



## **Minneha's 2020-2021 COVID Parent/Student Handbook**

### **ALL STUDENTS ARE REQUIRED TO WEAR MASKS**

The staff at Minneha Core Knowledge Elementary School would like to welcome each of you to the family. Our staff will use our expertise by using best practices, differentiation, and technology to empower students for the future. We will collaborate and communicate with staff, parents, and the community to help our students.

### **MINNEHA'S MISSION STATEMENT**

Minneha Core Knowledge provides a safe environment for every student, a solid foundation of learning, incorporates Core Knowledge concepts, and develops academic and competent social abilities, in order for today's diverse learners to become tomorrow's leaders.

### **ABSENCES / TARDINESS**

It is important that children be on time to school and not be absent except when absolutely necessary. If a child must be absent or tardy, we ask that you call the school at 973-8800. Tardy is defined as arriving between 9:00 to 10:30am in the morning or checked out between 2:40 to 4:10pm in the afternoon. Checking out earlier or later than these times counts as an absence. State law mandates that when a child has three consecutive days or five accumulative days of unexcused absences, the school will contact the parent. If we receive no response; we must notify DCF.

### **DISMISSAL OF STUDENTS DURING THE DAY**

If a student is to be dismissed during the day, **they must be checked out through the office by a parent and/or someone listed on their Pupil Information Form.** (Emergency Contacts) You will need to call the office 316-973-8800 to have your child sent to the office. Please do NOT call the teacher's classroom. Teachers will not release students unless the office contacts them. To keep students and staff safe, your student will be released to you at the front doors. Please have your ID ready so that we can assure that we are releasing your child to you or someone listed on their Pupil Information Form. You will need to remain outside for your child to come to you.

**Please keep your student's Emergency Contacts and your information updated.**

## **THERE IS NO DROP OFF for breakfast or early arrivals this year.**

*All students will be received at 8:50am. If you need to drop off your child prior to 8:50, then please enroll your child in our Latchkey Program.*

### **Arrival Procedures**

***At Minneha, we have students that come to school in many different forms of transportation. Please follow the protocol we have in place to keep your child and other children safe!***

- **Walkers** - Cross at the crosswalks on Webb Road. USE THE LIGHT!
- **Latchkey Students and Parents**- You will be coming to the back between 6:30am-8:40am on the RIGHT HAND SIDE of the lane this year. You will NEED TO PARK in a PARKING SPACE. Please wear a mask when you sign in your student at door 11. You may NOT drop and go.
- **Students who ride in CARS: We will NOT DISMISS ANY STUDENTS or RECEIVE ANY STUDENTS UNTIL 8:50AM! All students will need to remain in their CARS.**
  - **Kindergarten and Siblings ONLY:** These students will be dropped off on the southwest side of Minneha this year in the SOUTH parking lot. You will park against the curb by the building and your students need to remain in their cars until a STAFF MEMBER dismisses them around 8:50am.
  - **Pre-K and Siblings ONLY:** Pre-K will be dropped off at door 25 and then you may drive to the front door and drop the siblings off at door 1.
  - **1<sup>st</sup> – 5<sup>th</sup> Graders:** Please enter in the NORTH DRIVE and drive around the back on the LEFT HAND SIDE of the lane. Latchkey parents and STAFF will be using the RIGHT LANE to go around. Please STOP by the end of the BASKETBALL COURT and students will need to remain in their cars until a staff member dismisses your 3, 4, or 5<sup>th</sup> grader around 8:50am. We will have you drive forward to dismiss your 1<sup>st</sup> or 2<sup>nd</sup> grader by DOOR 7. \*\*\*\* Even if you DO NOT HAVE a 3, 4, or 5 Grader – please stay in line unless we tell you to go around the other cars.
  - **PLEASE DO NOT COME TO THE BACK TO PARK YOUR CAR TO GET A STUDENT OUT. WE ARE NOT ALLOWING THIS AT THIS TIME.**
  - **Bus Riders:** A safety arrival plan will be put in place to get students off the bus and into the school in a safe and quick fashion.

**ONCE IT IS 9:00AM – ALL STAFF AND STUDENTS WILL BE IN THE BUILDING. DROP OFF LATE STUDENTS IN THE FRONT AT DOOR 1.**

### **Dismissal – Pick Up (THIS IS DIFFERENT THAN ARRIVAL!)**

School is dismissed at 4:10pm. Make sure that you are on time to pick-up your student.

- **KINDERGARTEN – 5<sup>TH</sup> GRADE** – We will use the same pick up procedures that we used last year! You will enter in the North Drive. **Kindergarten – 1<sup>st</sup> graders and their sibling cars will stay in the LEFT SIDE LANE and 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> will stay in the RIGHT SIDE LANE.** We will put families/siblings together and social distance outside.
- **Pre-K and Siblings** – These students will be dismissed at Door 25 and Door 1.

If you do not pick up your student by 4:20pm and we have not heard from or been able to contact you, we will call Child in Need of Care and make a DCF report. If this is a reoccurring situation, DCF will be contacted. Students must be picked up between 4:10-4:20 at the latest.

### **Note from the Nurse**

Remember the **3 W's**: **WASH** your hands ~ **WEAR** your mask ~ **WATCH** your distance! Parents, let's keep our students and staff safe for continuation of in-school attendance! Please schedule routine 'well-child' health examinations with immunization updates to prevent potential additional illness. Prior to school starting, provide health records with medication and renewal orders to the school nurse at Minneha.

If someone is experiencing a fever, shortness of air, headache, body aches or other COVID-19 illness symptoms, contact your primary health care provider OR call 2-1-1 United Way of the Plains to schedule no-cost testing at the Sedgwick County Health Department.

Individuals who test positive for COVID-19 must be isolated at home for a minimum of 10 days after onset of symptoms. Additionally, they must be fever free and feeling well for at least 72 hours prior to return to school.

Stay in contact with your School Nurse about COVID testing results. She is to provide Contact Tracing for those who test positive for COVID 19. Situational guidance can be reviewed at: Let's take care of ourselves and each other! <https://www.youtube.com/watch?v=qPoptbtBjkg>

### **ADDRESS, Email, AND TELEPHONE NUMBERS**

In case of an emergency, it is very important that the school office have each student's current address, phone number, email address, and emergency contact name and number. Please contact the school office at 973-8800 with any change during the year.

### **TELEPHONE**

Be sure to make all of your arrangements for the day with your child in the morning before they leave for school. Once school has started, we will not pull a child out of class while learning to take phone calls. The office staff is instructed NOT to transfer calls to a teacher's classroom during school hours. This interrupts the entire class from learning. Thank you for your help in this matter.

### **CELL PHONES**

If your child must have a cell phone, once they are school grounds, cell phones are to be turned off and put away in their backpacks. If a student has their cell phone out and/or using it during the day, staff will take ownership of the cell phone and notify parents. If this continues, administration will receive the cell phone and contact parents for a conference. The school is NOT responsible for the loss of a cell phone.

### **MONEY**

Please do not allow your child to bring any money of any kind to school, unless there has been a letter sent home verifying breakfast or lunch money.

### **Breakfast and Temperature Checks Each Morning – 8:50am**

Breakfast will be GRAB and GO starting at 8:50am this year. Students that need a breakfast will grab one as they enter the building AFTER they have their temperatures checked. All students will have their temperature taken each morning. Breakfast will be eaten in the classrooms.

Applications are available for free or reduced breakfast and lunch. Children who qualify will receive free or reduced breakfast and lunch. Contact the office for details.

### **Recess**

Students will have recess each day and stay with their cohort groups when they go outdoors. Recess will be structured with playground rotations to ensure cohort groups stay together.

Activities and Outdoor recess is preferable and we encourage all students to go outdoors but if weather is hazardous, recess will be indoors in the safe room. The students need to come to school prepared for outdoor recess (coat, hat, gloves, and socks). If a health condition occurs then your child will remain inside at recess, the parent may send a written excuse for one day.

**A doctor's excuse is required before a student may be excused from outdoor recess for more than one day.**

### **STUDENT DRESS**

#### **Approved Uniform Standardized Dress:**

- White, navy, red or light blue shirts, blouse, sweater, sweatshirts, Minneha branded jackets with a hood. Pullover hoodies are NOT to be worn indoors. NO HOODS are to be worn on the head during school hours indoors.
  - Minneha PTO purchased logo T-shirts or sweatshirts
  - Solid color sweaters-Navy, sky blue, white or red
  - If shirts are oversized and too baggy, they should be worn tucked in (except sweaters, sweatshirts, and shirts with drawstrings or bands at the bottom). **Other Minneha purchased shirts – non-uniform - (field day, jump-rope for heart, field trip shirts) can only be worn on Friday.**
  - If an undershirt is worn, it must also be an approved school uniform color.
  - Navy or khaki jumper, dress or skirt (shorts may be worn underneath but may not be visible below hemline)
  - Navy or khaki skort
  - Navy or khaki tailored slacks or walking shorts
  - No jeans except on free dress days or picture days
  - Belts should be worn if pants appear to be too loose fit on student's waist
- Sock Options:** Leggings or socks that are visible above the shoe/ankle line must be white, black, red, Navy blue or light blue. (No patterned material)

**Optional Attire:** White, Navy blue, red or light blue tie or vest

**Shoes/Coats/Hair Styles:** Parents discretion (any item that is affiliated with a gang or any clothing that causes a distraction will not be permitted). Coats should not be worn inside the classrooms or inside Minneha unless students are transitioning outside.

**Hats:** May be worn outside, not inside Minneha

Clothing should fit correctly: All items should be comfortably sized to fit the students. Oversized and/or baggy clothes are not permitted as well as clothing that may be considered too tight or revealing. Skirts, dresses, jumpers or shorts that are shorter than fingertip length when arms extended at sides are not permitted.

\*Most of the above named articles of clothing can be obtained at Old Navy, Walmart, Target, Children's Place, JC Penney's.

#### **Unapproved Standardized Dress**

- ◆ No logos larger than 1x1 inch are permitted on standardized dress items
- ◆ No jeans except on free dress days or school-wide jeans day.
- ◆ Any item that sends the message of gang affiliation, promotes drugs, alcohol, tobacco, profanity or other inappropriate topics will not be permitted.
- ◆ Inappropriate make-up or writing on the body is not permitted.

**The dress code regulations are equally enforced for all students and if students choose not to follow the Standardized Dress Code, any of the following actions may result:**

- ◆ Students will be asked to change into Minneha loaner standardized dress during the school day.
- ◆ Students will be asked to call a parent to bring their standardized dress to school.
- ◆ Parent conference will be held to clarify the Standardized Dress Code.

\*\* If a parent objects to the current dress code policy because of religious, philosophical, or economic circumstances, please contact the office and we will be happy to assist you and inform you of your options in accordance with BOE Policy 1473.

### **P5116 EMERGENCY SAFETY INTERVENTIONS**

#### **BOARD POLICY:**

**The use of seclusion or physical restraint when any student presents an immediate danger to self or others or, in certain instances, is engaged in the violent destruction of property ("emergency safety interventions" or "ESI") must be performed in accordance with K.A.R. 91-42-1 and 91-42-2. Every effort will be made to prevent the need for the use of restraint or seclusion, which should only be employed where less invasive alternatives are infeasible. Restraint or seclusion is never to be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience. This policy will be posted on the district's website and will be included within the school code of conduct.**

(A complete copy of the policy can be requested from the office and found on the school website.)

#### **Wichita Public Schools: Statement of Non-Discrimination**

The Wichita Public Schools is committed to ensuring an environment that is free of discrimination, and to fostering a climate in which all employees and students may participate, contribute and grow to their fullest potential.

Harassment and disparate treatment will not be permitted or condoned in Wichita Public Schools.

The Wichita Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, veteran status or other legally protected classifications in its programs and activities.

All Wichita Public Schools employees have the responsibility to support this statement.