



# Reopening Parent Information Guide 2020-21



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# Protocols from MCDPH



## Department of Public Health

Monroe County, New York

**Adam J. Bello**  
County Executive

**Michael D. Mendoza, MD, MPH, MS**  
Commissioner of Public Health

### MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH

#### COVID-19 FAQs

#### Monroe County K-12 Schools

August 24, 2020

*This communication is intended to serve as an informational tool only to support families, schools and health care providers during the reopening of local schools in accordance with New York State guidelines. Interested parties should review the New York State guidance closely and consult their own counsel for legal advice.*

**Q1: When and how should schools and health care providers report a positive COVID-19 case to the MCDPH?**

**A:** Schools and health care providers must immediately notify the MCDPH when they become aware of a student, faculty member, staff or visitor who tests positive for COVID-19. Call the Monroe County COVID-19 Hotline at (585) 753-5555 and leave both a daytime and evening phone number. This line is available 24/7 and a MCDPH staff member will return your call.

**Q2: What happens after a school or health care provider reports a positive COVID-19 case to the Monroe County COVID-19 Hotline?**

**A:** The school will develop and implement an immediate action plan with support from the MCDPH. This could include closing a classroom, school building or district for 24 hours. The school will communicate its plan to its families, faculty and staff. MCDPH will begin contact tracing.

**Q3: How will families know if there is a positive COVID-19 case in their school district?**

**A:** The school district will alert families, faculty and staff and the MCDPH will issue a media advisory to the general public. Individuals who were exposed to a lab-confirmed COVID-19 positive case will receive a phone call from the MCDPH Contact Tracing Team and will receive further instructions at that time.

**Q4: What happens if a student or teacher in my child's classroom tests positive for COVID-19?**

**A:** With support from MCDPH, your school will provide instructions. MCDPH will likely recommend your school close the classroom for at least 24 hours. Being in the same classroom does not necessarily mean your student was exposed to COVID-19, so you might not get a call from our Contact Tracing Team. If you are worried, you should discuss your concerns with your



primary care physician. If you do not have a PCP, contact the COVID-19 Hotline at (585) 753-5555.

**Q5: What is the most important thing for families to remember?**

**A:** Check on your child's health every morning. Take a temperature reading and look for symptoms of illness *before* your child leaves for school. Do not send a child who has a fever or who is feeling ill to school. Period. Consult with your health care provider regarding any signs of illness.

**Q6: What kind of face covering is appropriate for students, faculty and staff?**

**A:** Cloth face coverings that cover both the nose and mouth are required. At this time, the MCDPH is recommending cloth masks for most situations. MCDPH is not recommending neck gaitors, bandanas, or scarves. Face shields worn without other appropriate face coverings are not an acceptable alternative. Some staff members will need additional personal protective equipment (PPE) at times. Please consult with your school's medical director or nurse.

**Q7: Can my child be exempted from having to wear a mask?**

**A:** MCDPH recommends all students wear a mask to protect other students, faculty and staff. Exemptions can be granted by primary care physicians, but only for rare, pre-existing conditions. If your child is having difficulty wearing a mask, consult with your primary care physician regarding techniques that will help your child adapt to a mask.

**Q8: What if another student is exempted from wearing a mask in school?**

**A:** The student must remain at least six feet from others at all times.

**Q9: What happens if a child shows potential symptoms of COVID-19 while at school?**

**A:** The student should immediately be separated from other students. The student's family will need to arrange pickup of the student and will be directed to consult with their health care provider.

**Q10: If a student tests positive for COVID-19, can the individual's siblings still come to school?**

**A:** No, siblings who reside in the same household will be placed in mandatory quarantine by the MCDPH Contract Tracing Team. They will be unable to return to school until MCDPH releases them from quarantine. This will be at least 14 days after the positive COVID-19 case is released from isolation OR the last contact with the isolated person.

**Q11: What happens if a family member of a student, faculty or staff member tests positive for COVID-19?**

**A:** The family member will be isolated and the student, faculty or staff member will be placed in mandatory quarantine by the MCDPH (or other local health department if they live in a nearby county) and will not be able to attend school until the health department releases them from quarantine.

**Q12: How will I know what to do if my student is placed in isolation or quarantine?**

**A:** The MCDPH Contact Tracing Team will walk you through the process and provide support throughout the isolation or quarantine process. If you have questions, you can call the Monroe County COVID-19 Hotline at any time: (585)753-5555 or email [COVID19@monroecounty.gov](mailto:COVID19@monroecounty.gov).

**Q13: How will I know what to do if my student is required to take a COVID-19 test?**

**A:** Work with your health care provider to schedule a test, either in the provider's office, an urgent care center or other location. For more information about testing and local test locations, go to <https://coronavirus.health.ny.gov/find-test-site-near-you>.

**Q14: What if we don't have a health care provider, health insurance, or transportation or face other barriers that make it hard for me or my student to get a COVID-19 test? Where can I get help?**

**A:** Any Monroe County residents with or without insurance can get a free test at Monroe Community College. Follow the link in Q13 above for information. For other questions or concerns about getting a test, call the Monroe County COVID-19 Hotline at (585) 753-5555 or email [COVID19@monroecounty.gov](mailto:COVID19@monroecounty.gov).

**Q15: I don't want everyone to know if my child or I test positive for COVID-19. How can I protect my privacy?**

**A:** The MCDPH/School District will not publicly disclose the names of students, staff, faculty or visitors who test positive for COVID-19. If a student tests positive, the school building will be identified. If a staff or faculty member tests positive, the school district will be identified.

**Q16: Is there a threshold of infections or absentee rates that would indicate a school should close?**

**A:** While MCDPH can make a recommendation, it will be up to individual school districts to determine when a classroom, building or district should be closed. The factors under consideration are listed in the individual district plans that school districts have submitted to New York State.

New York State will close all schools in the Finger Lakes Region if the regional infection rate rise above 9%. To track the regional infection rate, go to <https://forward.ny.gov/early-warning-monitoring-dashboard>.

**Q17: Are there warning signs that I can track in my own school district?**

**A:** At present, MCDPH does not compile district-level infection rates. To track trends in Monroe County, go to [www.monroecounty.gov/health-COVID-19](http://www.monroecounty.gov/health-COVID-19) and click on the link to the COVID-19 Dashboard. MCDPH is closely monitoring numerous local datasets for signs of increasing community spread and will notify the public if that occurs.

**Q18: I work at a school. How often should I get tested for COVID-19?**

**A:** While anyone in New York State can get tested for COVID-19, there is no recommended schedule for faculty or staff to receive routine testing. If you have been exposed to a lab-confirmed COVID-19 positive case, the MCDPH contact tracing team will call you and provide guidance related to testing. If you are having symptoms or want to set up a regular testing regime for yourself, please consult with your primary care physician.

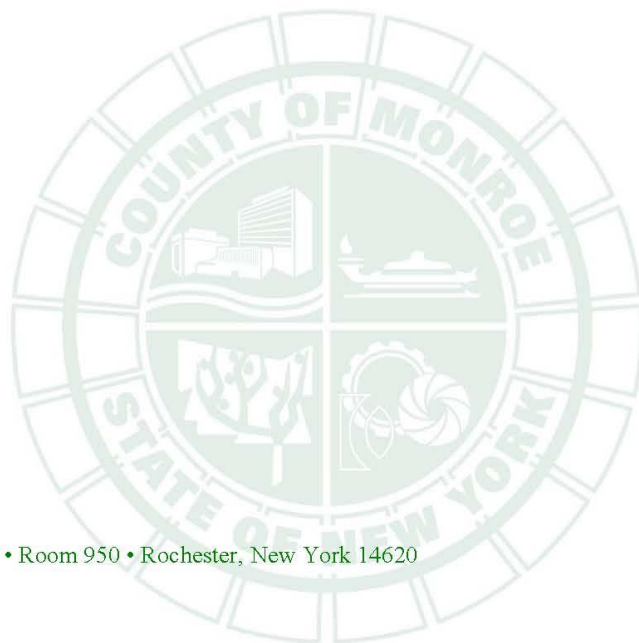
**Q19: What are some frequently used terms that I should know?**

**A:** Here are definitions to terms frequently used when discussing COVID-19:

- **Potential Exposure:** Being in the same household or having come into close contact with an individual who is confirmed or suspected to have a COVID-19 infection.
- **Close Contact:** Someone who was within 6 feet of an infected person for at least 15 minutes, during the period starting 48 hours before symptoms appeared until the time the infected person is isolated, and one or both of these individuals were not wearing a mask.
- **Proximate Contact:** Being in the same enclosed environment such as a classroom, office or gathering, but greater than 6 feet from a person displaying symptoms of COVID-19 or someone who has tested positive for COVID-19.
- **Contact Tracing:** The identification and follow-up of individuals who may have come into contact with a person infected with COVID-19.
- **Case:** An individual with a lab-confirmed COVID-19 diagnosis. Cases are always issued an Isolation Order by MCDPH unless the individual has had a prior lab-confirmed case within the past 12 weeks and has completed the initial isolation.
- **Isolation:** The process of separating an individual who has a confirmed or suspected case of COVID-19 from others for 10 days or more following the onset of symptoms. MCDPH must issue a release from isolation before it can end.
- **Mandatory Quarantine:** The process of separating an individual who has been in close contact with someone who is positive from others. That way, if the individual develops COVID-19, the individual cannot spread it to others. As long as no symptoms develop, the quarantine period lasts for at least 14 days since the last contact between the two individuals. If symptoms develop during quarantine, MCDPH will provide additional instructions. MCDPH must issue a release from mandatory quarantine before it can end.



- **Positive Screen:** Screening for COVID-19 includes a series of questions to determine a person's risk for COVID-19. A positive screen means the individual is at risk for having a COVID-19 infection.
- **Antibodies:** Antibodies are proteins that can help protect an individual who had COVID-19 from getting it again. It is not yet known what level of antibodies results in immunity, or for precisely how long.
- **Rapid Antigen Test:** This type of test for COVID-19 infection provides results in under one hour. (These tests have a higher false negative rate than a PCR test, but are appropriate in some situations. Please consult with your primary care physician.)
- **PCR Test:** This type of test detects whether an individual currently has COVID-19. Current evidence indicates a person may continue to test positive for several months after having COVID-19, though the individual is no longer ill or contagious.





## Department of Public Health

Monroe County, New York

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Commissioner of Public Health

Someone in my child's classroom has tested positive for COVID-19.

**Now what happens?**



### School Administration

**Notifies Monroe County**  
Department of Public Health.

**Determines response**, in collaboration with MCDPH. There are many different factors schools must consider when deciding the best course of action. As appropriate, school leaders will communicate with the school community.

### Monroe County Department of Public Health

**Begins contact tracing process** to find out if there are any individuals who were:

1. Closer than 6 feet to the infected classmate for 15 minutes or more **AND**
2. The individual and/or the infected classmate did not wear a mask during that time **AND**
3. This occurred during a period when the infected classmate was contagious.

**MCDPH will also look for other factors** that could contribute to the spread of the virus within the classroom or school.



### MCDPH does not call me.

This means your child is not considered to be at risk of contracting COVID-19 from the infected classmate.

Follow guidance from your school regarding in-person classes.

Contact your primary care physician with any health-related concerns you have. If you do not have a PCP, contact the Monroe County COVID-19 Hotline at (585) 753-5555.

### MCDPH calls me.

This means your child is considered to be at risk of contracting COVID-19 from the infected classmate.

Your child will be placed in Mandatory Quarantine.

MCDPH will provide detailed instructions about what that means for you and your family.





**Department of Public Health**  
*Monroe County, New York*

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## COVID-19 TESTS

*Three ways to get tested in Monroe County*

### 1

Call your Primary Care Physician and arrange to have a COVID-19 test. Before getting the test, check with your insurance provider to find out if you will have to pay for it.

### 2

<https://coronavirus.health.ny.gov/find-test-site-near-you>

Use this webpage to find local testing locations. Before you choose one, carefully review the requirements. Before getting the test, check with your insurance provider to find out if you will have to pay for it.

### 3

Call 1-888-364-3065 to schedule a FREE drive-through test at Monroe Community College, 1000 E. Henrietta Rd. in Brighton.

**Still need help?** Call the Monroe County COVID-19 Hotline at 585-753-5555.

111 Westfall Road • Room 950 • Rochester, New York 14620

## District Reopening Implementation Plan

Click the following link to view all of the plans and protocols for reopening 2020-21. If you have any questions, please contact your student's building.

<https://www.bcsd.org/cms/lib/NY02212067/Centricity/Domain/782/reopening%20implementation%20plan%20831.pdf>

## Daily Health Screening App

Dear Parent/Guardian,

As you know, Brighton Central School District takes the privacy of your student's information seriously. Brighton has licensed a Health Services Portal to provide the daily COVID-19 health screening.

You only need to fill out the screening on days that your student is scheduled to physically be on campus (even if your child will be absent that day). Remote learners do not need to fill out the health survey.

**To Self-Register, go to the website below:**

[https://www.healthofficeportal.com/SHM\\_Brighton\\_Central\\_School\\_District/Security/SelfRegister.aspx](https://www.healthofficeportal.com/SHM_Brighton_Central_School_District/Security/SelfRegister.aspx)

You will need to provide the following information to self-register:

- Student Last Name
- Student Date of Birth
- Student School ID (as designated the District)
- Primary parent/guardian contact email provided to the District

After you complete the first step in self-registration, you will receive an email with your user name and temporary password.

If you haven't received the email after 10-15 minutes, please check your spam folder in your email.

Now your new Health Portal account is active and ready for use!

Please use the website below to login to the Health Portal:

[https://www.healthofficeportal.com/SHM\\_Brighton\\_Central\\_School\\_District/Portal/Login.aspx](https://www.healthofficeportal.com/SHM_Brighton_Central_School_District/Portal/Login.aspx)

[Click here to download the Android App](#)

[Click here to download the iPhone app](#)

[Click here for information on how to complete the screening](#)

If you have any questions, please contact Nate Merritt, Director of Health, Physical Education, and Athletics, at [nate\\_merritt@bcsd.org](mailto:nate_merritt@bcsd.org)



# Frontline Health Portal

## Mobile App

The Frontline Health Portal Mobile app is the mobile version of the Frontline Health Portal, which parents/guardians and faculty use to complete the Daily COVID-19 Health Check. Parents/guardians can also access school-held health records and receive messages on their mobile device regarding their students.

For questions about information in the Frontline Health Portal Mobile app, please contact your school district.

### Downloading the Mobile App

Go to the Apple App Store or Android Apps on Google Play and search for "Frontline Health Portal" to find the Frontline Health Portal mobile app and download the app.

### Registering for the Health Portal from the Mobile App

If you have not previously completed registration for either the desktop or mobile versions of Health Portal, you must do so. You can start the registration process from within the Health Portal mobile app. The process you use depends on whether you are a parent/guardian or a faculty member.

If you already have completed the registration process on the desktop version of the Health Portal, you don't need to register again, and you can proceed to [Logging In](#).

#### Parent/Guardian Registration

Follow this procedure if you're a parent/guardian:

*Note: If you're faculty and a parent/guardian, you only need to complete Faculty Registration.*

1. Open the Frontline Health Portal App on your mobile device and tap **Register** to view fields for verifying your information.

2. Next, enter your **State**, **School District**, and your **Email Address**. Be sure you are using the same email address that is used in your contact information on your student's school health record.
3. Enter a **New Password** using letters and numbers only – no special characters can be used, then in the **Confirm Password** field, re-enter the password you just created
4. Tap **Verify Details** to generate an email message with a link you will need to verify and activate your registration.
5. Go to your inbox for your email and locate the email message to finish activating your account. If you do not see this email in your inbox, check your junk mail.
6. Click the link provided in the email message and sign in using the login information you created in the Health Portal mobile app. You will be directed to the HealthOffice® Portal Terms of Use. When you have reviewed the Terms of Use, tap **I Agree**, then tap **Verify** to complete registration.
7. Return to the Health Portal mobile app, enter your login information, and tap **Login**. You will be prompted to change your password. Tap **Change Password** and enter your new password to complete the process.



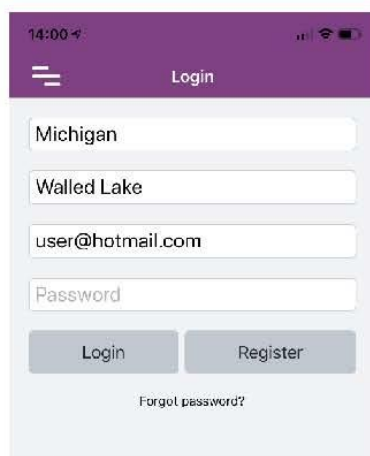
## Faculty Registration

Follow this procedure if you're district faculty:

1. Open the Frontline Health Portal App on your mobile device and tap **Forgot Password** to view fields for resetting your password.
2. Enter your **State**, **School District**, and your **Email Address**. Be sure you are using the same email address as you provided to your district.
3. Tap **Reset Password** to generate an email message with a temporary password.
4. Go to your inbox for your email and locate the email message your temporary password. If you do not see this email in your inbox, check your junk mail.
5. Return to the Health Portal mobile app, enter your login information with your temporary password, and tap **Login**. You will be prompted to change your password. Tap **Change Password** and enter your new password to complete the process.

## Logging In to the Mobile App

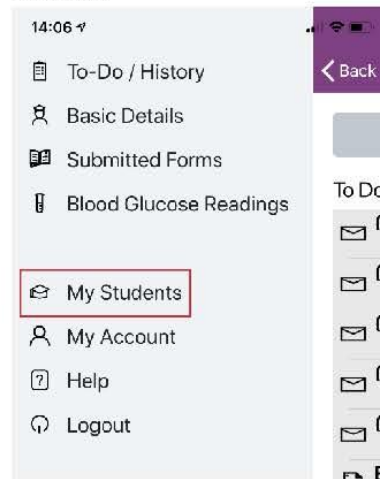
If you have previously completed registration for accessing the desktop version of the Health Portal, complete the fields for **State**, **School District**, **Email Address**, enter your password, and tap **Login**.



## Adding Students

Once you have logged in to the Health Portal mobile app, you will need to add your students. (If you're faculty, you only need to complete this procedure if you are also a parent/guardian.)

1. Tap the menu icon (☰) in the upper left to display side navigation, then select **My Students**.



2. Tap **Add Student**.
3. Enter the **Student Last Name**, **Student ID**, and **Date of Birth**.
4. Repeat this for each student you will add.

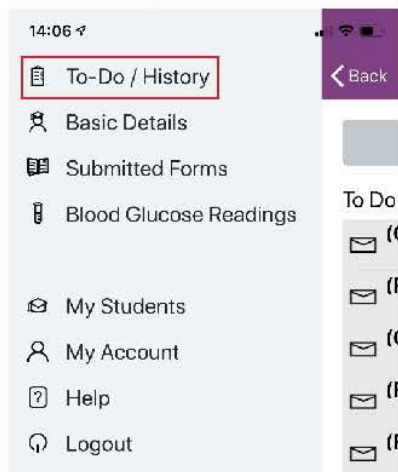


## Completing the Daily Health Check Questionnaire

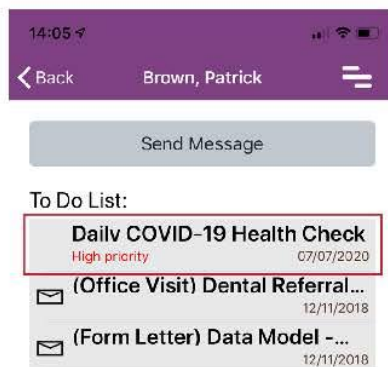
Once you have added your students' information, you can complete items in the "To-Do / History" section of the mobile app, including the Daily Health Check Questionnaire.

To complete the questionnaire:

1. Tap the menu icon (☰) in the upper left to display side navigation, then select **My Students**. On the My Students list, tap the name of the person whose questionnaire you will be completing.
2. Return to the side navigation and tap **To-Do / History**.



3. On the To Do List, select **Daily COVID-19 Health Check**.



4. Select any applicable prompts on the questionnaire page.

14:06

< Brown, Patrick

In the last 24 hours have they

- Tested positive for COVID-19

Experienced

- A fever of 100 F or above
- Cough
- Sore throat
- Shortness of breath or trouble breathing
- Chills
- Muscle aches
- Loss of smell or taste
- Nausea, vomiting or diarrhea
- None of the above

Submit

5. Tap **Submit**.
6. Complete any outstanding items on the list. If there are no other "To Do List" items, you can log out.





## Parent Technology Resources

**PARENT  
TECHNOLOGY  
RESOURCES**

Are you looking  
for support with any of the following  
technology tools?

**Schooltool Parent Portal  
SeeSaw  
Schoology**

We have everything you need  
assembled in one spot.

**[HTTPS://BCSD.ORG/HELP](https://BCSD.ORG/HELP)**

**BRIGHTON  
BELIEVES**  
INTEGRITY  
RESPECT  
RESPONSIBILITY  
KINDNESS  
WELL-BEING

## BCSD Remote Learning Plan

The following Learning Plan supports the District's goal for providing continuous blended learning opportunities for Brighton CSD students in the event of school closures due to a public health or emergency crisis:

1. Provide high quality learning experiences for our students.
  - (Gr 9-12) Establish an ongoing plan for instruction to prepare students for end of course assessments
  - (Gr K-8) Establish an ongoing plan for instruction to prepare students for advancing to the next grade level
2. Monitor and maintain student and family connections with their school communities.

Teachers will use Zoom or Schoology conference to instruct their students in the following way:

### 6-12 Teachers

- Will connect 4:6 days/cycle with EACH class they have. Asynchronous instruction will be provided on the other days.
- Students will follow their schedule that they have when they are in person

### K-5 Teachers

- Core area teachers will connect with their classes 5:6 days/cycle. Asynchronous instruction will be provided on the other days.
- Special area teachers, service providers – will routinely connect with students on a scheduled cycle TBD

K-12 Instruction may include:

- Direct instruction of new content/skills
- Mini-Lessons corresponding to weekly learning target(s)/essential standards
- Guided Instruction (both small group and/or individual)
- Modeling concepts, processes or demonstrating revision practices to reinforce
- Discussion, independent & collaborative projects
- Other pedagogical techniques appropriate to the discipline

Asynchronous instruction will be used to reinforce previous learning or access new content/skills and may include:

- YouTube Recorded Videos
- Narrated Screen Cast Videos
- Narrated PowerPoint Presentations
- Teacher produced videos
- EdPuzzle activities
- Individual reading assignments
- Other independent practice

Other conditions:

- Schedules will be created which are developmentally appropriate for a given age group. These will include:
  - Screen-time breaks throughout the day
  - A provision of both paper-based and digital work for students in order to balance screen time
  - A schedule for the hybrid environment that will translate to an all remote environment in order to promote consistency for teachers, students, and families
  - Delay of start time in each building by approximately one hour each Wednesday, regardless if hybrid or fully remote. Schedule for that day will be compacted. This will provide teachers with opportunities to collaborate and students with screen time breaks.
- Teachers will create plans for communicating with students and families.
- The District will provide support for parents on how to access/use technology



## Guidance for Using Zoom

Zoom conferences are a great way to stay in touch with students and families during this time of social distancing. Many of us are spending more time conferencing with others and with the increase in Zoom conferences comes the discussion about conference security and the need to keep your video meetings secure. Here are the steps that have been taken by the district to address security concerns:

- In the past month, Zoom has updated its service to make its platform more secure for use in the education setting.
- Zoom has been reviewed by BOCES and is COPPA compliant. In addition, the BOCES procurement contract for Zoom includes protective Education Law 2-D language.
- Our district setup of Zoom requires settings that make your video conferences more secure by default. For this reason, it is required that BCSD faculty/staff use a Zoom account that has been set up by BOCES when conducting our work. To create a Zoom account click [HERE](#).

### **Here are some effective ways to ensure that your meetings are secure and free from disruptions:**

When setting up your meeting:

Don't use your Personal Meeting ID for Zoom meetings. Your PMI is your unique 10-digit number. If you use this number, anyone with this number could join any future meeting using this PMI at any time. In Settings and when creating new meeting, opt to Generate Automatically.

Always require a Meeting Passcode.

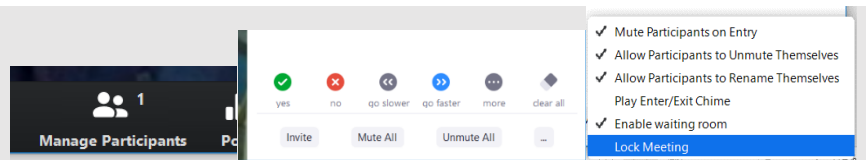
Turn on the feature called Waiting Room, which requires attendees to be admitted by the host.

The screenshot shows the Zoom meeting settings interface. It includes sections for Meeting ID (with radio buttons for 'Generate Automatically' and 'Personal Meeting ID 96'), Meeting Password (with a checked 'Require meeting password' and a text box containing '685249'), Video (with 'Host' and 'Participant' settings, both set to 'on'), Audio (with radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio', and a note 'Dial from United States of America Edit'), and Meeting Options (with checked boxes for 'Enable join before host', 'Mute participants upon entry', and 'Enable waiting room', and unchecked boxes for 'Only authenticated users can join' and 'Record the meeting automatically on the local computer').

Make sure you are the only person who can Share Your Screen. This control is located in the "Share Screen" menu at the bottom of the host screen in the Advanced Options. You can change this during a meeting to allow a participant to share by clicking on the ^ next to the share screen button on your host menu.

The screenshot shows the 'Screen sharing' settings. It includes the text 'Allow host and participants to share their screen or content during meetings', followed by 'Who can share?' with radio buttons for 'Host Only' (selected) and 'All Participants', and 'Who can start sharing when someone else is sharing?' with radio buttons for 'Host Only' (selected) and 'All Participants'.

Use the functions in the Manage Participants menu. You can turn on/off audio and video of participants, lock the meeting once it starts, and more.



In advanced settings you can set permissions for the chat room. Default settings allow participants to send chat messages to “All Participants” or to “Host” only. You can change this to allow participants to have private chat discussions with each other. This is not advised. During your meeting, actively monitor the Chat during your meetings to ensure that participants are modeling appropriate behavior.

**Chat**  
Allow meeting participants to send a message visible to all participants  
 Prevent participants from saving chat

**Private chat**  
Allow meeting participants to send a private 1:1 message to another participant.

Participants are permitted to share files with one another in the chat. It is advised that you disable this in the advanced settings when using Zoom with students.

**File transfer**  
Hosts and participants can send files through the in-meeting chat.

Only allow specified file types

## FAQ

### ✔ Should students have a zoom account?

No, students do not need an account to participate in teacher-led Zoom activities. We have installed the app on the district-owned iPads using district credentials, so there is no need for students to be sharing personally identifiable information to create an account. Student at the secondary level join Zoom meetings using the web portal, which does not require an account.

### ✔ When clicking the zoom link provided & getting on, what should they do as a safety pre-caution?

This depends on the age of the students. Younger students can start the meeting with audio and video turned off until the teacher starts the meeting. Recent changes to our default settings requires the use of the “Waiting Room” for meetings which requires teachers to screen participants prior to letting them into the meeting.

### ✔ What options do students have as a non-account Zoom user?

Students only have the option to participate in the Zoom meetings, to see the teacher and other participants, and to contribute to the chat. Meeting hosts can allow participants to see the chat and to share a screen by changing the settings during the meeting, but the default setting for both is set to not allow.

### ✔ What steps should parents take when their student is participating in a call?

As with any internet activity, parents should be aware that the event is taking place and supervise appropriately. With younger kids, being in the room and observing is generally expected.

## ZORMS

**“Unstated Norms in the virtual classroom will evolve, for better or worse.” (Fischer, Frey, and Hattie, 2020)**

| <b>Zoom Meeting Norms</b>  |  |   |
|--|--|---|
| <p style="text-align: center;"><b>Sound</b></p> <ul style="list-style-type: none"> <li>• Check your microphone settings when you enter the meeting.</li> <li>• Mute your microphone unless contributing to the meeting.</li> <li>• If possible, use headphones with a microphone.</li> </ul> | <p style="text-align: center;"><b>Etiquette</b></p> <ul style="list-style-type: none"> <li>• Have the materials you will need for the meeting ready.</li> <li>• Be on time for your meetings.</li> <li>• Avoid multi-tasking.</li> <li>• Close unneeded applications.</li> <li>• Please don't eat during a meeting.</li> <li>• Dress appropriately for your meeting ... remember you are still in school!</li> <li>• If you are the host, stick around at the end until everyone else has left the meeting.</li> </ul> | <p style="text-align: center;"><b>Contributing</b></p> <ul style="list-style-type: none"> <li>• Use the “Raise Hand” button at the bottom of the screen (or hold up your hand) if you want to contribute to a discussion.</li> <li>• Let others know you are finished speaking by saying “That’s all” or “I’m done”.</li> </ul> |
| <p style="text-align: center;"><b>Video</b></p> <ul style="list-style-type: none"> <li>• Use video when possible.</li> <li>• Use a simple virtual background to eliminate distractions.</li> <li>• Look into the camera to establish eye contact.</li> </ul>                                 |  | <p style="text-align: center;"><b>Questions</b></p> <ul style="list-style-type: none"> <li>• Use the chat feature to ask questions without interrupting a presenter/speaker.</li> </ul>   |

Resources:

<https://www.organizedmom.net/zoom-meeting-etiquette-for-kids/>

<https://redtri.com/zoom-call-etiquette-for-kids/slide/1>

<https://blog.zoom.us/video-meeting-etiquette-tips/>

<https://www.psychologytoday.com/us/blog/do-the-right-thing/202003/top-10-tips-good-zoom-hygiene-and-etiquette-in-education>

<https://www.pennlive.com/coronavirus/2020/04/zoom-meeting-etiquette-15-tips-and-best-practices-for-online-video-conference-meetings.html>

[The Distance Learning Playbook, Corwin Press \(2020\) by Douglas Fisher, Nancy Frey, John Hattie](#)



## Food Service Information

Dear Brighton Families,

The Brighton Café experience will look and feel a little different this year. With the safety of students and staff being our top priority, we have implemented the following changes:

- All meals must be ordered online one week at a time at [onlineordering.linq.com](https://onlineordering.linq.com) details and instructions for online ordering are available below.
- Breakfast and Lunch menu options will be limited. Only the Entrée and the Milk will be able to be chosen.
- Our cafés are going cashless. There are three ways to put money on your child's account
  - Through mySchoolbucks at [myschoolbucks.com](https://myschoolbucks.com).
  - By mailing a check or money order to the Food Service Office at 220 Idlewood Rd. Rm. 102, Rochester, NY 14618.
  - By delivering check, money order or cash to the Food Service Office in person. The Brookside building is always locked so please call 585-242-5200 ext. 4567 upon your arrival at door #1. We will come to the door to receive the funds from you. Please have them in an envelope with your student's name and ID number.
- Meals will be served in the café for all hybrid students on the days that they are in the building.
  - All meals will be labeled with the student's name and served grab and go style.
  - Students will not need to go through the cashier station.
- Meal service for all full remote students and hybrid students, when not in the building, will have the following two options:
  - Parent pickup line at Brighton High School door #23 from 9-11am
  - Delivery by the transportation department – for absolute necessity situations only please.
    - If requesting delivery, please fill out the delivery request form by September 18
    - Please follow this link to the form:  
[www.bcsd.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=175](https://www.bcsd.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=175)
- A la carte items will not be sold in schools for the time being. We will provide disposable cups for students to get water out of the filling stations if needed.
- Student Allergies will be handled through the regular process
  - Medical note must be provided to the nurse
  - Parents should contact the Food Service Office at 585-242-5200 ext. 4567 with questions or concerns. A zoom meeting will be set up if a more detailed conversation is needed.

Meals will be served to current Brighton School students only and must be paid for if the student does not qualify for free or reduced meals. The student must have a positive balance on their account for parents to order.

Thank you,

The Food Service Department



## LINQ Online Ordering Parent Release Notes

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### Main Features

- **NEW! Parents must Create an Account for their students to begin the Online Ordering process.**
  - Go to [onlineordering.linq.com](https://onlineordering.linq.com).
  - Click the **SIGN UP NOW** link on the homepage to create an account.

LINQ

Sign In With Your Sign In Name

FORGOT YOUR PASSWORD?

SIGN IN

DONT HAVE AN ACCOUNT? SIGN UP NOW

- Verify your email address.

LINQ

Signup for Meal Ordering

Verification is necessary. Please click Send button.

SEND VERIFICATION CODE

First Name

Last Name

Confirm New Password

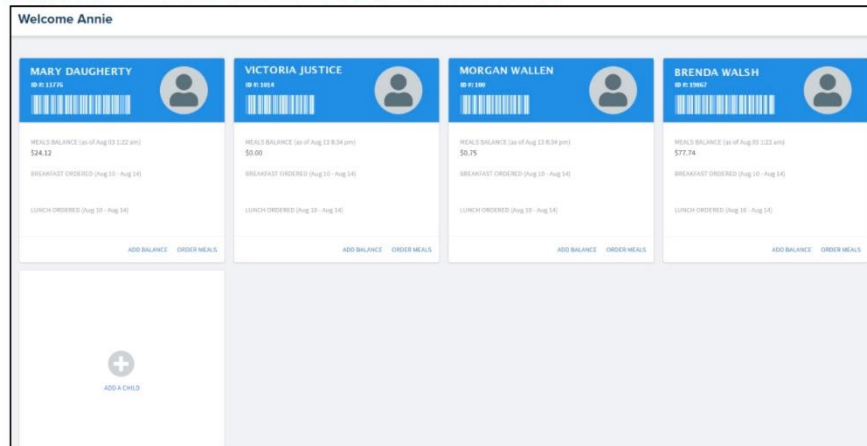
CREATE

CANCEL



## LINQ Online Ordering Parent Release Notes

- Input your email address in the **Email** field.
- Click the **SEND VERIFICATION CODE** button.
- Go to your email inbox and look for an email from *Microsoft on behalf of onlineordering.linq.com*. The email may take a few minutes to appear in your inbox.
  - If you still do not see the email, check your spam folder.
  - If you do not receive an email, you can click the **SEND NEW CODE** button on the **Signup** form.
- Once you have the verification code, enter the code into the **Verification Code** field.
- Click **Verify Code**.
- Enter your **First Name, Last Name, New Password** and **Confirm New Password** in the appropriate fields.
  - Password requirements:
    - Must be between 8-16 characters and,
    - Contain (3) three out of (4) four of the following: **lowercase characters, uppercase characters, digits (0-9)**, and one or more of the following **symbols @#\$%^&\*\_-+=[\]|\'/:?/~"()**;
- Click **Create**.
- **NEW! Students can be added to created accounts!**



To add a student to an account:

- Click the **Add a Child** button.



## LINQ Online Ordering Parent Release Notes

- Select your **School District** from the dropdown list.

ADD A STUDENT

Input your child's unique Student ID Number to add your child to your account. This number can be found on your child's schedule or report card. If you are unable to obtain this number please contact your School District.

School District  
Meals Plus Demo

Student ID  
123456789

Last Name  
Smith

ADD

CANCEL

- Enter their **Student ID**.
  - Unsure of their Student ID? Your district should be able to provide your Student IDs.
- Enter the student's **Last Name**.
  - The last name must match the school record exactly.
  - Your district should be able to assist in verifying the student's last names match.

## Other Features

### Students

#### Student Cards

#### Order Meals

- Click **Order Meals** on a student card.
- Select your entrée choice for each day that you would like to order a meal.
  - You can view **Ingredient and Nutrition Information** on a pop-up.

LINQ Online Ordering

Mary Daugherty | Balance: \$24.12

BREAKFAST LUNCH

10 Mon 11 Tue 12 Wed

Breakfast Burrito \$5.00

Phishki on Stick \$1.00

Spicy Burrito \$1.00

Apple Slice \$1.00

Breakfast Burrito \$5.00

Egg, Cheese, and beans wrapped in a warm tortilla ready to go!

View Ingredients

View Nutritional Information

SPECIAL REQUESTS/ACCENTIONS

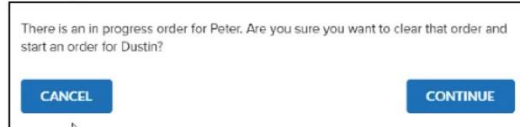
ADD TO ORDER



## LINQ Online Ordering Parent Release Notes

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- If a parent starts an order but does not complete the order, the order will not be deleted when they close the browser or log out. The order will remain in the cart until they complete the order or clear the cart by selecting another student.



- Select **one option** from each Category to complete your meal and **Add to Cart**.
  - You cannot add to an order until you have selected an option from each Category.
  - You can only order **one meal** per student per day.
    - Select a **Pickup Location** for each meal.
- When you have completed adding all the weekly meals to your cart, click the **Cart** icon in the upper right-hand corner.
  - You have the option to **Delete** an order here.
- When your cart is complete, click **Check Out**.
- Select a **Pickup Location** for each meal that you ordered.
  - **Pickup Locations** indicate where either you or your student will pick up their meal to be brought home, *or* where the meal will be delivered to your student on the **school site**. *In school students will pick up meals in the cafeteria. Remote students will pick up at BHS Door 23 or be delivered for parents that filled out the delivery request form.*
- Once you have selected a **Pickup Location** for every meal, click **Place Order**.
  - An **Order Confirmation** page will open.
    - Please note that while the **price for each meal** and the **order total** display on the **Order Confirmation** page, your student(s) will not be charged for the meal until the meal is served. Therefore, the meal balance will not be updated until the meal is served, and then the data will be updated in the nightly data import.
  - You will also receive an **Order Confirmation** via email.

### Add to Balance

- Click **Add to Balance** from the **Student Card** or **Order Confirmation** page.
  - You will be directed to the login page of your district's payment center/website.
  - Follow your normal process to add funds to your student's meal account.
- Any updates to the meal account will be reflect on **LINQ Online Ordering** when your district updates their data (typically nightly).



# Online Ordering for Parents

## Student Setup

### Student Card

The Student Card will serve as the Mobile Student ID that includes the student name, ID Number, student photo and barcode.

### Add A Child

Students can be added to multiple parent accounts. The **Student ID** and **Student Last Name** **must** match the information in your district's **Point of Sale System**.

### Profile

Manage your profile settings change districts and logout.

### Shopping Cart

The shopping cart will display all orders for **one** student at a time. Orders will be removed from the cart if another student is selected.

### Meals Balance

The Balance is updated nightly so any changes will not be reflected until the following day. You will not be charged for Meals until it has been served and then the balance will be updated after the nightly sync.

### Meals Ordered

Meals that you have already ordered will be displayed.

### Add Balance

Add more funds to your child's account. This will take you to the payment service that has been chosen by your district.

The screenshot shows the LINQ Online Ordering parent portal. At the top, it says "LINQ Online Ordering" and "Welcome Annie". Below this, there is a student card for "Amanda Walsh" with ID #: 1986, a barcode, and a profile picture. To the right of the card is a "Delete Student" button with the text "Remove a student from your account." Below the card, there is a "MEALS BALANCE (as of Aug 26 9:45 pm) \$77.74" section, followed by "BREAKFAST ORDERED (Aug 24 - Aug 28)" and "LUNCH ORDERED (Aug 24 - Aug 28)". At the bottom of the card area are "ADD TO BALANCE" and "ORDER MEALS" buttons. To the right of the card is an "ADD A CHILD" button with a plus sign. Further right is a "Pickup Location" section with the text "After clicking checkout, you can select the Pickup Location for the order." At the bottom right is an "Order Meals" section with the text "Open up the Weekly Menu to view this weeks menu and place orders." At the very bottom of the page, there is a disclaimer: "THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER | INGREDIENTS AND SPECIAL DIETS DISCLAIMER".

# Online Ordering for Parents

## Ordering Meals

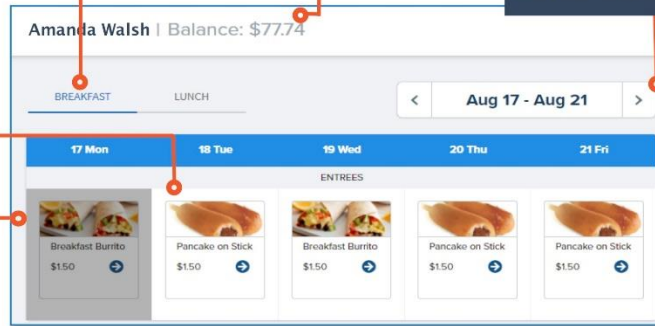
**Breakfast/Lunch Tabs**  
Cycle between the menus for the current week.

**Current Balance**  
Each student will display an individual balance.

**Calendar Selection**  
As long as the upcoming menus have been published, you can view them here and place or-

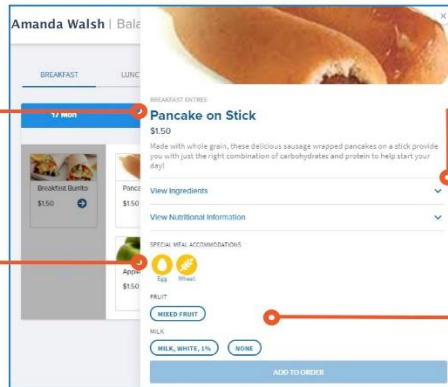
**Menu Items**  
Selecting a Menu item will allow you to view the ingredients, nutritional information and any special meal accommodations before adding it to your cart.

**Already Served?**  
Days that have already been served will be unable to be selected.



**Entrée Information**  
A brief description of the menu item will be displayed here along with the price.

**Special Meal Accommodations**  
Menu items that have ingredients that may be classified as Allergens will be displayed here.



**Nutritional Information**  
Expand the Ingredients and Nutritional Information to view more details about the menu item.

**Completing the Order**  
You must select additional menu options before being able to add the order to your cart. These may not necessarily appear on every menu item.

## Stay Connected

Brighton Central School District uses Blackboard Mass Notifications as its mass notification system for emails (eNews), text messages, and automated phone calls to parents. It allows us to effectively communicate with families on a large scale.

Parents do not need to sign up for email (eNews), SMS text, and phone notifications; Blackboard Mass Notifications pulls contact information from the District's student management system, Parent Portal.

In order to make sure you receive emergency notifications, including weather-related school closings, always notify your child's school if a contact phone number or email changes.

You can also follow the District on social media. We're on:

[Facebook](#)

[Twitter](#)

[Instagram](#)

[YouTube](#)