

TOWN HALL MEETING

Wednesday, July 22, 2020
7:00 - 8:00pm



GUIDING PRINCIPLES

- Our commitment to the best interest of our students, faculty, staff and families is resolute
- Our community is what makes us unique; we are a diverse community, and no one size fits all
- Planning, implementation, revision of plans based on guidance/mandates of CDC, VDH, OCS and/or the Governor of Virginia

STAKEHOLDER VOICE

- COVID-19 Mitigation Plan for Reopening SJS
 - Written by “reopen team”
 - Series of questions asked of the school by the VA DOE, concerning the facility, school communications and supplies, and health
 - Shared with teachers for review
 - Shared with parents for review
- Parent voice on methods of instruction and opening options
 - Teachers consulted on options

CDC STATEMENT OF RISK FOR SCHOOLS

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

TOWN HALL GOALS

- Provide additional information to facilitate parent decision-making
 - What can SJS deliver?
 - What is **Safe**
 - What is **Feasible**
 - What is **Practical**
 - What is **Equitable for all students**

REOPENING DOCUMENTS

- COVID-19 Mitigation Plan for Reopening St. Joseph Catholic School
 - Available on St. Joseph Catholic School website
- Notification of Intent to Vary
 - Indicates intent to vary from phased mitigation guidance
 - The intent of St. Joseph Catholic School is to maintain 6 feet of distance between students. In some circumstances, it is difficult for students to maintain distance. (i.e. Kindergarten; student desks move during the day)
- Allows teachers to work with students in small groups at less than 6 feet but no less than 3 feet

IN-PERSON or DISTANCE LEARNING

- PARENT CHOICE
- All instruction is provided by certified teachers.
- Students in distance learning virtually attend daily class with their in-person classmates, receiving the same, real time instruction simultaneously as their peers in the classroom. Opportunities afforded distance learners will mirror in-person learning to the extent practical
- A dedicated general education teacher and a dedicated special education teacher are assigned to support distance learning during the school day, providing asynchronous instruction if needed, and learning support

DAILY HEALTH SCREENING

- Parents are required to check child's temperature every morning
- Parents are also required to complete the SJS provided daily health check list. Parents will also be asked to sign Commitment Form
- Parents, please keep your child home if symptomatic for anything or if you suspect exposure to COVID-19, even without symptoms

SOCIAL DISTANCE and MASKS

- In the classrooms- student desks are 6 feet apart
- All students are required to wear masks during arrival and dismissal and any time 6 feet of distance cannot be maintained, or at the direction of the teacher.
- Parents are asked to provide masks for their children. Students may lower their mask during the day as directed, but they can not remove it.
- Objects and supplies will not be shared. Students must have their own pencils, pens, crayons, markers, paper

TO BE CLEAR ABOUT MASKS

- All students are required to wear face coverings while on St. Joseph Catholic School property
 - EXCEPTIONS: PER CDC
 - Children younger than 2 years old
 - Anyone who has trouble breathing
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
- Supervised “mask breaks” will be provided at a time when social distance can be maintained

PULL MASKS DOWN- DO NOT REMOVE

- Gaiter Masks Preferred
- Students wash hands before lowering or raising mask
- All Masks must be solid colors only



SAFETY PRECAUTION TRAINING

- During the teacher prep week, teachers will undergo training on safety precautions including
 - Handwashing
 - Mask and Face Shield care
- During the first day and week of school and on an ongoing basis, students will receive training on safety precautions including
 - Handwashing
 - Safe mask handling
 - Restroom procedures
 - Social distancing

SAFETY PROTOCOLS for TEACHERS

- Teachers will wear masks when 6 feet social distance cannot be maintained, and at any other time. Teachers will wear face shields during the day.
- Not required, but available, teachers may wear garment protection and/or gloves
- Teachers will limit contact with students and wash hands/use hand sanitizer throughout the day, however, teachers will move from class to class, to teach their content specialty

STAFFING QUESTIONS

- Teachers have engaged in professional development related to teaching online
- Teachers will teach full curriculum for full instructional minutes
 - Social-emotional health of teachers is important and teacher PD days will be devoted to these needs
- We are still hiring, both teachers and aides, as well as substitutes
 - This is not unusual for this time of year

IN-PERSON LEARNING BASICS

- As previously announced, uniforms are required for all students who attend class in-person
- Masks are required for all students who attend class in-person, when social distance is difficult to maintain, including at arrival and dismissal, or at the direction of the teacher. Daily Health Screenings are also required
- School hours remain 8:00AM-3:15PM
- Carpool arrival and dismissal staggered. Plans to be further developed

OUR CATHOLIC IDENTITY AND FAITH LIFE

- With current Phase 3 social distancing limitations in place, it is not possible for the entire school to attend Mass as a community
 - Options include:
 - multiple days for school Mass
 - Facebook Live viewing of Mass for some students while others attend, on a rotating basis
- Stations of the Cross, Adoration, Living Rosary
 - Options include staggered events over multiple days
- Sacrament Preparation for students (2nd and 8th grades) in both learning formats continues as directed by Father Tom

IN-PERSON INSTRUCTION

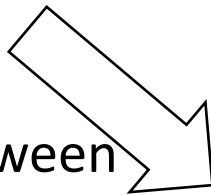
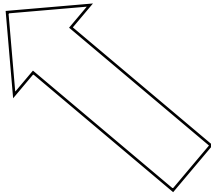
- Students at each grade level divided into three classes using same criteria and considerations as when divided into two classes
- Think “Team Taught” – all students taught equally by two teachers
 - Example: 5 Blue teacher teaches math, science and religion to all students, the 5 Red teacher teaches language arts, reading and geography to all students
 - Teachers move between classrooms
 - One classroom manned by instructional assistant. Live instruction televised into the classroom supported by the instructional assistant

EXTRA CLASSROOM SPACE

- Upstairs meeting rooms will be available for use as classrooms
- Due to this increase of available space, the entire building will now be the secured area
 - Already created an additional security zone with the front door video access control and that will now encompass the entire facility.
 - Second-floor rooms all have door control devices, that remain locked
- New “Activ Panels” and full internet access has already been installed on the second floor for this coming school year.

THE CLASSROOMS

- All classrooms and meeting rooms are now used as classrooms
- No more than 20 students are in each classroom, and students will remain in the same classroom all day for instruction, and lunch
- Student desks are 6 feet apart, to the greatest extent possible
- Masks are required in classrooms, when social distance can't be maintained, or as required by the teacher



Teacher moves between rooms during the day



To ensure equity, students will have equal amounts of time in rooms staffed by certified teachers as well as equal time receiving the televised live instruction.

CLASSROOM EQUITY

- With attention to equity, all students will have similar learning experiences during the course of the year
- This means that at each trimester, students will change classrooms

KINDERGARTEN AND SOCIAL DISTANCE

- The Notification of Intent to Vary allows for students and teachers to be less than 6 feet apart, but no fewer than three feet apart
- Kindergarten students will be three-four feet apart throughout the day
- Students will have the additional safety measure of individual plexiglass shield. However, students will also wear masks with scheduled mask breaks throughout the day

PLEXIGLASS TABLE-TOP SHIELDS

- Plexiglass shields will be used on the tables in the kindergarten where it is difficult to maintain 6 feet of social distance
- Plexiglass shields are portable and will be available for use in small group learning settings, as needed

BACKPACKS, COATS and LUNCHES

- Backpacks and coats will be stored away from students and not piled on top of each other. Coats will be stored inside backpacks
- Fire code prohibits keeping backpacks and coats around desks as they can cause trip and fall, particularly during an emergency evacuation
- All students must bring lunch. There will be no cafeteria use or hot lunch until further notice

SJS ALLERGY ACTION PLAN

- Many SJS students have severe, life-threatening allergies
- Due to limitations imposed by the pandemic, all students will eat in their classroom
- Please follow the Classroom Food Restrictions found in the Food Allergy Management Plan in the SJS handbook
 - This means NO PEANUT anything
 - Students will wipe desks after lunch is over

RECESS

- Students will have recess and remain in their class group. Gym lot, Hall A lot and the field all available for use, weather permitting
- Communal equipment, such as balls, ropes, etc. will not be used. Playground equipment needs to be wiped down before and after use (Playground available for student use)
- Groups of students will not mix during recess
- Recess times will be staggered throughout the day
- Teachers will have flexibility to schedule additional recess as appropriate

LEARNING RESOURCE

- Mrs. Moskowitz will reach out to resource families to provide details on plans to meet individual learning needs
- When working with small groups, students must wear masks; teachers wear masks and face shields; desk top plexiglass shields will be used

ENCORE CLASSES

- Students will participate in encore classes, including PE, Art, Music, Library, Computer and Guidance - all meet weekly
- Teachers will travel, students remain in the classroom, except for PE where students will use outdoor areas or the gym, at social distance for stretches and exercise
 - During PE classes, students will be asked to remain 10 feet apart during class, students will wear masks to and from PE
 - No singing is permitted in music class. Focus on music theory and history of music
 - Materials used in encore classes will not be shared including including balls, jump ropes, markers, paints, etc. Computers and iPads will be wiped down between use

SOCIAL- EMOTIONAL LEARNING

- St. Joseph Catholic School is committed to prioritizing social-emotional learning (SEL) for the 2020-2021 school year.
- The COVID-19 pandemic has impacted all students and now, more than ever, it is critical for students to be equipped with the necessary skills to express and regulate their emotions, problem solve, develop and strengthen relationships, reduce stress and anxiety, and build resiliency.
- Weekly class meetings with counselors to address emotional well-being of students. ZOOM meeting opportunities for parents

MIDDLE
SCHOOL
MATH

**8th Grade
Students**

**7th Grade
Students**

Geometry
Algebra 1
Pre-Algebra

Algebra 1
Pre-Algebra
Math 7

- All students in 7th and 8th grade will take the IOWA Algebra Aptitude Test to help determine math placement for 2020-2021 school year
 - This does not apply to Geometry students
 - Test administered prior to the start of school

AUGMENTED CLEANING PROGRAM

- Nighttime cleaning staff personnel remains unchanged
 - Building is used only during the day with no night activities
 - Use of building limited to SJS with all other uses cancelled, decreases cleaning load negating need for additional staff
- Daytime cleaning staff personnel increased

FACILITY NIGHTLY CLEANING SCHEDULE

- The following cleaning protocols are in place for every night:
- Facility cleaned each night with extra detail for areas of concern per CDC, using all CDC approved cleaning supplies.
 - Extra detail includes
 - All hard surfaces (desk tops, chairs) disinfected
 - Classroom floors wet moped
 - Restrooms disinfected and sanitized
 - Doorknobs, pull handles and light switches wiped clean per CDC requirements.

FACILITY DAYTIME CLEANING SCHEDULE

- Throughout the day, the Cleaners will start at one end of the building completing daily cleaning routine, then start over, in a continuous cycle, with specific attention to
 - Restrooms
 - Commonly used touch spots, including door hardware, push bars, pull handles

CLEANING CHEMICALS

- Any chemicals used at night that might require extra ventilation are only used by the commercial cleanings. They have several methods to do direct ventilation or by using industrial exhausting fans in the location while cleaning.
- All HVAC fans units are run early in the morning to also help ventilate the rooms before the students arrive each day as an additional safety measure.
- The cleaning products that are used by the cleaning company and St. Joseph staff are CDC approved for disinfecting. We always follow the manufacturer's required directions. The wipes that are used during the day do not require extra ventilation due to fumes.

FILTERING AIR THROUGHOUT BUILDING

- As required by law for all educational buildings, outside air must make up a large part of the heating and cooling system for all schools.
- We use in all our HVAC (Heating and ventilation and Air conditioning System) systems the higher end pleated filters (2 “ thick)
- Filters are commercial grade and thickness. Filters changed and equipment inspected regularly.
- HVAC systems are a priority
- Per CDC guidelines, circulating outside air reduces virus spread, classrooms will also open windows to circulate air

SPECIFICS RELATIVE TO VENTILATION

Oldest Wing (grades 2-5)	Gym Addition, 6th through 8th	K and 1st , Offices and 2nd floor
<p>5 RTUs (roof top units) Economizers, per code requirement allows RTU fan to pull outside air into the facility. Per CDC, we will ensure fan runs while children are in the facility to keep fresh air circulating.</p>	<p>14 VAV boxes, main air handler that uses a 4-pipe system for heating and cooling. This unit has direct ducting to outside air to maintain fresh air intake at all times.</p>	<p>Individual WSHP, the 34 water source heat pumps use a 2-pipe water loop system for heating and cooling. All units have direct ducting to fresh air intake for each unit at all times.</p>

Per CDC requirement, SJS will set oldest unit to draw fresh air all day. Newer units do this automatically

All classrooms have window vents that can open to the outside and can be used by the teachers as needed

HAND SANITIZERS

- Hand sanitizers in each classroom (not hands free)
 - Hands free sanitizers are sold out and difficult to find at reasonable price
- Hands free devices located in the clinic bathroom
- Hands free devices also located in some restrooms
- Opportunity for soap and water alternatives is available

RESTROOM SPECIFICATIONS

K and 1 bathroom (in the classroom):

one commode, manual flush; manual sink faucets
soap pump (on this sink itself); Paper towels (individually folded so one towel may just be taken without touching a lever)

Bathrooms by second grade:

manual flush; faucets are automatic;
Soap dispensers (manual); paper towels (with a lever to push down)

Bathrooms by dining hall:

2 automatic sink faucets, one manual sink faucet (girls only); manual flush;
soap dispensers (manual); paper towels (with a lever to push down)

GYM

manual flush; manual faucets on the sinks; soap dispensers (manual); Paper towels (with a lever to push in)

RESTROOMS

- No more than two students can be in the restroom at one time
- Students must wear masks when using the restroom
- As part of safety protocols taught to all students at the beginning of the year, students who arrive at a restroom already occupied by two students will be instructed to wait in the hall

DISTANCE LEARNING

- Students, grades 5-8, who opt for distance learning will follow the bell/class schedule and classes will be live-stream
- All students are encouraged to follow class schedule and live stream, however younger students (K-4) will have access to dedicated teacher to support learning in those cases where students can't live-stream
- Students will be able to interact with the class, ask questions and participate in discussion.
- One general education teacher and one special education teacher will be assigned to distance learning to support instruction and study skills needs of students

DISTANCE LEARNING AND TUITION

- Distance Learning tuition is charged at the same rate as in-person instruction

DISTANCE LEARNING LOGISTICS

- Each student within a family will need access to a separate (not shared) device during the school day. Students also need access to internet and a printer.
- Classes are live stream, students ZOOM into the classroom in real time
- Prior to the start of the school year, students will be assigned a time to pick up textbooks and workbooks
- Distance learning students will need to be able to print although most assignments will be managed digitally

DISTANCE LEARNING EXPECTATIONS

- Expectations for students on distance learning include, but not limited to:
 - Dress for school in attire that would be appropriate for a dress up day at school, meaning collared shirt, combed hair, no hats or hoodies
 - Participate in class in real time and be an active part of the community
 - Students must participate in class with their video camera on, student's face must be visible, and use correct first and last name
 - Students should be mindful of their environment, meaning clean your room
 - Class work needs to be completed, and all assignments turned in, on time and as directed by the teacher.
 - No eating during class!

SJS BANDWIDTH

- 100% fiber optic network
- Network speed inside the school to each desktop of 1GB per second.
- Fiber backbone speed is 10 GB per second.
- Connection to the outside world is 1 GB per second, the highest available at this time.
- System testing and evaluation complete

MOVING BETWEEN LEARNING PLATFORMS

- Parents may change learning option for their children at the end of each trimester, only, by contacting our registrar, Mrs. Pearce
 - Exception: in-person students who are home temporarily, due to illness, may zoom into classes once they are feeling well enough to attend
- Distance learning will be available as needed throughout the course of the 2020-2021 school year
- Students who attend school in-person must be in uniform

A positive COVID-19 test of family member

- The student/staff member of the person who tested positive, will be asked to stay home quarantine for as long the person who tested positive is sick and for 14 days after the sick person is out of isolation/or is well; the student/staff member during the quarantine will be required to take their temperature daily 2x/day, monitor for symptoms and contact their Health Care Provider.

COVID+ STUDENT OR TEACHER

- The student or staff is required to notify the school. The local Health Department will be notified, based on their investigation, we will be directed on whether to quarantine the whole class or a few students, and thorough communication will be sent to the affected population. Cleaning protocols will be followed per CDC guidelines

Positive COVID-19 tests and class quarantine

- When a student/staff tests positive, we are required to contact our local Health Department both to notify them as well as to get directives from them on what the next step will be. We will not automatically quarantine the entire class, it will be based on the HD assessment & investigation, every case & scenario is different so we will quarantine if they advise us to do so

PERSONAL PROTECTIVE EQUIPMENT

- Masks worn at all times when social distance cannot be maintained including:
 - Outside facilities engaged in physical activity, socially distanced
 - Outside facilities closely comingled, less than 6 feet distance between participants
 - Outside the building during student drop-off/pickup
 - Inside building corridors
 - Inside classrooms
 - Inside Teacher breakrooms
 - Inside Administrative Office Areas

IDENTIFYING ILLNESS IN STUDENTS

- Once a student/staff is suspected of having symptoms similar to covid-19 symptoms or just does not feel well, the nurse will be notified by email/phone that the student/staff is being sent down to the nurse for evaluation (this allows the nurse to prepare the isolation room & put on appropriate PPE). The student/staff must will be wearing their face covering before heading down to the clinic. If the student/staff is unable to walk down to the nurse alone, the nurse will go to the classroom to accompany the individual to the “isolation room” to be assessed. Based on the assessment, a family member will be contacted to pick up the individual and it is expected that the family member arrives within 1 hour of contact, if not, 911 will be called and the individual will be taken to the hospital. In order to make this process smooth for your sick student, please make sure you have a quick & reliable back up to pick your child when they are sick. We plan to provide an online training to staff/parents & students prior to school reopening so that we are all on the same page plus teachers will reinforce this training to the students the first week of school. Informal training will be ongoing as we continue to remind both staff/students to practice the necessary safety precautions through the day

SHARING RISK INFORMATION

- After consultation with the local health department, the diocesan nurse and the school administrators, teachers, staff & parents will be notified of a confirmed “positive” case of covid-19 with guidelines on what actions has & will be taken, the privacy of the individual will be maintained at all times, but we will not notify anyone of a presumed case since notification will be based only on an assumption. It is best practice especially during this pandemic to treat everyone as contagious since not every sick person will show symptoms

ISOLATION OF POTENTIAL COVID POSITIVE

- Isolation of an individual will happen If an individual appears sick with or without symptoms or report to the nurse themselves with covid-19 like symptoms

RETURN TO WORK OR SCHOOL AFTER ILLNESS

- COVID- 19 illness
 - SJS under guidance from the diocesan plan at this time requires that the student/staff return to school/work with a note of clearance from their Health Care Provider
- non- covid -19 illness
 - the student/staff may return to school per our school policy found in SJS Handbook

REPORTING COVID RELATED SYMPTOMS

- Parents **ARE** required to report to SJS under these circumstances
 - a) sick with Covid-19 related symptoms,
 - b) tested positive, are being tested for covid-19 or
 - c) have a COVID-positive person in their house hold or
 - d) some other knownexposure and **have been instructed to quarantine.**
- We require all staff/students to prescreen themselves daily & if anyone answers “Yes” to any of the questions on the screening tool, they should stay home, monitor symptoms & if fever free, nausea/vomiting free for 24 hours w/o medication, they may return to school. If individual is still not feeling well after 24 hours w/o medication, please stay home and follow up with the Health Care Provider

COMMUNICATION OF OUTBREAKS

- Per the HD notification of a confirmed positive test will only be made to the school community if the person was in the school during their infectious period (which is 2 days before the started to exhibit symptoms). After consultation with the local health department, the diocesan nurse and the school administrators, teachers, staff & parents will be notified of a confirmed “positive” case of covid-19 with guidelines on what actions has & will be taken, the privacy of the individual will be maintained at all times, but we will not notify anyone of a presumed case since notification will be based only on an assumption. It is best practice especially during this pandemic to treat everyone as contagious since not every sick person will show symptoms

NOTIFYING THE CLASS OF COVID +

- Increased number of reported illness amongst classmates and colleagues especially if symptoms are respiratory related symptoms. Per the HD, no information is available regarding a percentage/number to trigger a notification.

FAMILY TRAVEL DURING SCHOOL YEAR

- Please follow CDC/local HD guidelines regarding whether to quarantine after returning from a trip

SELF-REPORTING REQUIREMENTS

- All staff/student are required to complete a daily health self -screening tool before coming to school, all will sign an agreement prior to return to school that they will be compliant in completing this daily screening and will not come to school if they answer a “Yes” to any question

QUARANTINE and COVID+ CLASSMATE

- Quarantine will be based on the advice of the local Health Department per their assessment of the situation
- Quarantine of sibling/classmates will be based on the advice of the local HD per their assessment of the situation
- All quarantine decisions based on advice of Health Department

AVOIDING OVER- REACTION

- Daily health screening questionnaire helps identify potential COVID cases
- Screening tool must be completed everyday
- Remember, your child has the option of online school while home sick if they are up to it. There is no need to expose others to an illness that is life threatening and that could have been prevented. We need to think about others here and exercise prudence & charity

STUDENT FACE SHIELDS

- Face shields are permitted for students, but mask is more effective and is required

VDH and MASKS ON CHILDREN UNDER 10

- The Virginia Department of Health is silent with respect to masks for children ages 2-9, in a school setting. The Center for Disease Control and Prevention recommends masks for all teachers, staff, and students as feasible. SJS students will wear masks, for the safety of all, and mask breaks will be provided throughout the day.

IN THE EVENT OF SCHOOL CLOSURE

- Teachers continue to teach, following an established schedule, to provided schedule
- All students will follow a provided schedule
- Encore classes will not be optional
- Preparedness measures for sudden closure to maintain continuity of learning and ensure students have necessary materials at home if return to the building is not possible is still developing
 - Could include students carrying all materials back and forth everyday

THE HYBRID QUESTION

- A hybrid model is described as a split between in-person instruction and distance learning, so that some days are spent in school others at home. This option is under review.
 - Adding a hybrid model for some students creates another layer for teachers to monitor
 - Students need to be counted as opting for “in-person”
 - “Where are students when not in school?”

VOLUNTEERS and VISITORS

- School volunteers are asked to wait until further notice and will be advised when volunteer opportunities can resume.
- Visitors are asked to call for an appointment as access to the school building will be limited for the safety of all, including the office staff

STUDENT PRIVACY

- The privacy of students online and in the classroom will be protected
- Teacher/classroom microphones turned on for active instruction, and turned off during classwork/practice
- Online students' view will be of the ActivPanel or teacher.
- In-person students will not be individually visible

FCPS and SJS

- St. Joseph Catholic School follows FCPS for weather related closures and delays
- St. Joseph Catholic School will shut down due to COVID-19 at the direction of Gov. Northam, the VA Dept of Health, the Office of Catholic Schools
 - SJS will not shut down for COVID-19 based on FCPS closures

SJS and FEDERAL FUNDING

- St. Joseph Catholic School is supported financially through tuition payments, fund-raising through the PTO, and as the parish school of St. Joseph Catholic Church. No operating expenses are paid for by Federal funds, other than current CARES Act funds.
- St. Joseph Catholic School participates in Title 1 funding to support at-risk students, and Title 2 funding to provide on-going professional development. These funds are paid directly to providers/vendors.
- The threat from the US Department of Education to de-fund schools played no role in the SJS reopen plan

SHORT ANSWERS

- 6th grade students will not act as patrols until further notice
- Additional detailed information will be provided at a later date regarding Extended Day.
- First days of school planned for alternating days. Calendar available soon.
- Can things change? Absolutely

GOING FORWARD

- Per CDC guidelines:
 - CREATE A PLAN
 - IMPLEMENT THE PLAN
 - EVALUATE THE PLAN
 - CHANGE THE PLAN
- St. Joseph Catholic School reserves the right to change and update the reopen plan, the handbooks, operations or anything else, as circumstances warrant, with reasonable notice to the school community. Opening SJS depends on Phase 3 guidance or higher.

OUR PARTNERSHIP: THE CULTURE of SAFETY

- Please comply with request for daily temperature check and health monitoring. Form provided.
- Please discuss your expectations for maintaining social distance and complying with mask rules with your child
- Please help your child understand, in an age appropriate way, that everyone plays a role in keeping everyone else safe
- Please teach your child how to wash his/her hands properly
- Please teach your child how to safely raise and lower masks
- Please communicate immediately any concerns to administration

DEADLINE
FOR
DECISIONS

Friday
July 31, 2020