



COVID-19 RESPONSE PLAN

FALL 2021



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Photo below and page 11 by Rachel Graves, G'21





OUR MISSION

The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math to foster academic and personal strengths - igniting the passions and gifts of unique minds.

OUR VISION

The New Community School launches students with the knowledge, skills, and resilience to pursue their passions, navigate the opportunities and challenges of their world, and live their lives with courage, compassion, and purpose.

The New Community School is continually monitoring state and local trends regarding the impact of COVID-19. **We will continue to follow the guidance from the Virginia Department of Health** and will make changes to these policies as necessary to help protect the health and safety of students, parents, and families.

GUIDING PRINCIPLES

Consistent with our mission and values, The New Community School will be guided by the following principles:

- protect the health and safety of students, faculty, and staff;
- follow the guidelines established by national, state, and local officials;
- prioritize in-person learning whenever possible;
- provide clear structure for school routines to support academic learning and the social and emotional needs of our community; and
- design effective ways to educate students during times of disruption.



OUR APPROACH TO HEALTH & SAFETY

TNCS continues to work in close conjunction with the Virginia Department of Health to create our campus protocols and procedures. TNCS's approach to a safe return to campus has four pillars:



- physical distancing on campus;
- health screening and preventative hygiene;
- cleaning, disinfecting, and sanitizing; and
- communication, training, and coordination.



PHYSICAL DISTANCING

The overall goal of physical distancing in schools is to increase the physical space (typically 3 feet) between members of the school community to reduce unintended exposures. TNCS has leaned heavily on the guidance found in the CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission when creating our campus protocols and procedures.

There are many classrooms across the TNCS campus, but like most schools space is always at a premium. Classroom variations occur in square footage, furniture, fixtures (sinks, bookcases), and ventilation options. Most classrooms can comfortably seat 8-10 students. These classroom capacities work fine, until physical distancing becomes necessary. Using government guidance, the COVID Readiness Team has spent a considerable amount of time visiting each classroom space to determine appropriate room capacity. The impact of physical distancing on our usable facility space became an important consideration. Physical distancing and reducing campus density are critical factors in our effort to mitigate risk of COVID-19 infection.

CREATING SAFE CAMPUS SPACES

- Rearrange student desks and common seating spaces to maximize space between students.
- Turn desks to face in the same direction to reduce transmission caused from virus-containing droplets.
- Incorporate visual aids (stickers, signs) to illustrate appropriate spacing to support physical distancing.
- Whenever possible, hold classes outside.
- Repurpose communal spaces.
- Utilize alternative spaces for eating.



HEALTH SCREENING & PREVENTATIVE HYGIENE

Our second essential pillar follows the Forward Virginia Blueprint which follows the CDC Considerations for Schools guidance on mandated health screenings and preventive hygiene.

At this time, we are **not** requiring families to complete the Magnus Health App daily screening.

Families should closely monitor the health of their students and keep them home if they are experiencing any of the following:

- fever greater than 100 degrees without the use of fever reducing medications
- cough
- sore throat
- runny/stuffy nose
- chest congestion
- chills
- muscle/body aches not related to exercise
- headache
- loss of sense of taste or smell
- nausea
- vomiting
- diarrhea
- shortness of breath or difficulty breathing

If you believe that these symptoms are due to another medical condition, please call the school to discuss with School Nurse Noel Raggio (or email nraggio@tncs.org). A negative PCR test may be required before returning to campus.

For further guidance on when to keep your child at home, please visit these resources from the Virginia Department of Health:

- **[When Should a Child Stay Home From School?](#)**
- **[VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure](#)**

COVID-19 VACCINATION RECORDS

Parents/guardians of fully vaccinated students should upload a copy of their student's vaccination card into the Magnus health system with their back-to-school forms. If your student is vaccinated after back-to-school forms are completed, or if you need assistance updating your student's information, please contact School Nurse, Noel Raggio at nraggio@tncs.org.

HEALTH ETIQUETTE AND PREVENTATIVE HYGIENE

Everyday hygiene and health etiquette represent another key pillar to prevent virus transmission.

Promoting Health Etiquette

- Hand sanitizer and tissues are readily available for use by students, faculty, and staff.
- Reinforce hand washing and hand washing routines.
- Educate students on the importance of avoiding touching their faces throughout the day.
- Ensure that sick policies are supportive of students, faculty, and staff staying home when sick.
- Require that faculty, staff, and students wear masks.
- Face covering must be at least 2-ply and fit securely over the mouth and nose.
- Gaiters and face coverings with respirator valves are not permitted.



HEALTH CENTER

Our Health Center is focused on and committed to providing high standards of prevention and response protocols to keep our students, faculty, and staff safe and healthy on campus. Nurse Raggio continues to play a key role in guiding our school's reopening efforts. Key aspects of our daily routines will be different from before. As always, a registered nurse will be on campus to support and care for students and families, answer questions, and provide guidance when appropriate.

If a student or adult develops symptoms while on campus, the individual will be cared for by the school nurse, who will wear the appropriate Personal Protective Equipment (PPE) and follow infection control practices designed to decrease the risk of transmission. The health center will contact the parent or guardian and arrange for the child to be picked up from school. TNCS Health Center has a designated quarantine room.

School administration and the school nurse will work closely with the Richmond and Henrico Health District, including Dr. Danny Avula, Virginia State Vaccination Coordinator and Director of the Richmond City and Henrico County Health Departments, regarding concerns of increased absenteeism, identified cases of COVID-19, or those in quarantine due to exposure. Communication with the Virginia Department of Health (VDH) or local health department will help TNCS identify a course of action, if needed. The school nurse may need to assist the local health department in contact tracing. Similarly, clear communication between the school and parents regarding stay at home/return to school guidelines will be essential in maintaining a healthy school environment.

GUIDELINES FOR USING THE CLINIC

- Anyone (students, staff, parents, and faculty) entering the clinic should adhere to the school-wide indoor masking guidelines. Everyone entering should use hand sanitizer on arrival and departure.
- Teachers will have Band-aids and should help to reduce clinic visits when they feel comfortable providing basic first aid/triage.
- Menstrual supplies will be available in case of emergency, but we will ask that during this time, students try a little harder to remember to bring their own supplies.

Routine Clinic Visit - Non-emergency

- Anyone with non-contagious needs (including routine meds) will enter through the front door and be seen in the front office. If signage indicates that the clinic is full, please ring the bell and the nurse will come to the front door. Students will be seen in the order of 1) urgency of their situation and 2) the order in which they arrived.
- No more than three people may be in the front office space and they must maintain physical distancing.
- Teachers may call the nurse's office to see if she has availability to come to the classroom to provide for needs.

Clinic Visit - Suspected COVID

Upon arrival to the Health Center, any students experiencing COVID-19 symptoms (cough, fever, upset stomach, sore throat, loss of taste/smell, muscle/body ache, headache), should come to the back door and knock. Before entering the building, they may be asked wear a provided isolation kit (gown, gloves, mask) over their clothing.

These students will enter one of two isolation areas in the rear of the Health Center. The nurse will interview them and take their temperature. The nurse will call their parents to pick them up as soon as possible if they seem to have symptoms consistent with COVID-19. If symptoms indicate possible COVID, the parents will be asked to contact their child's doctor and receive a PCR test.



CLEANING, DISINFECTING, & SANITIZING

The third pillar in TNCS's strategy to prevent the spread of COVID-19 has been to ensure our cleaning protocols follow guidelines established by the CDC in their **Environmental Cleaning and Disinfection Recommendations**. Routine cleaning and disinfection can reduce the risk of exposure to COVID-19 and is key to maintaining a safe environment for students, faculty, and staff.

The Difference Between Cleaning, Disinfecting, and Sanitizing

- **CLEANING** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **DISINFECTING** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- **SANITIZING** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Examples of frequently touched surfaces and objects that require routine disinfection:

- door knobs and handles
- stair rails
- classroom desks and chairs
- countertops
- light switches
- lunch tables and chairs
- toilets
- phones
- faucets
- sinks
- community supplies

Keeping Campus Clean and Safe

TNCS works to maintain safe campus spaces by

- cleaning and disinfecting classrooms at the end of every school day,
- routinely cleaning and disinfecting frequently touched surfaces,
- increasing airflow in classrooms,
- using a Clorox 360 hydrostatic sprayer to disinfect rooms where the possibility of COVID-19 transmission exists, and
- utilizing UV-C light sources in HVAC systems wherever possible.



COMMUNICATION, TRAINING, & COORDINATION

TNCS's implementation plan will only be successful if it has clear expectations set out for our community, a structure that is sustainable, and the flexibility to adapt to changing realities. The first step is targeting communication to the community on how to protect ourselves and others by informing them about what guidelines must be followed. As such communication, training and coordination represents our fourth pillar.

COMMUNICATION

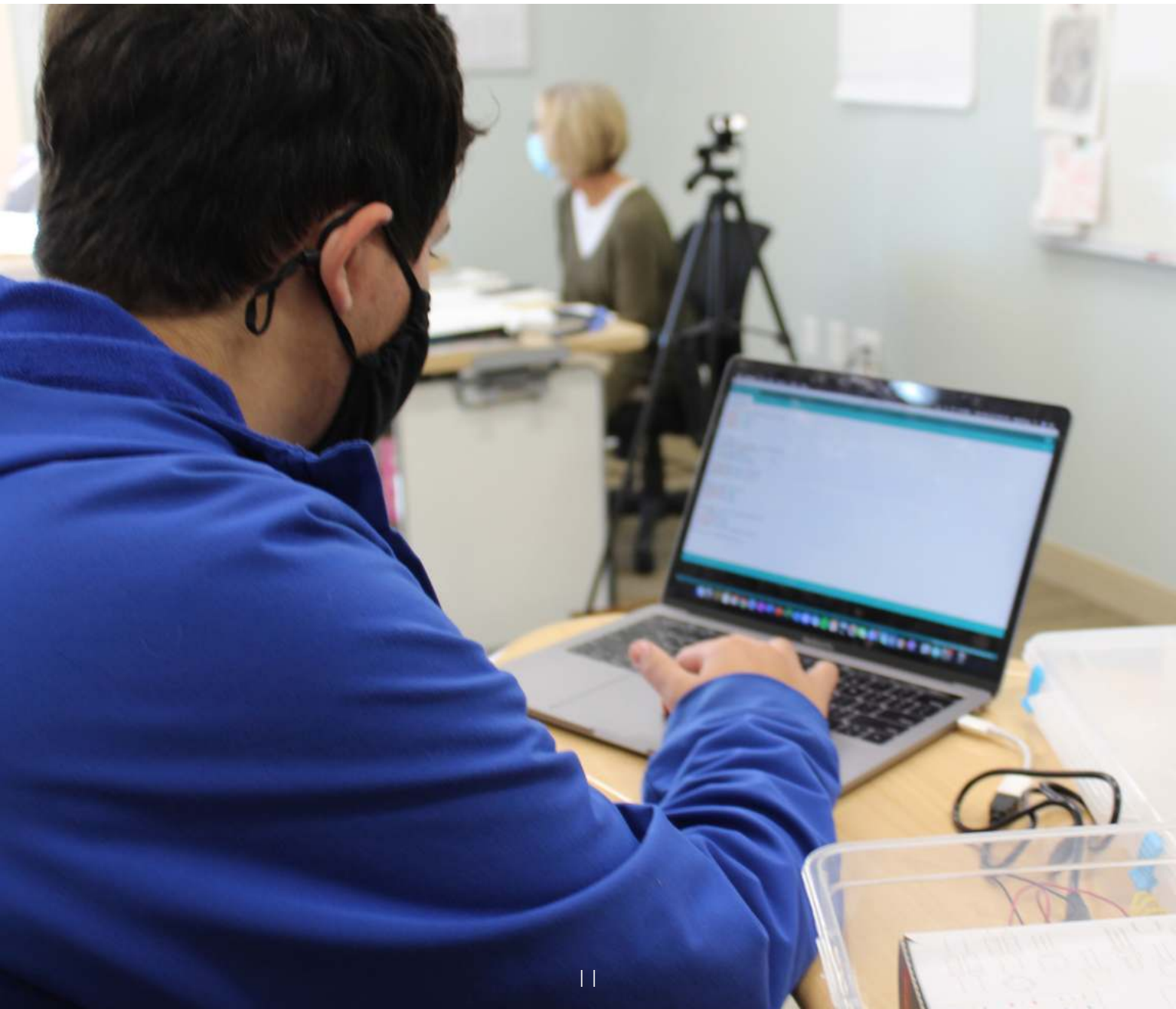
TNCS will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will continue operating during this time. The table below describes these systems:

CHANNEL	AUDIENCE	DESCRIPTION AND ACCESS
Schoology	Parents and Students	Schoology is our new learning management system. This platform is easily accessible for students, parents and teachers.
Zoom	Faculty and Students	For video conferencing in small or large groups
School Website	General Public	TNCS will maintain general information and lists of resources on the <u>COVID-19 Information & Resources</u> page.
School Messenger	Faculty, Staff, and Parents	Electronic messaging system
Email	Faculty, Staff, Parents, and Students	Email will be used for all major communications and announcements, including those from the Head of School and division directors. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well.

In addition to existing communications channels, TNCS will implement environmental messaging (signage, wayfinding, etc), particularly in regard to key areas such as the main access points to campus, bathrooms, and common areas on campus. Further messaging strategies will be deployed schoolwide. Our COVID-19 tab on the school's main web page remains our designated single source of information. All related and relevant messages, including resource links, documents, and forms, can be found by accessing the page.

TRAINING

- School faculty, staff, and students will be provided information and on-going training to promote proactive health strategies such as handwashing, proper use of facemasks, and social distancing in the school setting.
- TNCS will include appropriate signage for public spaces, reminders about moving in public spaces, and provide mechanisms for social distancing such as floor marks for adequate spacing at gathering areas such as outside classrooms, restrooms, and water filling stations.
- The school nurse will provide additional training to students related to revised processes and procedures for clinic visits based on visit type, such as routine medication administration, accident or injury, and clinical signs of illness.



DAY-TO-DAY ON CAMPUS

BEFORE ARRIVING ON CAMPUS

Students must check their temperature and monitor for symptoms daily. Please ask yourself the following questions:

- Now or in the last 24 hours, have you had a temperature of 100 F or higher (without fever reducing medicine)?
- Do you have any of the following symptoms not caused by a known health condition: cough, sore throat, shortness of breath, muscle or body aches, recent loss of taste or smell, congestion or runny nose, nausea, extreme fatigue, headache?
- Within the last 14 days, have you been exposed to anyone who has tested positive for COVID-19?
- Have you had a positive COVID-19 test for active virus in the last 10 days?
- Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- Have you followed CDC guidelines for the prevention of COVID-19?

MASKS ON CAMPUS

- Wearing a clean, multi-layer mask is required when indoors.
- Before leaving the house, please make sure you have several clean multi-layer masks. Once a mask gets moist you should put it in a brown paper bag and replace it with a clean, dry one. Remember, cloth masks should be washed after each use.
- Face covering must be at least 2-ply and fit securely over the mouth and nose.
- Gaiters and face coverings with respirator valves are not permitted.
- We also recommend that you bring a small bottle of hand sanitizer with you.

MORNING ARRIVAL

- Carpool and supervision begin at 7:45am.
- Students will go to the Green or other dedicated areas upon arrival.
- On inclement weather days, students will go straight to their advisory.

LUNCH

- Students will have access to the microwaves, refrigerator, and vending machines located in the student kitchen in Founders Hall. Students are asked to please be diligent about keeping common food areas clean. Please refer to the student handbook for more information.
- Students will eat lunch outside whenever weather permits. Grab your beach towel or bag chair and enjoy your lunch.
- No sharing of food or drink, please.
- Students will need to bring their lunch and beverage each day. Individual orders to outside vendors (Domino's, UberEats, DoorDash, etc.) are not permitted at this time.
- If the weather doesn't cooperate, students will eat lunch with their advisory, either their advisory classroom or another location on campus, as assigned.
- Students can take off their masks to eat. If indoors, please face forward and limit conversation while eating. Once you have finished eating, put your mask back on and enjoy conversation or a break.
- If a student forgets lunch, a parent or guardian may drop off their lunch at Massey Hall.

KEEPING OUR COMMUNITY SAFE

- Wear a clean, multi-layer mask at all times when indoors.
- Please bring multiple masks and a paper bag with you each day, and swap them out if they become damp, putting the damp mask in the brown paper bag.
- Use hand sanitizer as you enter each classroom.
- Wash or sanitize your hands. A lot.
- Stay Saber Safe – wear your mask, wash and sanitize your hands, and maintain good physical distance.

PHYSICAL EDUCATION

- PE will take place outside whenever possible.
- At this time, students and faculty will wear masks during all indoor PE activities.
- Students will not change clothes for PE, but will have the opportunity to change shoes if needed.

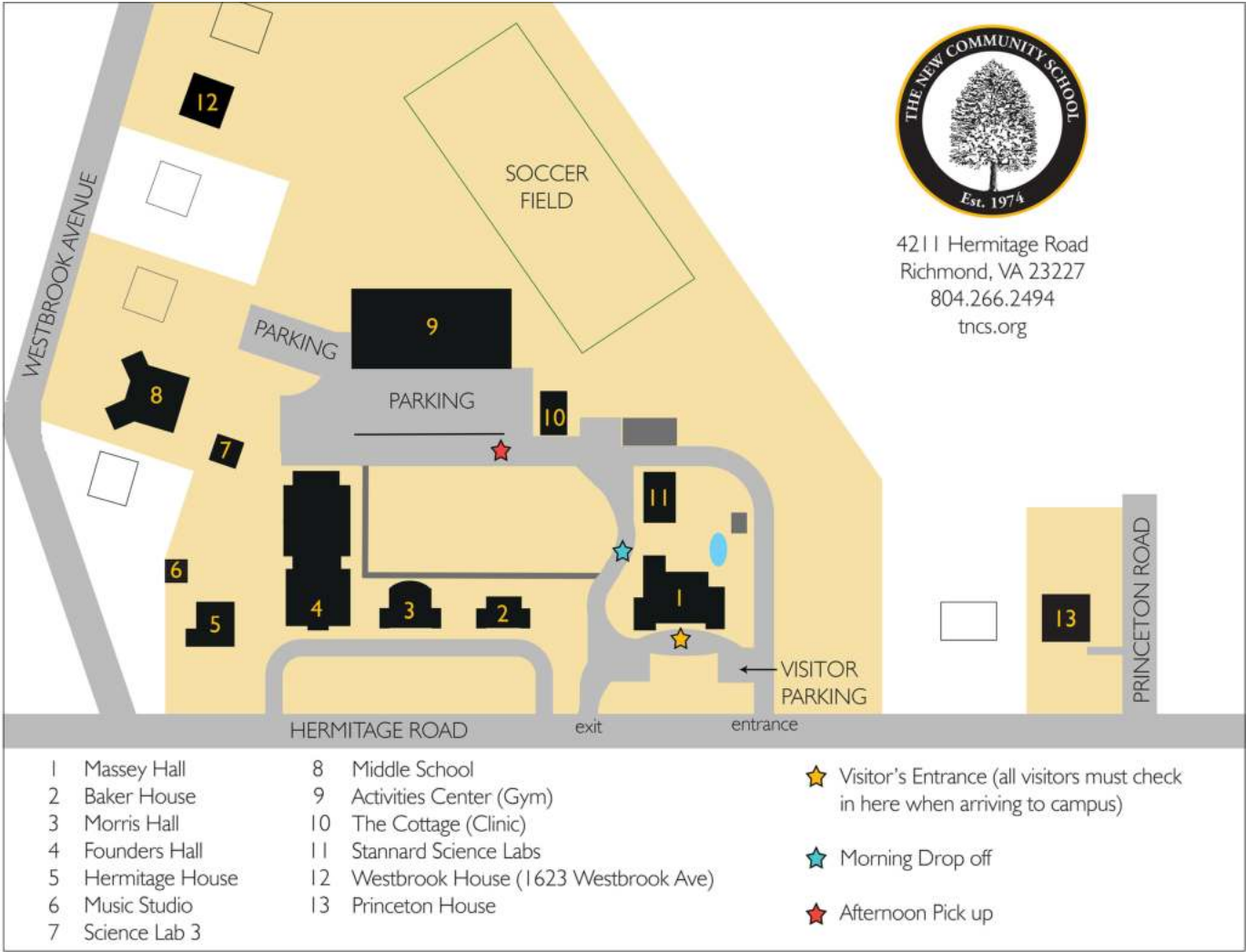
SOCIAL AND EMOTIONAL HEALTH

The social and emotional health of our students remains of vital importance, especially during these extraordinary times. Students will begin each day in advisory, giving them a chance to check in with their peers and their advisor. Resources to support the emotional health of students will be provided to teachers, and Social-Emotional Counselor Ashlyn Hudson will be available to meet with students one-on-one to address any needs. In addition, the health curriculum will be adjusted to meet needs as they arise.

VISITORS

As we focus on the health and safety of our students and faculty, all visitors must wear a mask while indoors. Visitors should check in with Ms. Robinson in Massey Hall.

DROP OFF AND PICK UP LOCATIONS



TEACHING AND LEARNING

"Learning is a personal, lifelong process that leads to change, including the ability and willingness to adapt. It is driven by curiosity and motivation, occurring in supportive environments rich in engagement, social interaction, and feedback. Learning is constructed in authentic contexts and results in the development of new understandings and skills for all learners."

- National Research Council

THREE POTENTIAL MODELS FOR LEARNING

It is our hope that The New Community School will operate in full Face-to-Face Learning for the full school year. In anticipation of ongoing and evolving challenges associated with the COVID-19 pandemic, TNCS has developed three models for learning. The first model, our Face-to-Face Learning Model, describes a traditional school experience where all students attend school on campus five days a week. If conditions demand that we close our campuses, TNCS will implement our Distance Learning Model. Finally, we have identified an alternative to this open-or-closed dichotomy, which we call our Hybrid Learning Model. This model acknowledges the critical role face-to-face interactions play in a child's learning while implementing physical distancing norms that reduce student density. More detail about each of these models follows below.

Face-to-Face Learning Model

This is a traditional school experience with students attending school in person five days a week. Students interact with peers and teachers on campus. The learning that happens off campus is mostly in the form of homework or projects. Preventative hygiene policies are implemented in combination with realistic physical distancing guidelines. The risk of exposure to the virus that causes COVID-19 is considered low enough that greater student density on campus is appropriate.

Distance Learning Model

Students attend school virtually through both synchronous and asynchronous lessons, activities, and projects. Students collaborate with peers and faculty online. The distance learning model is implemented when safety conditions dictate that TNCS's physical campus must be closed.

Hybrid Learning Model

This model combines face-to-face learning with coordinated online experiences. The hybrid model provides face-to-face learning 50% of the time while leveraging digital experiences the remaining 50%. This model introduces physical distancing and density reduction as key strategies to further reduce exposure within our community, while at the same time providing face-to-face interaction between students and teachers about half of the time. Under the hybrid model the Upper School will rotate with grades 7 and 8 following a "one week on-campus, one week distance learning" model.

Needing to Learn from Home

For students who need to learn remotely due to health or other COVID related issues, we ask that families communicate and coordinate with their division director.

COMPARISON OF LEARNING MODELS

	FACE-TO-FACE LEARNING MODEL	HYBRID LEARNING MODEL	DISTANCE LEARNING MODEL
CAMPUS STATUS	Campus is entirely open	Campus is open. Not all students on campus at once to ensure physical distancing.	Campus is entirely closed.
LEARNING ENVIRONMENT	Classrooms on campus	Both on-campus and digital through Schoology	Digital through Schoology with synchronous and asynchronous activities
TEACHER COMMUNICATION	Face-to-face and digital communication	Face-to-face and digital communication	Digital through Schoology and platforms like Zoom
COLLABORATION AMONGST STUDENTS	Mostly face-to-face and some digital	A balance of face to face and digital	Entirely online, with both real-time and asynchronous activities
FEEDBACK	Combination of in-person feedback and digital feedback in multiple forms. Ongoing real-time and asynchronously.	Combination of in-person feedback and digital feedback in multiple forms. Ongoing real-time and asynchronously.	Almost entirely digital feedback in multiple forms. Some feedback is synchronous.
SUMMATIVE ASSESSMENT	Combination of in-class assessments and performance tasks with emphasis on students applying content, skills, and understandings.	Combination of in-class assessments and performance tasks with emphasis on students applying content, skills, and understandings.	Combination of traditional assessments and performance tasks with emphasis on students applying content, skills, and understandings.

ROLES AND RESPONSIBILITIES

SCHOOL PERSONNEL ROLES AND RESPONSIBILITIES	
Leadership Team	<ul style="list-style-type: none"> • Implement and oversee the COVID Response Plan, including embedded protocols and procedures • Determine appropriate learning model to implement, in partnership with the Virginia Department of Health • Source and maintain supplies of PPE, cleaning, sanitizing, and disinfecting materials • Implement training for faculty, staff, and students • Establish clear channels of communications between faculty, staff, families, and students Leadership Team • Support all teachers and teams in the implementation of TNCS's COVID Response Plan • Support faculty, students, and families • Help teachers implement high-quality learning experiences for all students.
Teachers	<ul style="list-style-type: none"> • Collaborate with grade team and department members to design engaging learning experiences for students • Communicate frequently with students and their parents • Provide timely feedback to support your students' learning • Implement the Guidelines for TNCS Teachers • Focus on student-teacher relationships • Align instruction to fit the learning model and schedule • Keep Schoology page current and link assignments to the Schoology calendar • Communicate with advisors, directors, and parents as issues arise • Model health and safety measures including daily screening, physical distancing, and wearing a multi-layer mask
Wellness Team	<ul style="list-style-type: none"> • Design and implement a comprehensive Health and Wellness Plan to support students, employees, and their families • Provide resources, experiences, and guidance for students and employees to support their physical and emotional wellbeing
Advisors	<ul style="list-style-type: none"> • Serve as liaison for communication with students and families • Use face-to-face and virtual platforms to conduct advisory check-ins with students
College and Career Counselor	<ul style="list-style-type: none"> • Continue to host face-to-face and virtual office hours at set times for students and parents • Oversee Dual Enrollment • Liaison with the College Board
Tech Support	<ul style="list-style-type: none"> • Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed • Be available to provide on-demand tech support help

STUDENT ROLES AND RESPONSIBILITIES

- When on campus, abide by all health and safety measures including screening, physical distancing, and wearing a multi-layer mask.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Collaborate and support your TNCS peers in their learning.
- Comply with TNCS's Handbook and Acceptable Use Policy, including expectations for health and safety and online etiquette.
- Proactively seek out and communicate with adults at TNCS as different needs arise (see below).
- When participating in class from home, show full face on Zoom calls.
- Establish daily routines.
- Identify a space in your home where you can work effectively and successfully.

PARENT / GUARDIAN ROLES AND RESPONSIBILITIES

- Provide support for your student by adhering to the Guidelines for TNCS Parents as well as you can.
- Establish routines and expectations.
- Define the physical space for your child's study.
- Monitor communications from your children's teachers.
- Begin and end each day with a check-in.
- Take an active role in helping your children process and own their learning.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Keep your child social, but continue to monitor their digital footprint.
- Help limit your child's exposure to COVID-19 while outside of school by practicing physical distancing and by wearing a mask in public.
- When your child is on campus, help assure they are screened before leaving for school.
- When your child is on campus, make sure they have a clean multi-layer mask and hand sanitizer.
- As a parent when coming to campus, abide by all health and safety measures including screening, physical distancing, and wearing a multi-layer mask.

CONTACTS

Divisional Questions	Director of Middle School: Julie Oliver, joliver@tncs.org Director of Upper School: Adam Rothschild, arothschild@tncs.org
Academic Concern or Question	Course Teacher
Technology-Related Problem or Issue	Greg Melton, gmelton@tncs.org
Social-Emotional Concerns	Ashlyn Hudson, ahudson@tncs.org
Health Concerns	Noel Raggio, nraggio@tncs.org

ATHLETICS AND ACTIVITIES

For interscholastic and intramural athletics, TNCS will follow the Virginia Independent School Athletic Association's 2021 Fall Return to Play Requirements, Rule Modifications, and General Recommendations (attached) as a baseline for mitigation. The school may choose to institute additional, or different, requirements at any point in the season based on VDH guidelines.

The modifications to our typical athletic protocols are meant to decrease potential exposure to respiratory droplets by encouraging social distancing, limiting participation in administrative tasks to essential personnel, and allowing for appropriate protective equipment.

For outside sports, there will not be a mask requirement at TNCS for players, coaches, officials or administrative participants. There will be no masking, density, or distancing requirements for spectators on our campus. If our teams are travelling for a game at a host school that deems mask use necessary, or has different rules regarding fans, the host school rules are in effect for our players, coaches, and fans.

For inside sports, masks are required to be worn by all spectators, coaches, and members of both TNCS and visiting teams.

For travel off campus, TNCS will use school mini-buses. When on a TNCS bus, the driver and all passengers must mask. Weather permitting, bus windows will be opened to improve air flow.

As a game host, TNCS will notify visiting schools that all teams and officials should show up ready to play. Locker rooms will not be available. There will not be tickets or a gate fee, so no money or tickets will be exchanged. Additionally, for games at TNCS

- anyone showing up for a contest – player, coach, official, observer, fan – is acknowledging they are symptom free;
- teams should show up ready to play;
- pregame conferences will be limited to the head official and the head coach from each team;
- pregame and postgame personal touch exchanges (handshakes, fist bumps, etc) are not recommended;
- visiting teams will have access to bottle fillers and bathrooms inside the TNCS Activities Center, but must wear a mask to go indoors;
- hand sanitizer will be available for benches and the scorers table, and
- there will be no sharing of water bottles.

See You Soon!

We are excited to begin a new year of learning with our bright, talented students. Please continue to monitor school communications and our website for updated and detailed information about our back-to-school plans.

If you have any questions, please send them to info@tncs.org.

Stay Safe, Sabers!

