

REEDS ELEMENTARY SCHOOL

PARENT AND STUDENT HANDBOOK

2021 - 2022

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#DCSBETTERTOGETHER

We welcome you back for the 2021-2022 school year! There have been a few changes to our protocols and procedures. This handbook will serve as a reference tool for the school year. All changes to protocols/procedures for the 2021-2022 school year will be in **bold**.

School Hours

7:30 School Building Opens

Students will report to their designated locations:

K-2 Students - Computer Lab

3rd grade Students - Media Center

4th Grade Students - Homeroom Class

7:30 - 7:50 Breakfast Served in Cafeteria

7:50 Students Dismissed to Classrooms

8:00 Instruction Begins/Tardy Bell

Car riders arriving after 8:00 am must report to the Front Office and be signed in by an adult.

2:35 Student Dismissal

All students will be placed on buses or in cars by school staff.

Student Arrivals

Students may not enter the school building prior to 7:30 and will be assisted by staff while exiting the school bus or car.

Car riders should be dropped off at the rear of the school which is accessed from Waitman Road.

Staff will leave the car rider area when the 8:00 am bell rings, this signifies that instruction has begun. Any student arriving at 8:00 am or after, will need to be driven to the front office and signed in by an adult.

Currently, student temperature checks will not be administered this school year.

Bus riders will need to wear a mask on buses for the duration of their bus ride.

Student Dismissals

The school day ends for students at 2:35 pm.

Students will be loaded onto buses or in cars by school staff only. Students may not be taken from the bus parking lot nor the car rider area. Parents will remain in the vehicles at all times.

Changes to student transportation cannot be made over the phone. Transportation change requests must be in writing.

If you must pick up your student early from school:

Only adults listed in Powerschool may pick up the student. The student must be signed out and proper identification provided. **If a student leaves before 11:30 am, they will be counted absent.**

Please join ClassDojo to receive school updates and information!

<https://qrco.de/bcI1uO>

COVID-19 PROTOCOLS

Face Coverings	• Optional for staff and students in routine school settings • Per the CDC's order, all students and staff are required to wear face coverings in all group transportation (buses, vans, driver's education cars, etc.) due to the inability to layer additional prevention measures such as ventilation, social distancing, etc.CI
Visitors	• Parents are permitted to attend school functions • Parents visiting for lunch will be able to eat lunch with their students utilizing the picnic tables in the atrium (outside area) • Lunch visitors and volunteers will NOT be permitted during the first quarter of school
Isolation and Quarantine	• New guidance for excluding students and staff from school when they have been exposed to a confirmed positive will now include a multitude of factors such as (1) universal and correct mask wearing, (2) physical distancing, (3) increased ventilation, (4) vaccination status, (5) positive test within the last 3 months.
Continuation of Instruction for Isolated/ Quarantined Students	• As with any excused absence, students will be expected to complete assignments when they are absent due to isolation or quarantine. • When feasible, assignments will be delivered to students electronically using learning management systems or school email accounts. • If there is an active COVID-19 infection in a home, it is not an approved practice for an exposed individual to visit the school to obtain assignments for the student; instead, teachers and administrators will establish fair and consistent timelines for assignments to be completed once a student has returned to school.
Cleaning and Hygiene	• In addition to normal and routine cleaning procedures, all schools should clean surfaces once a day, prioritizing high-touch surfaces.

Student Fees

- An instructional fee of \$7.00 is required of all students in Kindergarten through Fifth Grade.
- There is an additional \$35.00 technology fee.
- Fees should be paid at the beginning of the school year through SchoolCash.

Medication Policy

- Prior to the distribution of any prescribed/ non-prescribed drug, a completed medicine form MUST be given to the office.
- The child's physician MUST complete the medicine form for all prescribed medications and the medication MUST be administered from the labeled prescription bottle with information regarding proper dosage.
- Parents may complete a medicine form for all non-prescribed medications (cough drops, medicated ointments, chapstick, etc.)
- A spoon should be provided if needed.
- Medication WILL NOT be given without a completed medical form on file.
- Medication cannot be transported to/from home by a student.

Food Policy

- Food that is commercially prepared and packaged can be brought to school classrooms.
- All food items served at school must be 200 calories or less.
- No home-made items may be brought in.

Attendance and Absences

- The Davidson County Schools Attendance Policy will be followed.
- To be counted present for a day, a child must be in attendance in the classroom for a minimum of 1/2 of the school day (11:15 a.m.)
- Lawful Absence: sickness of the child, a doctor or dental appointment, or a death in the immediate family.
- Most other absences are unlawful.
- Bring a written excuse to school within 3 days of the absence. (Failure to bring an excuse is also considered an unlawful absence.)
- Once a child reaches 12 absences, a doctor's note is required for the absences to be excused.
- For a Family Trip to be considered a lawful absence, it MUST be approved by the principal prior to the trip. Only 5 days per year will be approved except for extenuating circumstances.

School Closure Due to Inclement Weather

- The decision to close schools due to inclement weather is made only by the Superintendent.
- A decision to close schools or consider a delay is made by 6:30 a.m.
- Listen to one of the area radio stations and/or television stations regarding school closure (WXLN 1440 AM, 104.1 FM, 99.5 FM, 100.3 FM, 107.5 FM, WFMY Channel 2, FOX 8 and WXII Channel 12)

Terms	Definitions
Close Contact	within six (6) feet for more than 15 minutes cumulatively in a 24-hour period of someone who has tested positive for or been diagnosed with COVID
Quarantine	exclusion from others to monitor for the development of symptoms
Isolation	individuals who are COVID positive must be excluded from school for 10 days
Vaccinated	at least two (2) weeks after receiving the second dose in a 2-dose series or after one dose in a single dose series
Symptoms	fever (100.4 or higher), sore throat, cough (change in baseline or unexplained), difficulty breathing (change in baseline), new loss of taste/smell, diarrhea or vomiting, new severe headache

Questions	Answers
What do I do if my child is sick?	If your child is experiencing any of the symptoms outlined above, keep him/her at home and contact the school to report the symptoms. If your child has any of these symptoms, it is strongly recommended that they have a COVID test. If a child is symptomatic and receives a negative test, he/she may be allowed to return to school once fever-free without medication for 24 hours. However, in the absence of a negative COVID test, the child may have to be excluded from school for up to 14 days. It is imperative that parents communicate with the school when a child is experiencing symptoms.
How many days will my child be out of school if he/she is identified as a close contact?	There are three (3) exclusion (quarantine) options: • 14 days of exclusion and return to school on day 15 or • 10 days of exclusion IF no symptoms develop (student is required to wear a face covering days 11-14 if they return to school) or • 7 days of exclusion with a negative antigen test <u>on or after day 5</u> (student is required to wear a face covering days 8 - 14 if they return to school)
How many days will my child be out of school if he/she tests positive for COVID?	COVID positive individuals are excluded for 10 days from the onset of symptoms or the date of a positive test administration.

What if my student is a close contact but has tested positive for COVID-19 in the past?	The student is not required to quarantine if they have tested positive and show proof within the last 3 months .
Am I required to report that my student is COVID positive to the school?	Yes. Communicable disease legislature and DCS Board Policy requires parents to report a confirmed communicable disease to the child's school.
Who do I contact at my school if my student or someone in my household tests positive for COVID-19?	Each school has a designated COVID Point Person. Please contact your school's CPP in the event your child has been exposed, is exhibiting symptoms and/or tests positive for COVID-19.
How will I know if my student is a close contact to a COVID-19 positive case at school?	The school's designated COVID Point Person will contact parents/guardians and provide specific information on next steps for your student. In certain situations, schools may notify all parents when there is a confirmed positive case in the school.
What is the policy regarding make-up work for my student if they are out of school due to a positive COVID-19 test and/or close contact?	Students are expected to complete ALL make-up assignments they miss during their quarantine/isolation. Policy states that students must submit assignments within 5 school days after they return. Please contact your school to make arrangements for receiving assignments/digital devices while your child is absent.
Will my student be counted absent if they are quarantined or identified as a close contact?	Schools will use the code 1D for students who are required to isolate/quarantine. While these will be calculated as absences because schools must by law indicate when a student is not physically present, the student will not be penalized in terms of the attendance policy. For example, the maximum number of absences elementary students are allowed is 16; any absences due to isolation/quarantine will not be counted in those allowable 16 absences.
Will I be able to visit school?	To minimize risk for transmission of COVID, elementary schools will not allow lunch visitors for the first quarter. Additionally, volunteers will not be utilized at the beginning of the school year. However, parents/guardians will be allowed to attend certain events in person (IEP meetings, meet the teacher, conferences, etc.) As the year progresses, school leaders will discuss options for allowing more visitors in light of the current data for COVID infections. Individuals with any of the symptoms listed at the top of this document should not enter a school.

What if I want my child to wear a face covering?	While face coverings are optional, a parent can elect to send a face covering with their student. School staff cannot enforce the use of face coverings during the school day.
Will my student be required to wear a face covering on the school bus?	Per a CDC order, all students and staff are required to wear face coverings in all group transportation (buses, vans, driver's education cars, etc.) due to the inability to layer additional prevention measures such as ventilation, social distancing, etc.