

# Richard Crane Elementary School

## 2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. **\*\*Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.**

### 1. Stable group structures (site specific)

*How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.*

**A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:**

Richard Crane Elementary TK – 5<sup>th</sup> grade students will be assigned an am or pm block where they will attend in person learning on campus. Stable grouping will be no more than 14 students and two adults. All activities will be with their stable grouping and there will be no mixing of cohorts. The stable AM group will be on campus Mondays, Tuesdays, Thursdays, and Fridays from 8:10am-10:30pm. The stable PM group will be on campus Mondays, Tuesdays, Thursdays, and Fridays from 12:30pm to 2:50 PM. Cleaning will occur prior to the pm cohort coming for in person learning. As well as in the evening when the PM cohort leaves for the day. Wednesday will be a day of distance learning for all students so the site can be deep cleaned. We are also including the option for students to remain in distance learning.

The playground will be divided into sections where stable cohorts can take a movement break if need in an assigned section following protocols (wearing masks and social distancing) Supervision will be there to remind students of the protocols. Students will wash hands before and after taking a break outside.

**B. For regular classes, how many students and staff will be in each planned stable, group structure:**

Classes/stable groups will be no more than 14 students and 2 adults

**C. If you have departmentalized classes, how you will organize staff and students in stable groups:**

As an elementary school we do not have departmentalized classes.

**D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**

Music/band will be provided virtually.

**E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**

No after school programs will occur

No after school programs will occur.

RSP, speech services, occupational therapy, and adaptive PE will continue to be offered virtually. In some individual cases, special service providers may make an appointment to meet with students to work 1:1 with them.

### 2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus \*\*Please consider limiting non-essential visitors of any kind*

*Please see the District's CSP for the complete policy.*

**A. Essential visitor / vendor policy - log-in/out list:**

**B. Policy for limiting non-essential visitors:**

### **3. Entrance (site specific)**

*How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.*

**A. Describe drop-off procedure / policy for parents onsite:**

There will be two entrances for students. Entrance #1 is located in the front of the school in our designated drop off zone. Entrance #2 is located behind the multi-purpose room and room D-4. Both entrances will go to the southwest entrance of the MU to check in.

Entrance #1 will be for the majority of our students (Car drop off). Parents will stop in the yellow zone in front of the school (entering the parking lot from Southwest Blvd) and the student exit the car and proceed to the MU. Markers will be spaced 6 ft apart. Students walking onto campus from Southwest Blvd will join the line. Entrance #2 is for students who enter our campus from the back of the school, students who ride their bike or walk to school and enter from the Southwest Blvd. Students will also come to the MU and stand on the designated spots social distancing while waiting to get checked in.

Students who carpool with members outside their family will be encouraged to wear masks in the car with windows down at all times.

**B. Describe plan to minimize mixing of cohorts on arrival to school:**

Students will go directly to the designated entrance. Students will remain 6 feet apart while waiting to be checked in. There will be markings on the ground and signage about maintaining 6 feet distancing. Once students have been checked in they will go straight to their classrooms that will be open for them to go inside .

**C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:**

Students: Each morning, before arriving to school, parents will complete a student health survey using Crisis Go (parents will receive an e-mail reminder each morning). A training video will be shared with families prior to the start of the in person learning to help families understand how to use the app.

At the entrance there will be markings on the ground for students to stay 6 feet apart. Students will each have a lanyard with a QR code that they will scan at the check-in stations via an iPad. When given the green light (indicating that they are clear to be on campus) they will continue. If students haven't filled out the survey, we will have computers available to answer the questionnaire and get them checked in.

As students continue, they will reach our thermal camera which is also located at the entrance site. The thermal camera will take the student's temperatures. We will be monitoring the device to ensure all students entering campus are fever free.

When students enter the classroom, the teachers will pull up their Crisis Go dashboard and ensure that they've been through the check-in station. If they didn't go through the check-in station they'll go out and check-in.

Administration will check the Crisis Go dashboard at the beginning of each school day to ensure that all students in classrooms have been cleared to be in class.

Teachers: Teachers will fill out the questionnaire each morning, via Crisis Go. They will also receive an e-mail each morning. Administration will check that all staff members have completed the survey before school.

**D. How school/district plans to encourage a zero-mingling policy before school:**


AM students should not arrive before 8:10 am and PM students should not arrive before 12:30 pm.

Upon entering campus and checking in, students will go directly to their classroom where they will be able to enter their

classroom. Play structure will be closed to families and signage will remind students and families that once on campus they are to go directly to their classroom. Our school wide expectation matrix that will be taught and shared with families prior to the start of school will also state this expectation

### Richard Crane In-Person Learning Expectations

REMEMBER THE 3 HEALTHY HABITS: WASH, WEAR & WATCH

	Be Respectful	Be Safe	Be Responsible
<b>Arrival and Dismissal Areas</b> Level 2-3 voice	<ul style="list-style-type: none"> <li>Say hello and goodbye</li> </ul>	<ul style="list-style-type: none"> <li>Use sidewalks and crosswalks</li> <li>Stay in wait zones</li> <li>Walk at all times</li> <li>WASH/Sanitize hands</li> <li>WEAR a mask at all times</li> <li>WATCH your distance (stay 6 feet apart)</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time: Complete CrisisGo before arrival, bring/scan badge and follow entry process</li> <li>Leave promptly: Go to designated location (walking home or parent picking up)</li> <li>Keep personal belongings with you</li> <li>Enter and exit through assigned areas only</li> </ul>
<b>All Common Areas</b>	<ul style="list-style-type: none"> <li>Use "I message," kind words and actions</li> <li>Follow directions from the adult on duty</li> </ul>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet and objects to self</li> <li>Ask adult on duty for help when needed</li> <li>Use all equipment and material appropriately</li> <li>WASH/Sanitize hands</li> <li>WEAR a mask at all times</li> <li>WATCH your distance (stay 6 feet apart)</li> </ul>	<ul style="list-style-type: none"> <li>Model school rules for others by following them</li> <li>Take proper care of all personal belongings and school equipment</li> <li>Use your own water bottle for drinking only or ask an adult for one</li> </ul>
<b>Schoolwide Classrooms</b> Level 0 voice for enter & exit	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Ask permission to use classroom materials and tools</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep hands and feet to self</li> <li>Use furniture appropriately</li> <li>WASH/Sanitize hands</li> <li>WEAR a mask at all times</li> <li>WATCH your distance - Stay in your assigned spot (keep 6 feet apart)</li> </ul>	<ul style="list-style-type: none"> <li>Use materials and tools for correct purpose</li> <li>Use what you need and reduce waste</li> <li>Model classroom rules for others by following them</li> </ul>
<b>Breaks (Outdoor)</b> Level 3 voice	<ul style="list-style-type: none"> <li>Invite others to play</li> <li>Play fair</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from classrooms</li> <li>Keep hands, feet and objects to self</li> <li>WASH/Sanitize hands</li> <li>WEAR a mask (except when given permission by an adult)</li> <li>WATCH your distance (stay 6 feet apart)</li> <li>Stay within assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Follow equipment rules and game rules</li> <li>Follow directions from the adult on duty</li> <li>Keep our outdoor spaces clean</li> </ul>
<b>Bathrooms</b> Level 2 voice	<ul style="list-style-type: none"> <li>Knock on the stall door</li> <li>Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet on the floor</li> <li>Keep water in the sink</li> <li>Put towels in trash can</li> <li>WASH hands using soap and water</li> <li>WEAR a mask at all times</li> <li>WATCH your distance (stay 6 feet apart)</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Return to room right away</li> <li>Use assigned bathroom only</li> </ul>

## 4. Movement within the School (site specific)

*How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

### A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

Each classroom/student will be assigned a bathroom and the route that they should take to get to that bathroom.

We will not have recess, but teachers will be able to sign up for a designated play space. Each designated play space will only be able to be used by one stable cohort at a time. There will be no more than five stable groups on the playground at one time. (see site map)

Staff will supervise students to ensure that there is no co-mingling between stable groups during breaks and that students only play with students in their stable group.

## 5. Egress (site specific)

*How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.*

### A. Describe pick-up procedure / policy for parents onsite:

1<sup>st</sup>-5<sup>th</sup> grade students:

Students who are walking or riding their bikes will be dismissed from class first. As parents arrive in the parking lot, staff will radio classrooms to send students out to the front pick up area where students will get into their respective car. Once student(s) are in the car, the car will then pull out and exit the parking lot.

TK – Kindergarten Students

Room A1/A2/A4 will wait on spots 6ft apart in area between A1 and B wing and will be radioed when the parent pulls up. Once student(s) are in the car, the car will then pull out and exit the parking lot.

In the event of rain students will remain in their classrooms and will be radioed from their room.

Students who carpool with members outside their family will be encouraged to wear masks in the car with windows down at all times.

Parents that walk and are picking up their child will be asked to not enter campus and wait in designated area by check in Area #1. Their child will be dismissed via radio in the same manner as those being picked up via car.

### B. Plan to minimize mixing of cohorts on departure:

Students will remain with their cohorts until radioed to meet their adult who is picking them up. Our school wide expectation matrix reminds students that students are expected to do directly to pick up area.

### C. How school/district plans to encourage a zero-mingling policy after school:

Play structure and campus will be closed to families after school and signage will remind students and families that once dismissed, students are to go directly home. Our school wide expectation matrix that will be taught and shared with families prior to the start of school will also state this expectation

## 6. Face Coverings / Other PPE

*How CDPH's face covering requirements will be satisfied and enforced for staff and students*

*Please see the District's CSP for the complete policy.*

### A. Please provide complete policy for face coverings:

### B. Describe specifications on type of face coverings allowed (ie: no valves, ≥2 ply, no bandanas, etc):

### C. Where will extra masks be available if needed?

### D. Describe plan for refusal to wear face coverings:

## 7. Health screening / Symptom monitoring / Sick protocol

*How individuals will be screened and monitored for symptoms - how ill staff / student will be handled*

*Please see the District's CSP for the complete policy.*

### A. Details of at-home screening plan:

- B. Support available for individuals staying home:**
- C. Screening criteria/procedure onsite for staff:**
- D. Immediate protocol in case of a sick staff/faculty member:**
- E. Screening criteria/procedure onsite for students:**
- F. Immediate protocol in case of a sick student:**
- G. Symptom monitoring procedures throughout day:**
- H. Screening of essential visitors/vendors:**

## 8. Routine Testing

*School/District's plan for routine/asymptomatic testing of staff and students*

*Please see the District's CSP for the complete policy.*

- A. Plan to routinely test staff by tier:**
- B. Plan to routinely test students by tier:**
- C.**

## 9. Physical Distancing (site specific)

*How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:*

### **A. Bus/Transport/Carpools:**

Families will drop students off at their assigned area. For pickup-TK – K Students will wait for their ride by waiting in their cohort, 6 feet apart and wait for their name to be called. 1<sup>st</sup> – 5<sup>th</sup> grade students will wait for their name to be called via the radio and come directly to the pick-up zone.

We do not have any buses or daycare vans that we know of at this time. In the event that we do have a daycare van it will be assigned a spot to park and once they arrive those students will be called to the pick up area.

Markings, 6 feet apart, will be utilized to ensure physical spacing of students in these areas.

Students who carpool with anyone outside their immediate family will be encouraged to wear a mask and drive with the window down at all times.

### **B. Classrooms:**

Each classroom has 14 desks that are spaced 6 feet apart, each desk has a student shield.

Each Teacher has a space at the front of the room, with 6 feet distancing, the teacher will do the majority of instruction here.

Teachers and paraprofessionals will remain 6 feet away from students and each other.

Signage has been posted in each classroom to designate 6 feet distancing.

Stable cohorts will be allowed to work outside . Yoga mats have been purchased for each student to help designate 6 feet social distancing. Each mat will be clearly labeled with each student's name and kept in student's work area when not in use.



**C. Hallways:**

All of our hallways are outdoor walkways. We will teach students to always walk on the right side of the walk way.

Signage has been posted to designate 6 feet distancing and mask requirements.

**D. Student lockers:**

Students do not have lockers. Each student will have a plastic bin inside of their classroom to keep their personal materials and individual classroom supplies in.

**E. Bathrooms:**

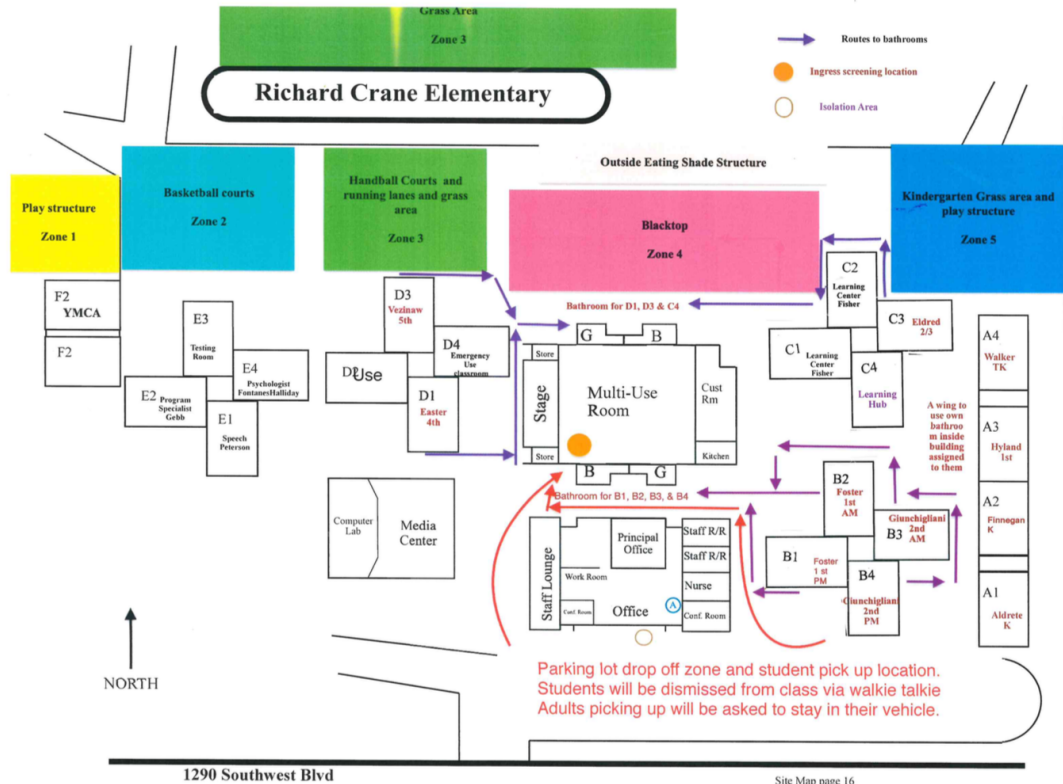
The A wing classrooms have bathroom with a sink inside their classrooms. Each classroom will use their assigned bathroom allowing each stable group to have their own bathroom.

We have two boys' and girls' bathrooms for the rest of the students. One set on the south side of the multi-purpose room and the other on the north side of the multi-purpose room. Every other bathroom stall will be locked/closed and marked with signage so that students remain 6 feet distance when inside of the bathroom. The urinals in the boy's bathroom have been made so that every other urinal is blocked off and closed. Each classroom will be assigned a bathroom to use, B wing classrooms (2 am and 2 pm stable grouping) will use the bathrooms near the office that are on the south side of the multi-purpose room and students in C & D wing classrooms (3 am and 3 pm stable groupings) will use the bathrooms on the north side of the multi-purpose room. Signage to remind students of handwashing will be displayed.





All staff bathrooms are in the office. The door will have signage marking it as a single use bathroom. Staff will be asked to lock the bathroom door when it is use so that only one person is using the bathroom at a time.



**F. Locker rooms:**  
N/A

**G. Gymnasium:**  
Students will not be using our multi – purpose room

**H. Playground / fields:**  
The playground area will be broken into 5 sections and teachers can sign up to use a section. Only one stable cohort will use a section at a time.

There will not be a daily designated recess break, as students are on campus for a short period of time.

Signs have been posted to reinforce social distancing guidelines.

Students will be supervised to keep their physical distance when on the playground.

Students will be required to wash/sanitize their hands before going out to the playground area and upon returning to the classroom.

Any balls/jump ropes used will be only by the stable group and not shared with other stable grouping. Any balls/jump ropes will be disinfected and left out in the sun if possible.

**I. Staff break rooms:**

Each staff member has been given an additional work space on campus, where they will be able to maintain 6 feet distance if needed.

Staff will be able to use the copy room as needed and they will wipe down the copier with disinfecting wipes after use. Staff members have also been given a stylus to use while using the copier to avoid touching the keypad

Staff will be able to access their boxes in the staff room, but will not be able to gather in the room.

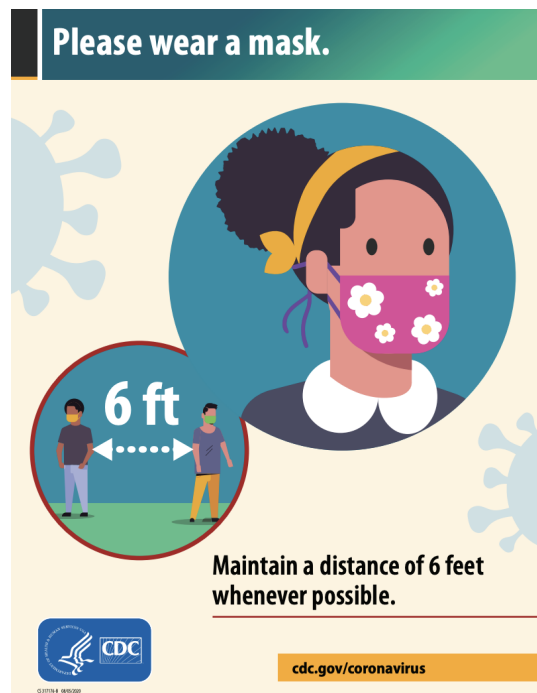
Signage will be posted to remind staff of physical distancing requirements.

**J. Other:**

**K. Plan for specific situations when distancing is >6 ft is not possible:**

All individuals on campus must wear their masks at all times and maintain a distance of 6 feet. If a specific situation when 6-foot distancing is not possible, the interaction will be less than 15 minutes and additional PPE is available if needed (plexiglass barrier, face shields, extra masks, gloves, & gowns). Additionally, good ventilation and air circulation will be ensured through open windows, doors, and the improved HVAC air filters installed in each classroom and building.

Signage used in each classroom as a reminder to social distance



## 10. Healthy Hygiene practices

*The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.*

*Please see the District's CSP for the complete policy.*

**A. Plan to encourage healthy hygiene/handwashing routines:**



- B. **Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

## 11. Routine Cleaning and Disinfection

*How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:*

*Please see the District's CSP for the complete policy.*

- A. **General high-touch surfaces:**

- B. **Classrooms:**

- C. **Bathrooms:**

- D. **Cafeteria:**

- E. **Playgrounds:**

- F. **Offices:**

- G. **Hallways:**

- H. **Locker rooms:**

- I. **Gymnasium:**

- J. **Other:**

## 12. Plan for Shared items

*How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -*

- A. **Classroom / Office supplies:** All students will have a bin of personal supplies for their own personal use.
- B. **Toys / Play equipment:** Some staff have placed small toys in the students personal bins. Any item to be used by another student will be cleaned by an adult prior to using. If a stable cohort goes outside for a break they will only use equipment (such as ball or jumprope) used within that stable cohort.
- C. **Electronics equipment:** All students have their own devices.
- D. **Tools:** Any math manipulatives or other tools will be in the students' individual tubs and not shared. If the teacher needs to rotate any tools they will be sanitized by an adult first.
- E. **Other:** N/A

## 13. Handling COVID-19 / symptomatic individual (site specific)

*How the affected individual will be removed from group and isolated in designated space until pick-up*

### A. Plan/location for Isolation room / area:

If a student becomes ill or develops COVID-19 symptoms while on campus, they will be required to wait in the isolation tent until they can be transported home, or to a healthcare facility, depending on the severity of the symptoms.

The isolation area is separate from the regular health office on campus. Students with non-COVID-19 health needs may continue to use the office when necessary but access to the office will be kept to a minimum and only when necessary.

The isolation area is located near the front of the school and the main office.

#### Isolation Area Protocol:

- When a student has COVID-19 symptoms a phone call will be made to the office, and a staff member will meet the student outside of their classroom.
- The front office will call home and inform the parent that their child is experiencing COVID-19 symptoms.
- The designated staff member will put on PPE before interacting with the individual.
- The designated staff member will maintain social distancing as much as possible.
- The student will keep their mask on.
- The designated staff member will walk with the student to the isolation area, if the student is unable to walk, we will have a wheel chair available.
- The staff member will attempt to minimize contact with the sick individual.
- Following evaluation, the designated staff member will leave the isolation area and remove PPE safely and perform hand hygiene immediately.
- Each time the designated staff member enters the isolation tent, they will put on clean PPE, they will remove the PPE upon exiting, and wash their hands.
- The student will remain in the tent until someone from their emergency contact list is able to pick them up.
- The designated staff member will be outside of the isolation room and will monitor the student frequently.
- If the person has minor symptoms and is stable, they will remain in the tent until someone is able to pick them up.
- If the person's conditions are deemed serious, 911 will be called immediately.
- The site principal will notify the COVID-19 coordinator of the student/staff member who was symptomatic and in isolation.

### B. PPE available for staff providing care in Isolation area:

Masks, face shield, gown, and gloves. We will also have hand sanitizer, contactless thermometer, paper towels, and alcohol wipes.

### C. Staff trained to provide care in Isolation area:

Tessa Burns, school nurse; Teresa Ruffoni, Principal; Trudy Persall, Office Manager; Vicki Gilbert, Office assistant

### D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

The above staff members will be trained prior to the start of the hybrid schedule beginning

### E. Protocol for immediate removal and relocation of ill individual:

If a student becomes ill or develops symptoms of COVID-19 while on campus, they will be required to wait in an isolation area until they can be transported home, or to a healthcare facility, depending on the severity of the symptoms.

A designated staff member will meet the student/staff outside of the classroom and escort them to the isolation area.

### F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

Our custodians have been trained in the proper cleaning and disinfecting of classrooms, offices, work spaces, outdoor areas and frequently touched areas throughout the school. Custodial staff will clean each room between 10:30am and 12:30pm as well as after 2:50pm each day. The classroom or bathroom where the ill individual was in will be closed off

until the area can be disinfected. An alternative space or classroom will be made available for the remainder of the cohort until the impacted classroom can be disinfected.

**G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):**

All parents/guardians must have a plan for picking their child up if they should become ill while on campus.

Parents/guardians will be expected to pick up the child immediately. Emergency contacts will also be notified if a parent/guardian is not able to be reached.

Siblings and/or other household members will also need to be picked up. When the parent arrives, they should stay in the car, call the office (707-285-3150) and wait for the child/children to be escorted out.

Families will be advised to contact their healthcare provider and schedule an appointment and/or a COVID-19 test.

If you student or staff member was sent home for COVID-19 symptoms, they may only return to school if they have had a negative COVID-19 test, or their healthcare provider provides an alternative diagnosis, their symptoms are improving, and they've been fever-free for at least 24 hours without the use of medication. Siblings and other household members attending school must also stay at home until the symptomatic person has been cleared to return to school.

Families should contact the school as soon as possible if the student is diagnosed with COVID-19.

**H. Plan for testing symptomatic individuals:**

Families should contact their healthcare provider to schedule an appointment and/or schedule a COVID-19 test. They should also contact the school as soon as possible if the student is diagnosed with COVID-19.

## **14. Plans for after an Exposure Event (may be site specific)**

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

*Please see the District's CSP for the complete policy.*

**A. Designated COVID Coordinator(s) and corresponding duties:**

**B. Plan for confirmed COVID-19 case reporting:**

**C. Plan for "Close Contact" identification:**

**D. Plan for Exposure testing for staff:**

**E. Plan for Exposure testing for students:**

**F. Support for staff in Isolation/Quarantine:**

**G. Support for students in Isolation/Quarantine:**

**H. Return to school criteria for COVID-19 positive individual:**

**I. Return to school criteria for exposed close contacts:**

**J. Outbreak response plan:**

## 15. Communication Plans

*How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA*

*Please see the District's CSP for the complete policy.*

- A. Provide plan for communications with families and staff after an onsite exposure:

## 16. Staff training

*How staff will be trained on the application and enforcement of the plan*

*Please see the District's CSP for the complete policy.*

- A. Provide plan for training staff on new COVID-19 Safety plan:
- B. Provide plan for enforcing COVID-19 Safety plan with staff:
- C. Provide plan to remain current on guidelines and best practices:

## 17. Family education

*How students and their families will be educated on the application and enforcement of the plan*

*Please see the District's CSP for the complete policy.*

- A. Provide plan for educating families on new COVID-19 Safety plan:
- B. Provide plan for enforcing COVID-19 Safety plan with students/families:
- C. Provide plan for continuing communication/education as guidelines change:

## 18. Engineering controls (site specific)

*How each specific school site plans to optimize ventilation, air filtration for indoor spaces*

*Please see the District's CSP for the complete policy.*

- A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:

## 19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.*

*Please see the District's CSP for the complete policy.*

**A. Labor organization(s) and date(s) consulted:**

*(If no labor organization represents staff at the school, please describe the process for consultation with school staff)*

**B. Parent / Community Organization(s) and date(s) consulted:**

**C. Other:**