



SELA Health and Safety Policies for Elementary Families

School Year 2024-2025

Please know that all of SELA' Health Policies and Procedures, strictly and consistently adhere to laws, mandates, regulations, standards, resolutions, and guidelines set forth by the Massachusetts Department of Public Health (MDPH) and the Massachusetts Department of Elementary and Secondary Education. These departments serve as the foundation for all of our school's policies, practices, and procedures.

Health Department Contact Information – For Elementary Families

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1. STUDENT HEALTH RECORDS

Mandatory Student Health Records must be submitted *prior* to a student's first day of school and are required to be updated per the schedule detailed below.

- **Student Physical Exam:** Dated within the last 13 months.
- **Required at the following intervals –**
 - Students entering Kindergarten
 - Students entering 4th grade
 - Students entering 7th grade
 - Upon enrollment for new students to SELA
- **Student Immunization Records:** Current and up to date immunizations.
 - **To view the list of required immunizations for Massachusetts students in grades K-6** please visit <https://www.mass.gov/doc/immunization-requirements-for-school-entry-1/download>
- **Immunization Exemption –** Medical or Religious
 - **Updated exemption form is required yearly.** For medical exemptions this form must be signed by the doctor. In the event of an outbreak of a vaccine preventable disease, students who are unvaccinated may be excluded from school for a time period as set forth by the Massachusetts DPH.
- **Student Asthma/Allergy Action Plan** (if needed): Any student who is identified as having a Life-Threatening Medical Condition that requires them to have emergency medications at the school are required to have an Action Plan and Medication Consent Form to be on file. This must be updated annually. **See Action Plans for more details.*

Health Screenings

SELA does not offer routine health screenings for vision, hearing, or other physical defects. Parents and Guardians wanting their child to have a routine screening for vision, hearing or posture should contact their child's health care provider to arrange an appointment. Additionally, under Massachusetts law, pupils attending private schools may receive screenings for vision, hearing, and other physical defects through the local school committee or board of health at the request of the parent or guardian. *Mass. Gen. Laws c. 71, §57*

2. HAND WASHING & HAND SANITIZER POLICY

Handwashing remains the number one way to prevent the spread of germs and illness within the school. Teachers will model and encourage frequent handwashing throughout the day. Students will have access to soap and running water in multiple locations throughout the school.

Hand Sanitizer

Hand Sanitizer containing at least 60% alcohol will be provided by SELA when hand washing is not feasible. Multiple hand sanitizer receptacles are placed throughout SELA.

Students are required to perform hand hygiene (use sanitizer and/or wash hands) upon arrival at school each day.

3. STUDENT MEDICATION POLICIES

Over-the-Counter Medications – Communal Source Supplied by SELA

SELA keeps the following medications and treatment items on hand to be used as needed by students throughout the school year. Parental permission is obtained during enrollment each year. Medication will not be administered to any child who does not have parental consent on file.

Children's Acetaminophen (headache, tooth ache, pain, fever over 100.4 degrees) liquid or tabs. Dose will be weight appropriate.

Children's Ibuprofen (headache, tooth ache, pain, fever over 100.4 degrees) liquid or tabs. Dose will be weight appropriate.

Children's Zyrtec (mild allergic reactions) liquid. Dose will be weight appropriate.

Throat Lozenge/Cough Drop (minor cough or throat irritation)

Sterile Lubricating Eye Drops (irritated or itchy eyes)

Sterile Isotonic Eye Wash Solution (eye irritation or foreign bodies)

Petroleum Jelly/Vaseline/Aquaphor (dry lips or dry skin)

Caladryl Lotion (itching, rash, insect bites, poison ivy)

Hibiclens (cleaning wounds and abrasions)

Antibiotic Ointment (wounds and abrasions)

Please Note: Students are not allowed to self-administer any medication, prescription or over the counter without a signed doctor's order on file allowing the child to self-administer. Parents are asked to not send their child to school with medication. Parents wanting to provide medication for the student while at school are asked to contact the school nurse to arrange for the delivery of the medication to the school.

Prescription Medication

Whenever possible, students should receive prescription medication outside of school hours. When this is not possible or feasible and the student requires prescription medication during school hours, the following will be required:

1. Signed doctors order or medication consent form. This form must be signed by the doctor as well as the student's parent or guardian. *Note for prescription medications lasting 10 days or less, the prescription label on the medication can serve as the doctor's order. A medication consent form signed by the parent or guardian will still be required.
2. Medication must be delivered to the school in the original prescription box/bottle with the child's name and prescription information clearly written on the box/bottle.
3. Any controlled substances being sent into the school for a student must be hand delivered to the nurse. The nurse will verify the count of the medication with the parent or guardian and will require signature of receipt of medication, verifying count is correct.
4. Parents or Guardians will be contacted and asked to pick up expired or unused student medication. Medication cannot be sent home in a student's bag. Medication not picked up after 14 days will be discarded.

Non-Prescription (Over the Counter) Medication *when not supplied by a communal source

Any medication to be administered while at school that does not come from a communal source (see previous list "Over-the-Counter Medications – Communal Source Supplied by SELA) is required to have a valid, signed doctors order on file. This order form must be signed by the doctor and the parent. SELA cannot administer any over-the-counter medications to a child without this signed order form on file.

4. COMMUNICABLE DISEASE POLICY AND EXCLUSION FROM SCHOOL

Listed below are some common childhood illnesses and SELA policy for exclusion and return to school. For questions regarding an illness that is not listed below, please contact the school nurse for further guidance.

Upper Respiratory Illness (cold, croup, RSV, Flu, COVID)

Student must remain at home until symptoms have improved, the child has been fever-free for 24-hours without the use of fever reducing medication, symptoms are improving and the child is eating, drinking, and is able to participate in the school day activities. If a student is experiencing excessive coughing, sneezing or other respiratory symptoms, masking is highly recommended to avoid the spread of germs and illness to others.

Fever (100.4 degrees F and above)

Student must remain at home until they have been **24-hours fever free** without the use of fever reducing medication.

Any student presenting with a fever of 100.4 degrees or higher while at school will have parent/guardian contacted and the child will be sent home.

Vomiting

Student must remain at home until **24 hours** have passed since the last vomiting episode. Student should be able to hold down food and liquids.

Any student who vomits 1 time while at school and/or on the way to school will have parent/guardian contacted and the child will be sent home. **Please note this does not include vomiting from a known cause, such as acid reflux. Documentation must be on file with SELA to inform of underlying conditions which may predispose a child to vomiting.*

Diarrhea

Student must remain at home until **24-hours** have passed since the last episode of diarrhea.

Any student who has 3 or more loose, watery stools while at school will have parent/guardian contacted and the child will be sent home.

Any student who has 1 or more episodes of loose, watery stool that contains blood or mucous, is accompanied by abdominal pain, fever, nausea and/or vomiting, or causes the child to be incontinent will have parent/guardian contacted and the child will be sent home.

Conjunctivitis (Pinkeye)

Student must remain at home until they have been on antibiotics for 24 hours.

If the child's pediatrician determines that the child does not have bacterial conjunctivitis and antibiotics are not prescribed, a doctor's note stating as such will be required for a child to return to school.

Any student who presents during the school day with symptoms of conjunctivitis such as yellow or green drainage from the eye, crusting of the eyelids, redness to the sclera (whites) of the eyes, swelling and/or pain to the eye will have parent or guardian contacted and the child will be sent home. The child will need to be seen by his or her doctor and if the doctor determines the child does not have bacterial conjunctivitis, the child may return with a physician's note. If the physician prescribes antibiotics, the child must stay home until 24-hours have passed while on the antibiotics.

Skin Infection, Staph Infection, Impetigo

Student must remain home until they have been on antibiotics for 24 hours.

Any open areas and/or lesions must be dried, scabbed over or covered. A doctor's note is required to return to school following a skin infection.

Strep-Throat

Student must remain at home until they have been on antibiotics for 24 hours.

Any student presenting at school with symptoms of strep throat will have parent/guardian contacted and the child will be sent home.

Coxsackievirus (Hand, Foot, and Mouth)

Student must remain at home until they have been fever free for 24 hours without the use of fever reducing medications. Remaining blisters must be dried and scabbed over or completely covered.

Notification to SELA Families of the Presence of a Communicable Disease or Illness

In the event a communicable disease or illness is identified in your child's classroom by the presence of two or more cases of a specific illness within 14 days, an email will be sent to the affected classroom(s) to notify families of the presence of an illness within the classroom, along with information regarding the specific illness and any signs or symptoms to watch for. In the case of certain communicable diseases requiring such, the Hingham Board of Health and the Mass. Dept of Health will be notified.

5. INJURIES WHILE AT SCHOOL

SELA staff members are all trained in CPR and First Aid. Only those who hold a current, valid CPR and First Aid certification will provide first aid to a child.

Minor Injuries (example – small scrape, paper cut, red mark, etc.)

Classroom teachers carry with them a first aid bag at all times both inside and outside of the classroom. Classroom teachers certified in First Aid and CPR will respond to minor student injuries and basic provide first aid. Parents will not be notified of these minor injuries. Any injury that requires treatment and/or assessment by the nurse, parents will be notified either via email or phone.

Larger or more significant injuries

Injuries occurring to the head or face that cause swelling, large cuts, lacerations, bleeding, or bruising will be assessed by the nurse and the child's parent or guardian will be notified via email or phone depending upon the severity of the injury. Injuries that cause the child significant pain, swelling, bleeding, appear deep, large or

occur on more than one area of the body will be assessed by the nurse and the child's parent or guardian will be notified via email or phone depending upon the severity of the injury.

Any student experiencing any concerning signs following an injury to the head will have parent or guardian contacted to pick up the child from school and have the child seen by the child's doctor.

In an emergency situation, 911 will be contacted and the school nurse or other designated staff member familiar with the student will ride with the student in the ambulance to the hospital and will remain with the student until the child's parent or guardian arrives.

6. ASTHMA AND ALLERGY POLICY AND ACTION PLAN REQUIREMENTS

Allergy and Asthma Action Plan Packets will be provided during the admission process if a parent/guardian states that their child has a life-threatening allergy that requires emergency medications or asthma that requires the use of a rescue inhaler. This packet will provide detailed instructions as to what forms are required to be completed and signed. It also details how to send in your child's medication to the school safely.

- Allergy/Asthma Actions Plan will dictate what medications a student will need in the event of a medical emergency. The indications for, signs and symptoms along with physician and parental/guardian consent are obtained via this form.
 - Physician may use own Allergy/Asthma Action Form
 - If there are any discrepancies parent will be notified as soon as possible to enable them to contact their doctor to clarify.
 - During this time, the student cannot attend school until the discrepancy is made clear.
 - Medications listed on the Action Plan must *each* be written separately on the medication order form.
 - Emergency Medication (Epi-Pens, Inhalers) must be delivered to SELA in their original prescription box with the child's name on the prescription. Additionally:
 - Medications must not be expired
 - Epi-Pens **MUST** be in the two-pack they came in in the original prescription box.
 - Benadryl and other over-the-counter medication must be in a new, sealed package and the child's name must be written on the box.
- Students will be unable to attend school until all of the above documents are received by the school.
 - All documents must also be signed by the parent.

7. PEANUT TREE NUT FREE

Peanut and Tree-Nuts are not permitted inside the building for any reason due to life-threatening nut allergies within the school. If a food item is suspected and/or confirmed to be peanut or tree nut based it will be immediately removed and placed in a safe place away from students.

NO:

- **Food items containing peanuts and/or tree nuts. This includes all forms of almond milk and almond yogurt.**

In the event a student is found to have a prohibited food item containing or possibly containing traces of peanuts and tree nuts the food item will be removed from the classroom and returned to the child at the end of the day to be enjoyed at home. Parent or guardian will be notified via email. In the event the student does not have enough food, the student's parent or guardian will be contacted and asked to deliver and alternate food item or snack to the school for the student.

8. WEATHER POLICY

It is recommended by the American Academy of Pediatrics that children aged 6 and over receive at least 60 minutes of physical activity each day. Whenever possible, that activity will occur outdoors while at school.

Each day, the local temperature will be checked and shared with teachers. The apparent temperatures, or the "feels like" temperature which considers the heat index or wind chill shall be the determining temperature.

SELA utilizes the Childcare Weather Watch Chart (below) for guiding our decisions on outdoor play.

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

Weather Guidelines for Children

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition GREEN - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.
INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.
YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. **OLDER CHILDREN** need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition YELLOW - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.
INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.
YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition RED - most children should not play outdoors due to the health risk.
INFANTS/TODDLERS should play indoors and have ample space for large motor play.
YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.
OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

Hot Weather

Areas in **red** children will remain indoors.

Areas in **yellow** children will go outside. Children will have access to shade and fresh drinking water. Children will be reminded to wear hats and put on sunblock (if they have it). Teachers will watch for signs of children becoming too hot and will shorten time outside if appropriate based upon the temperature and activity level of the students.

Cold Weather

Areas in **red** children will remain indoors.

Areas in **yellow** children will go outside. Children must be appropriately dressed with jackets/hats/gloves. If there is 2" or more of snow on the ground, snow pants and boots will be required. Teachers will watch for signs of children becoming too cold and will shorten time outside as appropriate based upon the temperature and activity level of the students. If a student does not have the appropriate outerwear for the weather, they will remain indoors in a supervised area.

Sunscreen

SELA does not supply or apply sunscreen for elementary students. Parents are asked to apply sunscreen before their child arrives at school and/or to send sunscreen in to school with their child so that they can apply it themselves. If you would like your child to be reminded to apply sunscreen, please let your child's teacher know to please remind them to put sunscreen on. In hot weather teachers will remind students to apply sunscreen if they have it, but teachers will not apply sunscreen for students. It is suggested to send your student to school with **sunscreen sticks** to avoid getting lotion in the eyes. Please do not send aerosol sprays.

YES: Suggested example of a sunscreen stick to send with your child to school.



Please **NO – aerosol sprays**



10. MEDICAL ACCOMMODATIONS

If your child is recovering from an illness, injury or surgery please contact the school nurse to request specific accommodations, such as no PE.

- Doctor's note, detailing the type and length of accommodation will be required.
- Depending upon the circumstances, a meeting may be scheduled with elementary administration and/or teacher to discuss specific needs and how the school can best support the student.

11. SOILING OF CLOTHING WHILE IN SCHOOL

The school nurse maintains a small supply of clean pants, shorts, skirts and tops. If a student soils their clothing while in school, the school nurse will supply a change of clothing if available. If unavailable, the parent(s) will be contacted and asked to bring a change of clothing to the school. The school will not supply any undergarments, socks, or shoes.

If your child still occasionally has bowel or urine accidents, it is suggested to send them with a complete set of extra clothing and wipes to keep in their locker and/or in the health office in the event of an accident. The student must be able to clean and change independently. Depending upon the extent of the accident the parent may be called to assist their child.

SELA staff are not permitted to enter a bathroom/room to assist a child with cleaning/changing. Students must be able to effectively clean and change themselves in the event of an accident. If unable, parent(s) will be contacted and asked to come to the school to assist the student.

12. EMERGENCY RESPONSE POLICIES

911 Access

- The school has land-line phones throughout the building and in every office.
- Key personnel, including those involved in after school and extracurricular activities, have direct access to 911.

Medical Emergency Response Protocols

When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse and/or supervising administrator will:

- Activate EMS
- Provide any needed first aid and CPR
- activate the medical emergency response team to use designated school staff in their respective roles, which are listed below:
 - Direct designated school personnel to remain stationed at the specific location at school where the medical incident occurred and greet emergency responders, providing updates on the situation.

- o Notify the parent/legal guardian of the student or the emergency contact for faculty/staff and inform him or her that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.
- SELA staff member, familiar with the child, will accompany the child in the ambulance and remain at the hospital with the student until the parent or designated emergency contact arrives. Student or staff emergency contact form, if available, will be provided to EMS and accompany the staff or student to the hospital.

CPR, AED and First Aid Training

All SELA staff are required to be certified in First Aid and CPR within 6 months of hire. There is at least one person in the building at all times who is certified in CPR and First Aid.

Automated External Defibrillators (AEDs)

SELA has one Automated External Defibrillator (AED) which is located in the entrance to the school. All SELA staff are familiar with the location and receive AED training as a part of their CPR training.

Field Trip and Emergency Procedures:

Parents/Guardians will be notified in advance of a field trip and a first aid and emergency medical care, and consent form will be provided with the permission form. This form, along with a first aid kit, a list of students with allergies or asthma and any emergency medication will be brought on the field trip. An administrator with a cell phone will be on-site. An administrator certified in First Aid, CPR and AED will be present on all field trips. When feasible, the school nurse will attend.

School Visitors

All exterior doors leading directly into the school are kept locked at all times outside of student arrival and dismissal. Visitors arriving at the school are required to show identification before entering the building. Visitors are required to wear a visitor pass at all times while inside the building. SELA families are asked to never hold the door for a visitor entering after you and/or open a door for a visitor.

Fire Safety

Fire extinguishers are placed strategically throughout the school and all SELA staff are trained in their use. Fire extinguishers are serviced and inspected annually.

Routine Fire Drills are practiced monthly throughout the school year.

Evacuation maps are posted in every classroom, office, and common area within the school.

Smoke alarms and carbon monoxide detectors are placed throughout the school and are checked routinely.

Lockdown Procedure

In the event SELA is notified or becomes aware of violence in or around the school and/or an intruder a school-wide lockdown procedure will be initiated. Inside the classroom:

Classroom doors will be closed and secured, shades/blinds will be drawn closed, lights will be turned off and students will be brought to an area of the classroom out of sight of windows and doors and will wait quietly with the classroom teacher. SELA classrooms are equipped with enhanced security procedures for securing the classroom. Teachers will wait with students and maintain lockdown procedure until further directions are given from administration and/or law enforcement.

During an active school-wide lockdown, no visitors will be allowed into the school.

Alternate Shelter

In the event of an evacuation to an alternate shelter, teachers will walk students to the Bridges of Epoch nursing facility located next door to SELA. Parents or Guardians will be contacted and instructed to pick up their student at this location.

Practice Drills

During the year, SELA will practice various emergency drills with the students in an age-appropriate manner. This includes practicing exiting the building during a fire and locking down inside the classroom. These drills are always conducted in a way to foster learning through repetition. Students will be supported at all times by teachers during drills and at no time will tactics be used to instill any sense of fear.

13. INFECTION CONTROL AND CLEANING POLICIES

SELA employs a full-time housekeeper for the Elementary program. The housekeeper works throughout the day to keep the school clean and sanitary. This is accomplished through routine cleaning and disinfecting of classrooms, cafeteria, bathrooms, doorknobs and other high touch surfaces and common areas throughout the day.

Classrooms are equipped with the appropriate cleaning supplies, including soap and water, paper towels, and a disinfecting agent. Student desks and chairs will be cleaned with soap and water after each use and before use by another child. Surfaces used for eating will be cleaned with soap and water followed by a disinfectant.

All classrooms undergo a deep cleaning and disinfection at the end of each school day once the students have gone home.

SELA students and staff are required to perform frequent hand hygiene throughout the day. This includes upon arrival at school each day and before going home, before and after eating, after using the bathroom, after

contact with any bodily fluids, after returning from park or gym, and whenever visibly soiled. Sinks with soap and water are readily available throughout the school. Hand sanitizer is available when hand washing is not immediately available or feasible.

Cleaning Before School Breaks (December, February, April)

- Prior to each break, students will clean out lockers and desks.
- Families are asked to clean and disinfect lunch boxes and backpacks while on break.