

Meadows Elementary School Handbook Policies and Procedures

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Notice of Nondiscrimination The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. For students, the Title VI, Title IX and Section 504 compliance coordinator is the General Counsel for the district. For employees, the EEO/AA and Title VII compliance officer is the general director of human resources. Compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The Clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3059 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

Title I School Federal Requirement: Any parent can request information about any teacher of their child. Under federal law, parents have the right to know:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- the qualifications of a paraprofessional providing instruction to a student and be reassured of the fact that all

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paraprofessionals work under the direction of a licensed teacher.

Philosophy

Meadows Elementary School supports the philosophy that all children are capable of learning and are worthy of the best education possible. Teachers and parents must give children the vision, encouragement, and inspiration for learning. A positive climate for learning, vision for personal growth, a personal responsibility for our country, and respect for education can and must be engendered.

Hours

	<u>Arrival</u>	<u>School Begins</u>	<u>Dismissal</u>
Monday - Thursday	8:10 a.m.	8:40 a.m.	3:40 p.m.
Last Start Fridays	9:00 a.m.	9:30 a.m.	3:40 p.m.

School starts at 8:40 a.m. and dismisses at 3:40 p.m. School hours must be observed. Students not eating breakfast at school may arrive between 8:25 and 8:40 a.m. **In order to improve security, students will only be allowed to enter the building through Pod 1 or the front doors. All other access points will be locked.** After 8:40 all students will have to enter through the front doors.

TPS elementary schools have "Late Start" every Friday in which school is in session in order to facilitate collaboration. This begins August 14, 2019.

On the days we have "Late Start", students may arrive no earlier than 9:00 a.m. Breakfast will be served between 9:00 and 9:20 a.m. with classes beginning at 9:30 a.m.

On days school begins at 8:40, breakfast will be served between 8:10 and 8:30 a.m. **Students are not to arrive before 8:10 a.m.**

Visiting School

Parents/guardians are welcome and encouraged to visit the classroom and/or school. Students may not bring student visitors to school during the regular school day. Please contact the school to make arrangements for visiting. Visitors are required to check in to the office upon arrival and will be asked to wear an identification badge during their visit.

Absences

Please call the school before 8:40 a.m. each day if you will be keeping your student home during the scheduled school day. Regular attendance at school is critical to each child's success. The Meadows administration will excuse up to 10 days for the school year when a parent has called in to report a child's absence within 48 hours after the absence. Beyond 10 days, the school reserves the right to require a physician's note. It is the parent's responsibility to call the office whenever a child is going to be absent. If you know during the night that your child will not be in school the next day, please call and leave a message on the machine @ 235-7151. If the school is not notified of the absence, it will be counted as "unexcused." **Two unexcused absences can result in pre-truancy.**

Doctor's Note

After ten (10) absences have occurred during the school year, a doctor's note or an excuse from the school nurse may be required to excuse any additional absences.

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Tardy

Students arriving after the 8:40 bell must report to the office and obtain a “Tardy” pass. If you know your child is going to arrive after 8:40 a.m., please call the office at 235-7150. Tardies should be kept to a minimum.

Valuable instructional time is also lost when a child is picked up early from school. Please be conscientious in observing the 3:40 dismissal time.

School is dismissed at 3:40. All students must be picked up by 3:55. Topeka Public Schools Police Department will be notified regarding any students not picked up by 3:55.

It is each parent’s responsibility to arrange for appropriate before and after school care should that be necessary. YWCA offers on-site care at Meadows Elementary before and after school. Please call the YWCA for more information.

Health

Immediate first aid is provided in the event of an injury at school. Parents are contacted to assume responsibility in case of serious injury or illness. School health services are limited.

Immunizations

Kansas law requires that each child enrolling in a Kansas school for the first time furnish a complete and signed Kansas Certificate of Immunization before the child can attend class. Health examinations (physicals) are also required. All health forms are available in any school office.

Medication

If a student needs to take medication at school, please check with the school nurse for the necessary forms. Signatures from parents and/or physicians are needed. Medication must be sent in the properly labeled

prescription bottle marked with the amount of single dosage, name of physician, and date. All medication must be kept in the Health Clinic. Parents can come to Meadows and give medication to their child without a doctor’s statement.

Sick Students

You will be called when your child becomes ill at school. Students cannot remain in school if there are signs of a rash, sore throat, vomiting, or temperature over 99 degrees. Students should be fever free for 24 hours from any illness before returning to school.

Behavior Expectations

Meadows staff expect and support a productive learning environment. Good discipline is not just a side issue, but is one of the major purposes of education. We believe that every student has the right to learn, and all students and staff have the right to be safe.

1. Students will be responsible for solving their own problems with adult guidance, provided the solution does not make a problem for others.
2. Educators will practice mutual respect for others at all times.
3. Students should learn that breaking rules results in consequences that may result in loss of privileges.
4. Preserving and/or enhancing a student’s self respect and dignity is crucial to a successful disciplinary action. The student should be left with some personal control.
5. Students should show respect for others at all times.
6. Discipline should be considered an opportunity for personal growth.

Our school-wide expectations are to:

Be respectful Be in control Be ready to learn

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Emergency Safety Interventions (ESI)

The use of seclusion or physical restraint is considered to be an “emergency safety intervention (ESI)” and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

a) “Chemical restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. This term does not include prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue these treatments.

b) “Mechanical restraint” means any device or object used to limit a student’s movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.

c) “Physical restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

Restraint Restrictions

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

Reports of Emergency Safety Interventions

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to our website and click the Departments tab. Click on the Emergency Safety Intervention link where you will find additional ESI Information.

Sexual Harassment

Sexual harassment is defined by policy as “sexually derogatory remarks, unwelcome verbal sexual advances, and requests for sexual favors, unwelcome physical contact, or other verbal or physical conduct of a sexual nature.” Any employee or student engaging in sexual harassment will be subject to disciplinary measures.

Harassment/Intimidation

Meadows Monarchs are expected to treat one another with respect and consideration. If someone is harassing or intimidating students by word, deed, or gesture, it is the responsibility of the student to notify an adult.

The Board of Education of Topeka Public Schools is committed to providing a productive learning and working environment free from discrimination and harassment. See Policy 8110 and Regulation 8050-2 for additional information.

Foul Language

Foul language, whether verbally expressed, written, or gestured has no place at Meadows. This type of behavior only serves to discredit the student and the school. Students who persist in the behavior may be suspended.

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Fighting

Fighting is not tolerated at Meadows Elementary School. Students who engage in fighting will be disciplined.

Weapons

Board of Education policy prohibits possession or use of lethal weapons and defines the offense as “possessing, using, or transmitting any object or substance, in fact, or under the circumstances, can reasonably be considered sufficient to cause serious harm.” Laser pointers fall under this definition.

Should any weapon or “look alike” be found on a child or in his/her possession at school or a school function, the weapon will be confiscated and the parent notified of action taken. Weapons will be turned over to school police.

The Gun Free Schools Act requires expulsion of 186 days for any student who brings certain defined weapons to school grounds, buildings, or school sponsored activities. Toy guns, knives, and other look-a-like weapons including ammunition, and bullets will be confiscated and consequences will be assessed. Any object used in a manner that may injure a student or staff member will result in consequences.

Suspensions

Meadows Elementary School is committed to providing each student with a quality education. This requires that the school environment be free of disruptions and distractions which interfere with teaching and learning. When student behavior interferes with the educational process at Meadows, action will be taken. Topeka Public Schools’ discipline policy is outlined in the district policy handbook received at enrollment. Acts of behavior considered unacceptable consist of three levels of offenses and three corresponding levels of action. Some offenses may fall within more than one level depending upon the student’s age, ability, functioning level,

seriousness of the offense, frequency, circumstances, and/or intent. Students whose behavior disrupts learning and teaching may be placed in “in-school suspension” or on “out of school suspension.” More serious offenses may result in long term suspension or expulsion. Meadows Elementary strives to keep students in school when possible. Parents will be contacted for their cooperation in the event that their child’s behavior is interfering with the educational process.

Smoking on School Property is not Allowed

District policy states that no smoking is allowed on Topeka Public Schools property.

Substance Abuse

Drugs, drug paraphernalia, and alcohol will not be permitted at Meadows. Students found in possession of or under the influence of drugs or alcohol will be suspended and the incident will be reported to proper authorities.

Dress Code

It is expected that students are to be clean and dress in a neat, acceptable manner which will not distract from the educational learning environment. Specifically, Kansas Health Department regulations state that shoes must be worn in all public places. School rules do not permit students to wear articles of clothing that promote drugs, sex, or violence. Students should always wear acceptable shoes for physical education and/or outdoor activities. See Regulation 8050-01 for additional information.

Birthday Parties/Special Occasions

Birthday treats may be sent for the teacher to pass out at an appropriate time during the school day. In the event, a birthday party is planned away from school; please do not send invitations to school unless the entire class

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is to be invited. If sending balloons, flowers, etc. for any occasion, they will be kept in the school office for the child to pick up at the end of the day.

Telephone Use

There is a telephone available for student use in the office. A phone pass must be obtained from the student's teacher. After school play arrangements must be completed in advance, so the telephone at school is available for office use.

Telephone Messages

Every effort will be made to deliver messages to students as quickly as possible. In an emergency, students can be called from class to come to the telephone.

Child Custody

In cases of divorce or separation, each parent must understand that either parent has full access to the child enrolled at Meadows. If there has been legal action that restricts a parent from access to the child, a copy of such legal action must be on file with the principal. Such documentation must be filed, stamped, and signed by a judge. The custodial parent is requested to present such documentation during a conference with the principal.

Money Brought to School

We discourage students from bringing more than daily lunch money to school. Meadows cannot be responsible for the safety of money that is brought to school and left with the student for the whole day. Any money brought to school should be sent in a sealed envelope with name, purpose, and amount written. Money should be given to the appropriate person immediately upon arrival at school.

Personal Items

Students are NOT to bring personal games, toys, radios, tape players, or other items to school. If personal items are brought to school, they are subject to confiscation and may be held in the office until an adult picks them up. Meadows will not be responsible for lost or stolen items. Valued items should be left at home where they are safe.

Electronic Communication Devices

A student may possess a cellular telephone or other electronic communication device as long as possession of the ECD does not interfere with educational processes or compromise the safety of staff and students or the security of the school. Students will comply with administrative or school employee directives relating to the use of cellular phones and other ECDs. Such devices must remain in an off position and out of sight at all times during the school day. Possession of a cellular telephone or other ECD by a student is a privilege which may be rescinded by the principal. See policy 2945.

Loading and Unloading Students from Vehicles

AM bus drop-off is located on the north side of the building, Pod 1. Please keep clear between 8:10-8:40. Afternoon pick-up is located on the north side of the building, Pods 1 and 2. **The "Pick-Up" lane is the immediate lane next to the north end of the building. ALL OTHER LANES ARE FOR THROUGH TRAFFIC ONLY! VIOLATORS CAN BE TICKETED BY THE TOPEKA POLICE DEPARTMENT.**

Bus Transportation

If you live more than 1 mile from school and are within the Meadows attendance area, you may be eligible to ride a school bus. Eligibility is determined by USD 501 Transportation Department via GPS. Riding the bus is a privilege and students are reminded that they are expected to

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conduct themselves in a safe and responsible manner at all times. Violation of the bus rules could result in removal from the bus for a period of time.

Bus Misconduct Policy

1st Infraction-Parent Notification and Conference with Administration

2nd Infraction-Parent Notification, Conference with Administration and Loss of privilege for one day.

3rd Infraction-Parent Notification, Conference with Administration and Loss of bus privilege TBD.

4th Infraction or More-Parent Notification, Conference with Administration and Loss of bus privilege TBD.

Bicycle Regulations

Students may ride their bicycles to school. If you ride a bike to school, the bike must be parked in the bicycle racks. Be sure to secure the bike to the rack with a lock. It is recommended that you keep a record of your bike's serial number at home in case of theft. When on school property, please walk your bike.

Breakfast and Lunch

Any student may eat breakfast and/or hot lunch every day. Meadows receives school wide free breakfast and lunches for all students, so parents do not need to send any money for meal cost.

Breakfast and lunch counts are taken each morning. Any parent or other adult may eat with their child(ren) at school. If eating a school lunch, please call the office the day before.

Breakfast is served in each pod between 8:10 to 8:35 a.m. All students will eat breakfast in their classrooms. The noon lunch period will be staggered between 11:15 a.m. and 12:45 p.m.

Facilities Rental

In Topeka Public Schools, facility rentals are arranged by contacting the Hummer Sports Park staff at 295-3750.

Field Trips

Field trips are a valuable educational tool to provide enrichment and serve as an extension to the curriculum. Field trips by classes may be taken throughout the year at the discretion of the teacher. Acknowledgement of the field trip process is obtained during enrollment. Parents are encouraged to volunteer to accompany their child's class. Parents may be asked to drive on field trips. Each driver must sign a form and provide proof of insurance and valid driver's license.

Fire Drill

It is state law that schools conduct monthly fire drills. Each teacher is to post a notice by his/her classroom door regarding the procedure to follow during a fire drill. Each teacher will discuss this procedure with all of the classes so that students understand the procedures for the area. Students should walk quickly to a safe distance from the building.

Tornado Drill/Warning

Once the weather bureau sights a tornado, a "Tornado Warning" is issued. Teachers will take their students to the hallway area he/she has been assigned. Students are to sit on the floor facing the wall with their hands and arms covering their heads. Students are away from windows and will remain near an inside wall. Students are to be kept at school during a warning even if it extends beyond dismissal time. The all clear will be announced from the office. State law requires completion of three drills per year.

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Inclement Weather and Recess

Fresh air and exercise are good for the body and mind. Students will be expected to be dressed for outside play. You can assume your child will be going outside for recess daily unless one of the following conditions prevails:

1. The area is in a severe weather alert.
2. It is raining.
3. The wind chill index is below 20 degrees.

There may be times when a teacher may elect to take his/her class out for a short break during winter months. This is especially true when there have been several days of indoor recess.

If for medical reasons your child has restrictions, a note should be sent. If the restricted period is for more than two days, a physician's note should be provided

Lockdown

Should an unwanted intruder or gunman get into the building and/or an emergency occur in the neighborhood, Meadows may go into lock-down mode. During lock down, all inside doors will be locked and individuals should be out of sight/view. Lock down drills will occur periodically.

Closing Schools

School will be held as specified by the official school calendar. Should inclement weather conditions force closing of school, the Superintendent or his/her designee shall make the decision as early as possible and shall notify the community via the local news media.

Book Rental

Meadows Elementary provides textbooks on a rental basis. The rental price is established by the Board of Education and covers the cost of purchasing the books based on usual wear and replacement. Students are assigned the books for which they are responsible, and they must pay for unnecessary marking, damage, or loss of the book. It is the parents' or guardians' responsibility to make provisions for payment of book rental. Refunds are figured on a prorated basis and issued if a student withdraws from Topeka Public Schools.

Classroom Assignment

The building principal is responsible for assigning teachers to specific grade levels and subsequently students to a particular teacher.

Student Records

Records are maintained on each student enrolled at Meadows. Records are kept in a secure location. Parents wishing to view such records may do so according to Board policy. Records are usually forwarded from school to school once a written request is received from the new school.

Change of Address, Telephone, or Emergency Person

It is **extremely important** that Meadows maintains accurate and timely information on each student so that immediate contact can be made in an emergency. Please contact the office to report all changes in telephone numbers, addresses, and/or emergency contacts.

Moving from Meadows

If you are moving and your child will be attending another school, please contact the office as soon as possible to provide your new address, approximate date of the move, and the name of the school where transferring. If the new school is a TPS school, all records will be sent

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directly to that school from Meadows. All fees must be paid and items belonging to Meadows returned prior to moving.

Leaving the Building

Any student needing to leave the building during regular school hours must check out through the office. Parents/guardians are asked to come to the front office to pick up the student. The student will be called from class when the parents/guardians arrive in the office. This practice protects all by assuring that the student is not released to anyone except the responsible adult.

Report Cards

Report cards are issued every nine weeks. Parents are encouraged to maintain close communication with their child's teachers so that students are provided continuous guidance and support.

TPS Performance Level Descriptors

Abbreviated Definitions

Advanced: Demonstrates a thorough understanding of important information and skills

Proficient: Demonstrates a sufficient understanding of important information and skills

Developing: Demonstrates a partial understanding of important information and skills, with no major misconceptions

Beginning: Demonstrates a minimal understanding of important information and skills and/or major misconceptions

NA: Not assessed at this time

Homework

The practice of giving homework assignments is strongly supported and encouraged by the Board of Education. In order for the practice to be educationally sound, each local attendance center and individual teacher has the responsibility to determine the need for and the amount of homework, taking into consideration the individual differences among students.

Instrumental Music

Band & strings are offered at specified grade levels. Usually students provide their own instruments. However, a limited number of instruments are owned by the district & can be rented.

Kindergarten Orientation

Parents of prospective kindergartners are invited to orientation. Parents receive information and forms for enrolling a child in kindergarten. State law requires that a child be five years old on or before August 31st to be eligible to attend. Parents are required to present a certified birth certificate, health assessment, and immunizations prior to the first day of attendance.

Lost and Found

All misplaced items are placed in the lost and found located in the front hallway. Please feel free to look there for any missing items.

Parent-Teacher Conferences

A fall and spring conference is scheduled. Scheduling is completed by teachers and every effort to schedule siblings sequentially is made. Parents desiring a conference with the principal or teacher at another time should call the school office to make arrangements.

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Parent Teacher Organization (PTO)

The Meadows PTO is dedicated to supporting activities that benefit Meadows students. If you have a child at Meadows, you are automatically a member of Meadows PTO. There are no membership fees. PTO usually meets once a month. Parents are encouraged to attend meetings and share their opinions and ideas. You will be receiving information from PTO periodically announcing events and activities. Get involved.

General Education Intervention (GEI)

Concerns about a student's academic progress/behavior will be brought before the team when regular classroom interventions are ineffective.

Assemblies

At assemblies, students are expected to remember that they represent Meadows Elementary School and act in a mature, responsible manner. The

COVID-19 GUIDANCE

As we begin the 2020-2021 school year during the outbreak of a worldwide pandemic, we have established plans and protocols to reduce the risk of exposure to COVID-19 to students and staff while in school buildings, including distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.

To aid the school and community in fighting the spread of COVID-19, please read and adhere to the following DO's and DON'Ts.

- **DO NOT** attend in-person instruction if the student or anyone in the household has tested positive for COVID-19 or is exhibiting any of the following symptoms:
 - Fever or chills;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Fatigue;

impression Meadows students leave with our visitors will be a lasting impression of our school. Any student who cannot control his/her behavior will be removed.

Volunteering

Parent participation is an essential part of a successful school program. Each time a volunteer assumes a task, the educational program at Meadows is enhanced. No special skills are necessary. If you can volunteer at Meadows, please contact the school office.. If interested in becoming a volunteer, please contact Burnett Center for applicant information @ 295-3000.

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- Muscle or body aches;
 - Headache;
 - New loss of taste or smell;
 - Sore throat;
 - Congestion or runny nose;
 - Nausea or vomiting; and/or
 - Diarrhea.
- **DO** contact the Shawnee County Health Department testing appointment line at (785) 251-4949 for free testing for anyone with 2 or more of the above-listed symptoms.
 - **DO** wash your hands often.
 - Wash your hands often with soap and water for at least 20 seconds.
 - It's especially important to wash:
 - Before eating food;
 - Before touching your face;
 - After using the restroom;
 - After blowing your nose, coughing, or sneezing; and/or
 - After handling your cloth face covering.
 - **DO NOT** touch your eyes, nose and mouth with unwashed hands.
 - **DO** cover coughs and sneezes
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
 - **DO** avoid close contact with others.

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- Put and stay at least 6 feet of distance (about 2 arms' length) between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread the virus.
- **DO** cover your mouth and nose with a cloth face cover when around others.
 - You could spread COVID-19 to others even if you do not feel sick and the cloth face cover is meant to protect other people in case you are infected.
 - Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

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GUÍA DURANTE COVID-19

Al empezar el año 2020-2021 durante el brote de una pandemia mundial, hemos establecido planes y protocolos para reducir el riesgo de exposición del COVID-19 en los estudiantes y el personal mientras están en los edificios escolares, incluyendo el aprendizaje a distancia, la asistencia escalonada, el distanciamiento social en las clases y los pasillos, el uso de tapabocas, y otras medidas preventivas.

Para ayudar a la escuela y a la comunidad en la lucha contra la propagación del COVID-19, por favor lea y adhírase a la siguiente lista de LO QUE SE DEBE HACER y de LO QUE NO SE DEBE HACER.

- **NO** asista a la instrucción en persona si el estudiante o cualquier persona en el hogar ha salido positivo para el COVID-19 o está presentando cualquiera de los siguientes síntomas:
 - Fiebre o escalofríos;
 - Tos;
 - Respiración entrecortada o dificultad para respirar;
 - Fatiga;
 - Dolores musculares o corporales;
 - Dolores de cabeza;
 - Nueva pérdida del gusto u olfato;
 - Dolor de garganta
 - Congestión o secreción nasal;
 - Náusea o vómito; y/o
 - Diarrea.
- **SÍ** - Contacte al Departamento de Salud del Condado Shawnee (*Shawnee County Health Department*) llamando al (785) 251-4949 para pruebas gratuitas para cualquiera que presente 2 o más de los síntomas mencionados arriba.
- **SÍ** - Lávese las manos frecuentemente.
 - Lávese las manos frecuentemente con agua y jabón durante por lo menos 20 segundos.
 - Es especialmente importante lavárselas:

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- Antes de comer;
 - Antes de tocarse la cara;
 - Después de usar el baño;
 - Después de sonarse, toser, o estornudar; y/o
 - Después de manipular su tapabocas de tela.
- **NO** se toque los ojos, la nariz y la boca sin lavarse las manos.
 - **SÍ** - Cubra la tos y los estornudos.
 - Siempre cúbrase la boca y la nariz con un pañuelo cuando tosa o estornude, o use la parte interna del codo y no escupa.
 - Tire los pañuelos usados a la basura.
 - Inmediatamente lávese las manos con agua y jabón durante por lo menos 20 segundos. Si no hay agua y jabón fácilmente disponibles, límpiese las manos con desinfectante de manos que contenga por lo menos 60% de alcohol.
 - **SÍ** - Evite el contacto cercano con otras personas.
 - Ponga y mantenga por lo menos 6 pies de distancia (aproximadamente 2 brazos de largo) entre usted y las personas que no viven con usted.
 - Recuerde que algunas personas sin síntomas pueden propagar el virus.
 - **SÍ** - Cúbrase la boca y la nariz con un tapabocas de tela cuando esté alrededor de otras personas.
 - Usted podría propagar el COVID-19 hacia otros aun si usted no se siente enfermo y el tapabocas de tela tiene por objeto proteger a otras personas en caso de que usted esté infectado.
 - Todos deben usar un tapabocas de tela en sitios públicos y cuando haya gente alrededor quienes no viven en su casa, especialmente cuando otras medidas de distanciamiento social sean difíciles de mantener.
 - No se le debe poner tapabocas de tela a niños menores de 2 años, a cualquier persona que tenga dificultad para respirar, esté inconsciente, incapacitada o de otra forma incapaz de removerse el tapabocas sin ayuda.
 - Continúe manteniendo aproximadamente 6 pies entre usted y los demás. El tapabocas de tela no es un sustituto para el distanciamiento social.

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Policies and Procedures