(HS) Students will get a “grab and go” breakfast and eat in cafe.

(Elem, MS, HS) It is our goal to have scanners/badges in place of pin pads.

### **Lunch:**

(Elem, MS, HS) All lunches are prepackaged by cafe staff in containers or bags to minimize the chances of cross-contamination/Covid exposure.

(Elem, MS) Lunches consist of one or two entrée choices each day.

(HS) Lunches consist of three or four entrée choices each day.

(Elem, MS, HS) Only one fruit and one vegetable choice per entree will be served each day. Everything will automatically be in the container (including condiments). Milk choice will be given (1% white or skim chocolate).

(Elem, MS, HS) Social distancing will be in place in the service line.

(Elem, MS, HS) Students will be spaced apart and/or sent to an alternate location to meet the goal of social distancing.

(Elem) No cash will be collected in the service line. Teachers will continue the process of money collection as in the past (collect from students, send to the office, office sends to the cafe manager).

(MS, HS) Drop boxes will be placed in the cafe for students to deposit funds. We strongly encourage the use of Myschoolbucks, our online payment system for breakfast/lunch payments.

(MS, HS) Ala carte offerings will be available during lunch service in a limited capacity.

(Elem, MS, HS) Two-week cycle menus will be created for breakfast and lunch to include most popular items and that hold well in packaging while meeting meal requirements.

## **School Building Cleaning and Ventilation**

Enhanced cleaning and disinfection of frequently touched surfaces will be conducted throughout the school day by custodial staff. In addition, disinfectant for use by the office and teaching staff will be provided for cleaning desk tops, door handles, sink faucets, etc. in those spaces. Custodial staff will utilize pump sprayers and foggers to disinfect surfaces in accordance with manufacturer’s instructions for use, and will schedule the use of this equipment when

students/staff are not present. Ventilation of occupied spaces will utilize the maximum amount of outdoor air possible, while maintaining temperature and humidity parameters.

### Co- and Extracurricular Activities

Unique requirements for a district/school's region or county must be followed regardless of the phase defined below. In addition, given the fluid situation of COVID-19, these considerations are subject to change. Read the phases carefully as the considerations are gradually expanded in many areas. Regardless of phase, the following protocols are required:

- Coaches will use the Covid Attendance Tool via Final Forms to track attendance. Students will answer basic health questions, coaches will document. The schools will not check students' temperatures. Parents/students should self assess prior to participation.
- Coaches will report any Covid related issues immediately to the school ATC and AD.
- Masks/face coverings are required for co- and extracurricular activities with the exception of strenuous physical activity.
- Coaches and students will wash their hands immediately after reporting to practice.
- Covid specific health and safety educational information will be provided to our community via Final Forms. Parent and athlete sign off is required.
- Covid educational posters will be placed at all school entries and inside each locker room.
- Athletic department will create a Google document where coaches will share practice plans and pod groupings.
- A shared practice schedule will be created on Eventlink to allow our coaches and administration to track when teams are practicing, including facility usage.
- A TSC Statement of Risk and Acknowledgement document will be created for coaches.

Please access [this link](#) to view guidance for the TSC High School co- and extracurricular activities return to participation.

Please access [this link](#) to view the guidance for TSC Middle School co- and extracurricular activities return to participation.

### Summary

TSC School Board, administration, teachers and staff members are committed to ensuring a safe school environment. While no plan is perfect, we believe we have the components, procedures, and protocols in place to safely open our schools. We are going to need everyone's help, support, patience and understanding as we start this process. With everyone working together, we will be able to keep our students, teachers and staff members safe as we reopen our schools. We look forward to having everyone back in August.

**APPENDIX A - REVISED SCHOOL CALENDAR - 2020 -2021**

## TIPPECANOE SCHOOL CORPORATION 2020-2021

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-19 Professional Days - Staff Only  
 20 Students Return to School  
 26 Remote Learning Day

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day - No School  
 4 Remote Learning Day  
 21 Remote Learning Day

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 End of First Nine Weeks - 41 days  
 19 Fall Break - No School

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

26-27 Thanksgiving Break - No School

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of Second Nine Weeks - 42 days  
 18 End of Semester 1 - 83 days  
 21 Winter Break - No School

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Students and Staff Return to School  
 18 MLK, Jr. Day - No School

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of Third Nine Weeks - 49 days  
 22-26 Spring Break - No School

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 Last Day for Students  
 26 End of Fourth Nine Weeks - 48 days  
 26 End of Semester 2 - 97 days  
 27 Professional Day (half day) - Staff Only  
 31 Memorial Day



Student Days: 180

Teacher Days: 183

Commencement Ceremonies: January 9, 2021 and June 6, 2021

Revised: July 23, 2020

Any weather-related school cancellations will be made-up at the end of the school year

## APPENDIX B – CHECKLISTS

### **Students/Parents:**

- \_\_\_ Cloth mask with you at all times (required)
- \_\_\_ Water bottle (recommended from home)
- \_\_\_ Hand sanitizer (recommended from home)
- \_\_\_ Fever/illness free for 24 hours (required-parents keep students home if they are ill)
- \_\_\_ Have not traveled outside of the country the last 14 days (required)
- \_\_\_ Have not been in contact with anyone who has COVID-19 (required)
- \_\_\_ COVID-19 symptom awareness training

### **Teachers/Staff Members:**

- \_\_\_ Cloth mask with you at all times (required)
- \_\_\_ Water bottle (recommended)
- \_\_\_ Hand sanitizer (recommended)
- \_\_\_ Fever/illness free for 24 hours (required - stay at home if you are ill)
- \_\_\_ Have not traveled outside of the country the last 14 days (required)
- \_\_\_ Have not been in contact with anyone who has COVID-19 (required)
- \_\_\_ COVID-19 training

**School Building Safeguards:**

- \_\_\_\_\_ Require students and staff to be fever free for 24 hours without the use of fever reducing medication before returning to school.
- \_\_\_\_\_ Maximize instructional space and scheduling flexibility.
- \_\_\_\_\_ Employ enhanced cleaning procedures with additional hand sanitizer stations.
- \_\_\_\_\_ Open playgrounds with sanitizing stations.
- \_\_\_\_\_ Allow the use of water fountains for bottle or cup refills only.
- \_\_\_\_\_ Adjust lunches to maximize available open space and utilize alternate scheduling to adhere to safety guidelines.
- \_\_\_\_\_ Identify and separate space in school clinics to treat symptomatic students.
- \_\_\_\_\_ Restrict visitors and guests in our school buildings.
- \_\_\_\_\_ Discontinue perfect attendance incentives.
- \_\_\_\_\_ Seating charts will be utilized in classrooms and on school buses.