

*McAllister Elementary School's*

# PARENT HANDBOOK

*2021-2022*



**MCALLISTER ELEMENTARY SCHOOL**

224 Veterans Memorial Pkwy

Richmond Hill, GA 31324

912.851.4040

Last Updated: 7/16/2021 8:17 AM

This handbook highlights MES procedures, but it is also important for parents and/or guardians to read and explain the [Bryan County Student Handbook](#) to their students.

# **McAllister Elementary School**

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224 Veterans Memorial Parkway  
Richmond Hill, Georgia 31324  
Telephone: 912.851.4040 Fax: 912.727.2071

Dear Parents and Guardians,

Welcome to the 2021-2022 school year! We look forward to embarking on another year where we remain, "Dedicated to Excellence and Success in ALL We Do."

As always, we are eager to create and maintain an environment that is welcoming, safe and encourages continual academic, social, and personal growth for all of our McAllister Elementary School Wildcats. We know that strong relationships between families and educators improve students' success both inside and outside of the classroom. We want you to continue being an active participant in your child's education. There is no substitute for a combined home-school effort in providing children educational excellence.

This handbook will help you and your student better understand our expectations at McAllister and provide basic information on how our school operates. Please keep it as a ready reference. Although we have attempted to cover an extensive amount of information, I realize information on specific situations may not be included.

Please feel free to contact me if you are unable to find an answer to a question in this handbook. I believe open communication is vital to the success of a school so my door will always be open. As partners, our students will continue to succeed.

Thank you for the opportunity you give us daily to work with you and your child!

Sincerely,

Heather Tucker, Principal

## **START OF THE SCHOOL DAY and SCHOOL BREAKFAST**

MES students may be dropped off at 7:05 a.m. Breakfast is available beginning at 7:05 AM each day in the cafeteria. Breakfast and lunch will remain free for all students for the 2021-2022 school year. Classes begin promptly at 7:40 AM, so students should be in their classes by that time, or they will be considered tardy for the day. Car riders and walkers who are late must be signed-in by a parent in the front office. This procedure is to ensure the safety of all of our students.

## **ATTENDANCE REQUIREMENTS**

Student attendance is an important part of academic success and missing an excessive number of days can put a student in danger of retention. Please send in all doctor's excuses to your child's teacher so the absence can be excused. Parent notes for illness are not considered excused. Any combination of 10 (early check-outs or late arrivals) will require the parent to provide proof of residency documentation. Further, an attendance meeting will be called once the student has excessive unexcused absences. Students checked out prior to 11:10 AM are considered absent as they were present for less than half the school day at MES. Please see Bryan County's full attendance policy explained in the Bryan County Student Handbook.

## **MEDICINE**

**All medication—prescription and over the counter—must be taken to the office or clinic by a parent/guardian between 7:05 and 7:40 a.m. with a note that clearly explains the dosage.** It is required that all medications remain in the original, labeled containers and prescriptions must be currently prescribed to the particular student. Prescription medication will be logged, and an inventory will be updated as medication is taken. While students are at school, medications will be kept and administered in the clinic or office. This includes lotions and cough drops.

## **STUDENT HEALTH CARE**

The following procedures will be used to determine student illness and parent notification:

- **Fever** – Parent will be notified when a child has an elevated fever and the child will be sent home. Children can return to school when fever-free for 24 hours WITHOUT medication.
- **Rash** – Parent will be notified when child has a suspicious rash that could possibly be contagious.
- **Nausea, vomiting, and related illness** – Parents will be notified and asked to make arrangements to have the child picked up at school. Child may return after a 24-hour period with no vomiting.
- **Lice**—Parents will be notified when their child is suspected of having head lice. Before the child can be admitted back to school, he or she must be checked by the local school nurse. Unless proof of treatment is presented and all live lice are gone, students will not be readmitted to school nor allowed to ride the school bus until these procedures are followed. Parents should accompany their child for him/her to be rechecked by the school nurse.
- **The school nurse will determine when a child needs to be sent home due to illness. If a child is sent home by the nurse, it is considered an excused absence.**

## **CLASS ASSIGNMENTS WHEN ABSENT**

Teachers and paraprofessionals will assist the students with missed lessons and assignments when they return from an absence. When students are absent due to illness, we prefer that they use that time to rest and recover.

## **WHITE CARD AND RELEASE OF STUDENTS DURING THE SCHOOL DAY**

Every parent or guardian completes a White Card for their child at the beginning of each school year. This is the document the office will refer to when releasing students. In order to guard the safety of your child, our office staff is extremely cautious when releasing students to other adults. Please keep this card updated with current phone numbers, who to contact in case of an emergency, and the names of adults that have permission to check-out your child. Custody documentation must be on file, and the office must be notified immediately when changes are made to custodial agreements.

**If there is a need for a different adult other than those listed on the White Card to pick up your child, a signed and dated note from the parent/guardian is required. Phone calls are not accepted. When it is time to check out your child, our staff will require the adult to present a picture ID.**

**Students checked out prior to 11:10 AM are considered absent as they were present for less than half the school day. Early check-outs should occur prior to 2:00 p.m. except in the case of an emergency.**

## **VISITORS DURING THE DAY**

Visitors are not allowed in the classroom during the regular instructional day. Special activities in which parents are invited to attend will be scheduled throughout the school year so that you can be a part of your child's learning experience.

Due to limited space and safety concerns, siblings not enrolled at MES and/or other visitors cannot accompany parents:

- when they are volunteering
- when they are attending scheduled activities in the classroom

## **VOLUNTEERS**

In order to volunteer, parents must attend one of the on-site Volunteer Orientations scheduled throughout the year. The dates of Volunteer Orientations will be communicated throughout the school year.

## **SNACK TIME**

Every class enjoys a snack time during the school day—some in the morning and some in the afternoon. Please send a small, healthy snack with your child each day. Please do not send candy or sodas. Snacks will not be shared due to concerns for students with allergies.

## **PARTIES AND TREATS**

Parents will be able to attend celebrations leading up to the Winter Holiday and End of Year. For other events like Halloween, Valentine's Day, and Easter, students will receive a special celebratory snack. Treats on such days are kept as simple as possible because instruction is the most important activity of the day. Teachers and paraprofessionals will supervise these special treats.

## **BIRTHDAYS**

For birthdays, parents can choose to send in a special snack (mini cupcakes, cookies, fruit, etc.) that the teacher will pass out during the regular snack time. Students are not allowed to receive deliveries at school such as balloons, flowers, etc. Students may deliver party invitations at school, but the invitations cannot be addressed to specific students, and all students are to be invited or the invitations will not be delivered.

## **CONFERENCES**

We encourage parent-teacher conferences as they provide an opportunity for parents and teachers to work together as a team to support the student. The month of October has been set aside as time to facilitate these meetings. In addition to the pre-planned conference month, your child's teacher will be happy to meet with you at any time throughout the school year. Please contact your child's teacher to schedule a time to meet.

## **SCHOOL LUNCH PROGRAM AND LUNCH VISITORS**

Children need healthy meals to learn, and Bryan County School System offers these each school day. Breakfast and lunch will continue to be provided throughout the 2021-2022 school year for all students at no cost. Due to safety, we will be unable to accommodate lunch guests.

## **Student Behavior at McAllister**

McAllister is a Positive Behavioral and Intervention Supports or PBIS school. Our PBIS system, known as PAWS Principles, establishes a foundation of regular, proactive support for all our students while preventing unwanted behaviors. At McAllister Elementary School, Wildcats have a P-Positive Attitude, A-Act Respectfully, W-Work Responsibly, and S-Stay Safe. These four expectations are common throughout our school, and staff and students work together to create an environment that matches this. Our teachers and staff work with our students to motivate them to meet our PAWS expectations through a variety of individual and group incentives. This includes McTickets, which can be used to "buy" prizes from McTicket Mall.

However, we understand that our students will sometimes display undesired behaviors and potentially break rules. For this reason, we follow steps outlined in our PAWS Principles plan in which teachers work with students and their families to promote better future choices. Administration will become involved when a behavior becomes chronic. Further, if a student's actions jeopardize his or her personal safety or that of others, administration will intervene immediately.

## **ELECTRONIC DEVICES**

Bryan County School's policy is that Elementary Students shall not have cell phones, or any other communication device turned on during school hours unless by a doctor's request.

## **TRANSPORTATION TO AND FROM MES**

*Our children's safety is most important. These guidelines ensure safety and efficiency for all.*

### **TRANSPORTATION CHANGES**

How a child is dismissed is based on information provided by the parent/guardian. Teachers record how each student is dismissed on a daily basis, and we depend on parents/guardians to help keep transportation information up to date.

**If there is a change in transportation:**

- **A parent/guardian must send in a signed and dated note detailing the transportation change. Remind Text Messages are not accepted.**
- **Routine transportation changes cannot be made over the phone or by email. Parents must send a request including the date and parent signature to the teacher.**
- **Young students often forget to give notes to the teacher, so it is strongly recommended that you follow-up with a call to the office (912-851-4040) prior to the end of the school day.**

### **BUS RIDERS**

Riding the bus ensures a safe and secure arrival and dismissal for students each day. We encourage all students to ride the bus in an effort to ease congestion on the roads surrounding MES. Bus routes are established by the South Bryan Transportation Office. Information about bus routes can be found on the Bryan County School's website <http://www.bryan.k12.ga.us/> under "Transportation."

### **WALKERS**

Students who walk to and from school must live in the Buckhead East Subdivision as it is within walking distance to the school. Effective for the 2021-2022 school year, we will only have independent walkers. All students that were previously a dependent walker should now utilize the car rider line.

#### **Independent Walkers**

- A Walker Permission Form must be on file.
- Independent Walkers must be in grades 3-5.
- Younger siblings (in grades K-2) are only allowed to walk home independently when accompanied by older **sibling(s)**. This must be documented on the Walker Permission Form. Pre-K students are not allowed to be an Independent Walker.
- If the older sibling is absent or not walking home at regular dismissal time, the younger sibling must be picked up from the school. Please ensure you make your child's teacher aware of this change.
- Independent Walkers will be escorted to the crosswalk near the bike rack by MES staff. Staff members on duty will release students from this area.
- Multiple students from the same household must leave campus together.

## **CAR LINE DROP-OFF and PICK-UP PROCEDURES**

**Please read the following car line procedures carefully to ensure safety and efficiency:**

- Car riders have an assigned number printed on a Transportation Tag. Parents must have a Transportation Tag for each student displayed on the dashboard. Each student receives two Transportation Tags from their teacher at Open House.
- If, for any reason, the Transportation Tag(s) is not displayed during afternoon pick-up, the driver will be required to check-out the student through the main office. A picture ID will also be required.
- Follow the established flows of traffic, which differ for drop-off and pick-up. See the detailed descriptions at the bottom of the page and on the attached map.
- Refrain from cell phone use while in car line.
- We use the entire sidewalk to unload and load students. Please be prepared to pull-up as far as possible and follow the directions of MES staff members.
- Students should enter and exit vehicles on the passenger side only.
- Vehicles must be stopped and in PARK before students will be permitted to step out toward the vehicle.
- Vehicles should not pass others at any point—even if your vehicle has completely unloaded or loaded.
- Please do not park your car in the parking lot in order to allow him or her to walk up to the building.
- If you need to enter the building, please use the main entrance at the front of the school.

### **Morning Drop-Off**

**Please do not drop your child off before 7:05 AM as we cannot guarantee adult supervision until that time.**

The car rider lines will close at 7:35 a.m. Students will be marked tardy if they are not in their classrooms at 7:40 a.m. **If you arrive after 7:35 a.m., please bring your child to the front office to sign-in.**

### **MES has two routes for morning carline:**

**Families with mixed age groups should use the back carline that is designated for our younger students.**

- **Pre-K, Kindergarten, and 1<sup>st</sup> Graders**—Utilize the road that goes around the back of MES. Staff members will open the car doors of these students.
- **2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Graders**—Utilize the road at the front of the school and enter through the same lane where buses drop off students. Students should be prepared to exit the vehicle independently. MES Staff members will be there to assist as needed.

### **Afternoon Pick-Up**

- **All students**—Utilize the road that goes around the back of MES. Staff members will open the car doors of these students.
- **The afternoon pick-up will split into two lanes:**
  - **Outside Lane** – For vehicles picking up students in grades 2-5 only, you must utilize the outside lane.
  - **Inside Lane** – For vehicles picking up any students that are in Pre-K-1<sup>st</sup> grade, you must utilize the inside lane.
- Parents should use the same Outside or Inside lane each day as these groups of students are in different locations within the school.
- Please have the appropriate Transportation Tag(s) displayed during pick-up. These Transportation Tags are used to call students out to the loading area and ensure that students are being picked-up by the correct adult.
- Make sure that students know their car Transportation Tag number, which is how they are called from the supervised area to line up in the afternoons.
- If, for any reason, the Transportation Tag(s) is not displayed during afternoon pick-up, the driver will be required to check-out the student through the main office. A picture ID will be required.

## Morning Drop-Off Map





**Morning Drop-Off Procedures**

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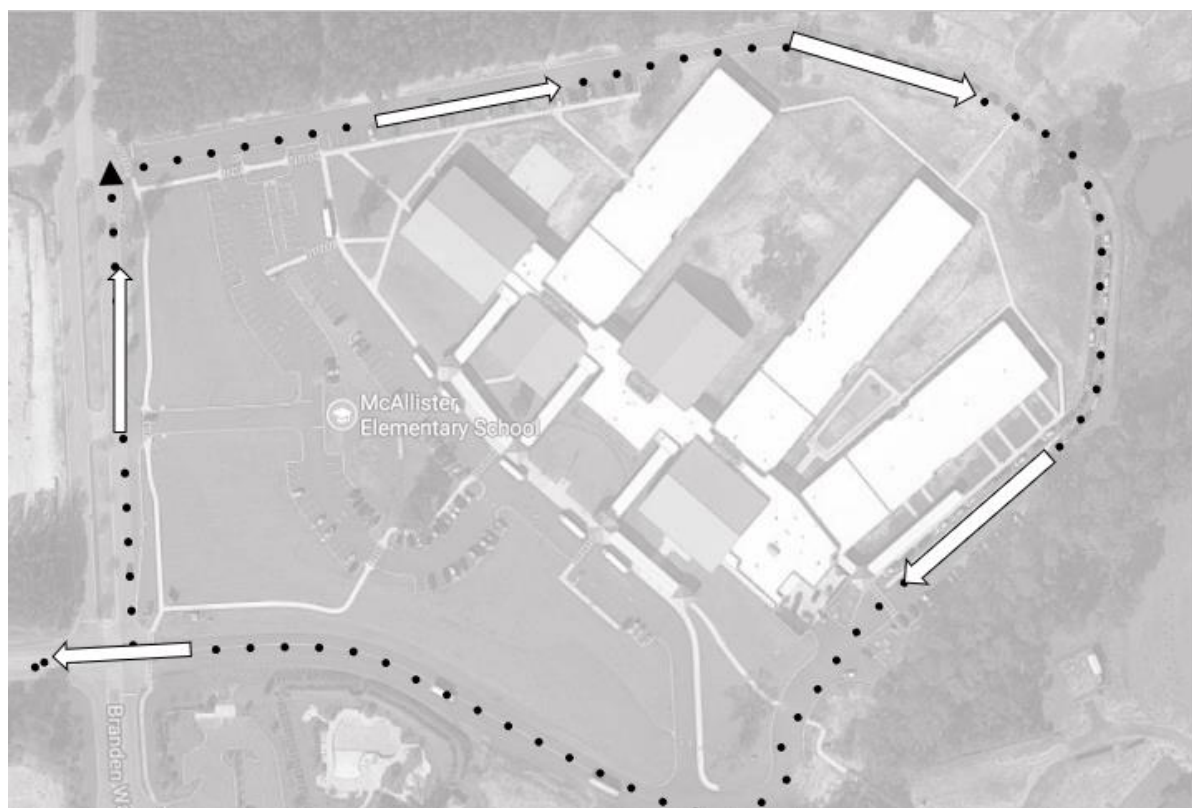
**PK-1<sup>st</sup>**  
Families with (PK-1<sup>st</sup>) students will utilize the **Dotted Line** Traffic Pattern. McAllister staff will open the doors of the cars for these students. If you have a mixed group of students, please utilize this line if there is a PK-1<sup>st</sup> grader in the car.

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**2<sup>nd</sup> - 5<sup>th</sup>**  
Families with only (2<sup>nd</sup> - 5<sup>th</sup>) students will utilize the **Dashed Line** Traffic Pattern. You will enter through the same lane where buses drop off students. Students should be prepared to exit from the vehicle on their own. McAllister staff will be out to assist as needed.

 Car rider Drop Off  
 Bus Rider Drop Off

## Afternoon Pick-Up Map



**Afternoon Pick-Up Procedures**

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**All Car Riders**  
For all students, utilize the road that goes around the back of MES. After you pass the gate, traffic can sort into two lanes. If you are picking up any students in grades PK-1, you must utilize the inside lane. If you are **only** picking up students in grades 2-5, please utilize the outside lane.

Please have the appropriate Transportation Tag(s) displayed during pick-up. These Transportation Tags are what is used to call students out to the loading area and ensure that students are being picked-up by the correct adult. Make sure that students know their car Transportation Tag number, which is how they are called from the supervised area to line up in the afternoons. If, for any reason, the Transportation Tag(s) is not displayed during afternoon pick-up, the driver will be required to check-out the student through the main office. A picture ID will be required.