



# Student/Parent Handbook

**2022-2023**

***Wild About Learning!***

180 Northstar Drive  
Columbus, GA 31907  
706-683-8732

<http://sites.muscogee.k12.ga.us/dawson/>

*Revised July 2022*

# **Welcome to Dawson Elementary**

## ***Home of the Tigers!***

**Please use this handbook as a guide for procedures at our school. You will receive additional notices from the school as changes occur throughout the school year. Thank you for sharing your family with our Dawson family!**

### **Muscogee County School District**

#### **Mission**

Our mission is to inspire and equip all students to achieve unlimited potential.

#### **Vision**

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

#### **Values**

MCSD fosters a healthy organization where...

- WE embrace equity and diversity
  - WE hold ourselves and others to the same high standards
  - WE commit to continuous learning and improvement
  - WE treat everyone with dignity and respect
- ...as WE serve the needs of others.

#### **Strategic Anchors**

WE will make decisions...

- that benefit student achievement
- that are fiscally responsible with an eye on Return on Investment
- that invest in stakeholders
- that promote equity and access

**Dawson Elementary** will accomplish the district mission and vision by partnering with families to foster a nurturing and inclusive environment where all students are inspired to become leaders and productive citizens. Our vision is for Dawson Elementary to be the school of choice where all feel safe, recognized, and supported.

## Family Preparations Before the First Day of School

Parents/guardians should have the following items from Dawson:

- 2022 – 2023 Dawson Student/Parent Handbook
- Muscogee County Student Handbook and Code of Conduct
- Car dismissal tag - Only one car tag number is needed for siblings riding together. Students will be issued new numbers for this school year. Please teach the new number to your children as it may be different from last year.
- Bus pass (if needed)

We need the following items from parents/guardians:

- Completed Online Registration with required uploaded documents
- Completed digital forms located in Infinite Campus Parent Portal
- Provide updated contact information to the office any time there is a change in phone numbers, home address, or e-mail addresses. It is imperative that our staff members can contact parents/guardians while students are on campus or after hours as necessary.

Suggested Supplies for Dawson Elementary:

- Bookbag – Students must be able to carry their bookbags. They cannot be rolled on the floor. We may have donations available at the beginning of the year.
- Headphones/earbuds
- Sealed bottled water labeled with the child's first and last name
- Pencils and paper
- Individual school supplies are recommended for personal use.
- Donations for classrooms are always welcome.
- Face masks are optional for individuals. Per CDC guidelines “If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.”  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>



# Muscogee County School District

## Elementary School Basic Supply List

### 2022-2023 School Year

#### Grades K - 2

- Index Cards
- 3-Ring Binder (1-Inch)
- Composition Book (Primary Preferred)
- Glue Sticks
- #2 Pencils (1 Dozen)
- Notebook Paper (Wide-Ruled) (1 – 2 only)
- Markers
- Scissors (safety)
- Erasers
- Crayons
- Tissue (1 Box suggested)

#### Grades 3 – 5

- 3-Ring Binder (1-Inch)
- Erasers
- 3-Prong Pocket Folders
- 1 Pack of Dividers with Tabs
- Composition Book
- Glue Sticks
- Markers
- Crayons
- Ruler
- Index Cards
- #2 Pencils (1 Dozen)
- Pens (Black or Blue ink)
- Notebook Paper (Wide-Ruled)
- Tissue (1 Box suggested)

## Safety

- Practice good hygiene measures with your child at home to include handwashing, covering coughs, wearing masks as needed, and social distancing.
- Ensure that your child has a mask to ride the bus daily. It is the parent's responsibility to check for a mask. Do not assume the child will bring one from your home. Include an extra mask in bookbags in case your child breaks or loses the mask.
- Understand that classroom seating will be spaced apart as much as feasible. Students will be given assigned seating as necessary to limit direct contacts.
- Understand that guests will not be permitted in the building for casual visits. Contact the school for an appointment if a face-to-face meeting is needed. Plan to meet virtually when possible.
- If you or your child is sick, has symptoms, or has close contact with someone who is sick, **stay home**. Please contact our office at (706) 683-8732 and notify your child's teacher as soon as possible if anyone becomes sick with COVID-19 symptoms, tests positive for COVID-19, is exposed to someone with COVID-19 symptoms or a confirmed or suspected case, or is waiting on a COVID test.

### Close contact includes:

- Living in the same household as a sick person with COVID-19;
  - Caring for a sick person with COVID-19;
  - Being within 6 feet of a sick person with COVID-19 for about 15 minutes; (or 15 minutes cumulatively) OR,
  - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).
  - Updated information from the CDC can be found on their website:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
  - Guidelines are subject to change based on community spread, state, federal or local mandates.
- Arrange to have your child picked up immediately if there is a need for isolation. Keep all contacts updated with the office and your child's teacher.
  - Review the parent letter included in the back of the handbook.

**School hours: 8:00 AM – 2:30 PM**  
**School phone: (706) 683-8732**

**Office hours: 8:00 AM – 4:00 PM**  
**School fax: (706) 683-8737**

### **Arrival**

Walkers and car riders will enter the building through the main office doors. When dropping off your child, please remain in one lane of traffic as you drive through the parking lot as safety is our priority. Bus riders and daycare vehicles will enter through the back entrance by the parking lot in the back of the campus.

Monitors will be in the cafeteria at 7:15 AM. Pre-K students will eat breakfast with their classmates in the cafeteria. Kindergarten – 5<sup>th</sup> grade students will enter the cafeteria serving line to pick up breakfast. Monitors will be stationed to assist students walking to their classrooms to eat breakfast.

### **Protecting Instructional Time**

We value the time that teachers and students have together for learning. Please note that teachers are not permitted to leave their class session to take a phone call or conference with parents. Please communicate with your child's teacher through Dojo or e-mail and schedule a conference if needed.

Class instruction begins at 8:00 AM. Students who are tardy miss critical instructional time. Please make it a priority for your child to arrive at school on time.

Morning broadcasts will take place each day at 8:00 AM. Students will begin their instructional day by participating in social-emotional learning during the morning meeting in class. This practice helps set the tone for a successful day at school and beyond.

### **Absences, Tardies, and Early Check-outs**

If your child is absent, please submit a note to your child's teacher within three days. Absences due to illness and medical appointments will be marked as excused. Absences due to vacations are not excused.

Please make every effort to plan your morning routine so that your child is seated in the classroom and ready to learn by 8:00 AM. If any student arrives after 8:00 AM, a parent or guardian must accompany them to the office to sign in.

We ask that you refrain from checking your child out after 2:00 PM as this may interfere with dismissal procedures. Please schedule appointments after school hours whenever possible.

If students are missing an excessive amount of school, parents will be notified by office staff. A referral will be made to the school social worker if additional support is needed.

In an effort to keep the learning experience as consistent as possible, quarantined students will have access to asynchronous lessons through their teachers' Canvas page. Students will be expected to complete assignments and meet deadlines.

## **Dress Code**

Students are expected to adhere to the dress code detailed in the MCSD Handbook and Code of Conduct. Cleanliness, good grooming, and appropriate clothing help to create a positive, healthy, and safe learning environment. Clothing, including shoes, should be appropriate for P.E. and recess. Attire of students, parents, and other visitors should not cause disruption, distraction, or interference with the normal operation of the school. If appropriateness of attire is questioned, administration will make a determination and make corrective actions.

Inappropriate attire includes, but is not limited to:

- Halter-tops, bare midriff, see-through, sleeveless, and backless clothing
- Dresses, skirts or shorts shorter than 3 inches above the top of the knee
- Pajamas
- Sagging pants – Pants must be worn at the waist with no underwear showing
- Clothing with holes
- Hats, caps, sunglasses, rollers, picks, combs, bandanas, and any other head coverings
- Anything with inappropriate advertising such as alcohol, drugs, tobacco, or gangs
- Unsafe shoes such as heels, shoes without backs, house slippers, and cleats

## **Medication**

Student medication (prescription and non-prescription), must be sent to the office in the original labeled container. Parents/guardians must complete a Medical Authorization Form in the office prior to any student being dispensed medication at school.

## **Illness**

A parent or other authorized person must pick up a student who is too ill to remain in class. For your child's safety, it is important to notify the school any time there are changes in emergency contact information. We will follow district guidelines for any student presenting with COVID-19 symptoms.

## **Money and Valuables**

Students should not keep money or valuables at school. Please inspect your child's book bag and belongings before sending to school. MCSD personnel will not be responsible for the value of an item in the event of damage, loss or theft while at school. Money for school-related costs, such as PTO, pictures, t-shirts, etc., should be in an envelope and marked with the student's name, teacher, amount, and purpose of money.

## **Phones**

Students are not permitted to use cell phones at school. If this occurs, the phone will be given to the teacher or administrative staff, and a parent will be contacted to pick it up. Students are not permitted to come to the office to take a phone call. If there is an emergency, please notify the office staff to get the message to your child's teacher.

## **School Visitors**

Visitation on campus may be limited based on safety precautions. When visitation is allowed, all visitors should enter through the front door and sign in through the office. You will need a picture ID (driver's license) for verification. Your help is needed to ensure that classroom instruction is not disrupted. Please limit your observation in the classroom to no more than 15 minutes unless otherwise coordinated with the teacher. Teachers are not permitted to leave class to take a phone call or conference with parents. Parent/teacher conferences are encouraged, but they must be scheduled to take place during non-instructional time.

## **Evening Events**

Students must be accompanied by a parent/guardian at all times for evening school events. During performances, students are to sit with their parent/guardian. They should not be allowed to wander in or around the building. It is your responsibility to provide supervision unless your child is with the sponsoring teacher of the performance. During the performances, please insist that your child show respect for the performers by being quiet and attentive.

## **Dismissal**

Students are dismissed at 2:30 PM based on the manner designated on the student registration form. If departure is to be different, parents should send a written note, e-mail or Dojo message to the teacher indicating the change (even if temporary). Please send the teacher notification as soon as possible so that the teacher will have time to reply that the message has been received. Verbal instructions from students are not permitted.

- Bus and day care riders will be dismissed through the parking lot in the back of the campus.
- Walkers will exit through the side cafeteria door by the front sidewalk.
- Car riders will be dismissed through the front door after the dismissal car tag number is identified. Cars must display the dismissal car tag number and drive through the front parking lot. When picking up your child, please remain in one lane of traffic as you drive through the parking lot. The pick-up lane is for the continuous flow of traffic and not for parking. Please be patient as we ensure that students are can safely be loaded into their vehicles. Safety is our priority.

## **Withdrawal**

Please notify the school secretary at least 48 hours in advance if you plan to withdraw your child from school. Fees for lost or damaged textbooks, library books, or cafeteria charges should to be addressed with the secretary.

## **Behavior Expectations and Discipline Plan**

Positive Behavioral Interventions and Supports or PBIS at Dawson means that teachers provide strategies that support appropriate student behaviors in order to create a positive school environment. All students are expected to follow school-wide and class expectations.



School-wide expectations will be taught and practiced throughout the year. Please use our PBIS school-wide matrix below to review expectations with your child and to help him/her to be a role model for others.

|             | Hall   | Cafeteria   | Restroom   |
|-------------|--|---|--|
| Respectful  | <ul style="list-style-type: none"> <li>• Be Silent</li> </ul>  | <ul style="list-style-type: none"> <li>• Talk Quietly</li> </ul>  | <ul style="list-style-type: none"> <li>• Be Silent</li> <li>• Respect Others' Privacy</li> </ul>         |
| On Task     | <ul style="list-style-type: none"> <li>• Go directly to your destination.</li> </ul>   | <ul style="list-style-type: none"> <li>• Touch and eat your own food</li> </ul>                           | <ul style="list-style-type: none"> <li>• Go</li> <li>• Flush</li> <li>• Wash</li> <li>• Leave</li> </ul> |
| Act Safely  | <ul style="list-style-type: none"> <li>• Walk on right side of hallway</li> <li>• Keep hands and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep all four chair legs on the floor</li> </ul> | <ul style="list-style-type: none"> <li>• Keep your feet on the floor</li> </ul>                          |
| Responsible | <ul style="list-style-type: none"> <li>• Carry a hall pass</li> </ul>  | <ul style="list-style-type: none"> <li>• Keep your area clean</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Keep it clean</li> </ul>  |

Classroom expectations will also be taught by each of your child's teachers. These expectations refer specifically to routines and procedures within each classroom. Students are also expected to abide by all rules detailed in the MCS D Handbook and Code of Conduct.

Acknowledgement for Positive Behavior:

The ultimate reward of practicing positive behaviors is the development of strong character traits that will support life-long success. As a bonus, Dawson will provide multiple opportunities for students to receive rewards throughout the school year to acknowledge good behavior.

- Staff members will award students with *Tiger Tickets/Points* that can be redeemed for incentives or entry in school-wide PBIS celebrations.
- Homeroom teachers will submit the name of one student each month to be honored as the *Good Citizen of the Month*.
- Students who maintain a *90% or higher Conduct Grade* on their report card will be recognized after each 9-week period.
- Staff members can submit a *Positive Office Referral* to the principal for special recognition.
- When the entire class is showing exceptional behavior, staff members can present the class with *ROAR Bucks* that can be redeemed for a class celebration.

What Parents Can Expect from Us:

We will work with all students to help them adjust to school and learn our expectations. Because our students are in the learning process and may make mistakes, teachers will offer multiple opportunities to re-teach and re-direct students as needed. When a student presents a problem with behavior, we will make every effort to involve parents/guardians and other support personnel to help the student improve behavior.

Parents, your support is needed as we work together to continue to teach our children appropriate behaviors for school. When students choose not to follow expectations, consequences will be given.

Minor behavior offenses are handled by the teacher. The teacher may communicate with you by phone, Dojo, written note, or in person. If students continue to demonstrate inappropriate behaviors, further action will need to be taken by school personnel. Any major behavior offense will be referred to administration for disciplinary action. Parents will be notified of major behaviors and consequences to include any referrals from transportation personnel.

Minor offenses include, but are not limited to:

|                        |                       |                  |
|------------------------|-----------------------|------------------|
| Defiance               | Disrespect            | Disruption       |
| Inappropriate Language | Property Misuse       | Stealing         |
| Unauthorized Item      | Unauthorized Location | Physical Contact |

Major offenses include, but are not limited to:

|                  |                      |                       |
|------------------|----------------------|-----------------------|
| Defiance         | Disrespect           | Disorderly Conduct    |
| Abusive Language | Technology Violation | Property Damage/Theft |
| Bullying         | Physical Aggression  | Fighting              |
| Weapons          |                      |                       |

Progressive discipline plan with administrative actions include, but are not limited to:

|                               |                            |                      |
|-------------------------------|----------------------------|----------------------|
| Student and parent conference | Individualized instruction | Written reflection   |
| Administrative isolation      | Loss of privilege          | Counselor referral   |
| Bus Suspension                | Out-of-school suspension   | Referral to tribunal |

Violation of MCSD Code of Conduct rules will result in disciplinary action as determined by the administrator.

## **Academic Growth and Achievement**

School is a place for learning. When teachers, parents, and students commit to working together, our children can achieve success. Teachers will help each student develop a data notebook that will be used to set individual goals throughout the school year. Every child has unique strengths and challenges, and we must recognize what they are so that we can further develop the strengths and overcome any challenges. Lessons will be provided in a variety of formats, including printed and digital resources. Parents, please support your child at home by providing a quiet workspace and dedicated time for learning at home. Please keep in contact with your child's teacher by setting up a Dojo account or attending parent-teacher conferences to discuss your child's learning. Provide your child's teacher with any updates to phone numbers and e-mail addresses so that you can be reached when needed.

### Acknowledgement for Academic Growth and Achievement

The ultimate reward for working hard in school is to obtain a quality education that will support life-long success. As a bonus, Dawson will provide multiple opportunities for students to receive rewards throughout the school year to acknowledge academic growth and achievement. Students will be recognized in the following areas:

- Lexia: Pre-K – 5<sup>th</sup> grade

- Math IXL: Pre-K – 5<sup>th</sup> grade
- Achieve 3000: 3<sup>rd</sup> – 5<sup>th</sup> grade
- Honor Roll: 80% or higher in core subject areas (Reading, ELA, Math, Science, and Social Studies) for 1<sup>st</sup> – 5<sup>th</sup> grade
- Principal's List: 90% or higher in core subject areas (Reading, ELA, Math, Science, and Social Studies) for 1<sup>st</sup> – 5<sup>th</sup> grade
- Students of Excellence: 90% or higher on ALL report card grades including Art, Music, P.E. for the entire year
- Participation in clubs and competitions

## **School Nutrition Program (SNP)**

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low-fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

**For school year 2021-2022, the School Nutrition Program will be operating under the approved USDA waiver and all students will be eating Breakfast and Lunch at no charge to the student. Additional meals and a la carte items will be available for purchase. Please see the information below regarding how to add funds to your child's Schoolbooks account.**

The School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

### **Special Dietary Needs**

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet.** The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school, so check with the Nutrition Manager at your student's school for specific information.

### **Menus**

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

**The following information is the operating procedure for non-USDA waiver years. School Nutrition is currently operating (for SY'22) under the approved USDA waiver which allows all students to eat at no charge.**

### **Community Eligibility Provision (CEP)**

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Forty-one of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

### **Free and Reduced Meal Priced Meal Applications (Non-CEP Schools Only):**

If your student is **not** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since these applications are scanned. We cannot accept a faxed or copied application. ONLY ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. You will be notified with a letter regarding the outcome of your application. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child(ren) with money to purchase meals.***

If you have an approved MCSD application from the previous year on file, benefits will be extended for the first 30 days of the new school year (or until a new eligibility determination is made, whichever comes first). After 30 days, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application is denied or incomplete, please call our office with any questions at 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. ***For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.***

### **Paying for School Lunch**

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch, and a la carte food items. On-line payments include a transaction fee per school site. You should know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to

access our online payment system.

### School Meal Prices

| BREAKFAST PRICES    |      |
|---------------------|------|
| Elementary, Paid    | 1.00 |
| Middle/High, Paid   | 1.25 |
| Reduced             | .30  |
| Adult, MCSD Staff   | 1.50 |
| Adult, Outside MCSD | 2.00 |

  

| LUNCH PRICES        |      |
|---------------------|------|
| Elementary, Paid    | 2.45 |
| Middle/High, Paid   | 2.70 |
| Reduced             | .40  |
| Adult, MCSD Staff   | 3.75 |
| Adult, Outside MCSD | 4.50 |

Free and reduced priced meals for breakfast and lunch are available for eligible students. Parents may contact the School Nutrition Manager at any school for more information.

### Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

### Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

### Seamless Summer Option

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the website or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

This institution is an equal opportunity provider.

August 2022

Dear Parents/Guardians,

Students with a temperature of 100.0 degrees or above or who are exhibiting other COVID-19 symptoms must not come to school. If those symptoms are identified at school, the Georgia Department of Education and the CDC recommend that schools remove such students from the classroom and promptly separate them while parents/guardians are contacted so that student can then go home or seek medical as appropriate as soon as possible.

MCSD is preparing to follow these guidelines. Locations to appropriately isolate sick students are being identified. Your child may be isolated except for appropriate adult supervision or may be in a room with other similar students, maintaining appropriate social distance and using appropriate face coverings, until you arrive. If you are contacted because your child has been placed in one of these isolation rooms, you will need to immediately come to the school to pick up your child. Your obligation to do this is important for your child's health and health of others, please assure that all emergency contact information is up to date.

**Return to school:**

- a) No symptoms without fever reducing medications for 48 hours; Or
- b) Have a clear alternative diagnosis from a medical provider; Or
- c) Proof of a laboratory confirmed molecular or antigen negative test. In addition to the test, they can return to school once there is no fever without the use of fever-reducing medicines for 48 hours and they have felt well for 24 hours; Or
- d) If an employee is suspected of having COVID-19, the employee may return to school once:
  - Symptoms have improved, AND
  - The employee is free of fever, without medication, for three consecutive days after the 7th day of the onset of symptoms, AND
  - 10 days have passed since the onset of symptoms, and he/she has been cleared to return.

**Students who test positive for COVID-19 may return when the following has been met:**

- o If a child tests positive for COVID-19, a student may return to school only:
  - Once the respiratory and stomach symptoms have improved, AND
  - The child is free of fever, without medication, for three consecutive days after the 7th day of the onset of symptoms AND
  - 10 days have passed since the positive test, and he/she has been cleared to return by the school nurse or clinic worker.

Thank you for your cooperation.

Sincerely,

Cheryl Hampel, Principal  
Dawson Elementary

Guidelines are subject to change based on community spread,  
state, federal or local mandates.