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.
Dear Parents/Guardians,

Welcome to the 2019-2020 school year! It is our mission as Bryan County educators to be, “Dedicated to rigorous educational tasks that challenge and motivate students while always being focused on continuous improvement.”

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 students. For these reasons, I am inviting you to be an active participant in your child’s education. I know how important families are to every student’s success and am eager for you to be involved in our school. Please keep in touch with your child’s teacher(s) especially when questions arise. Most importantly, I urge you to take every opportunity to work with your child in everyday learning situations, to encourage reading, and to discuss with your child what he or she is learning at school. 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 answers to a question in this handbook.

I am beyond excited to team up with you, your child, and our McAllister Elementary School staff as we work together to provide a meaningful learning experience. Thank you for the opportunity to work with your children each day. I am truly honored.

Sincerely,

[Signature]

Bivins Miller
Principal

Important Dates at McAllister Elementary School - 2019-2020

Additional dates will be communicated to families throughout the school year.
Monday, August 5th-Friday, August 9th – Fall MAP Testing Window

Tuesday, August 27th- Fall Picture Day

Thursday, August 29th – Volunteer Training, PTSO Meeting, & Curriculum Night

Wednesday, September 4th – First day for volunteers & lunch guests

Saturday, September 21st – McAllister Mini Marathon

Monday, September 23rd - Friday, September 27th-Fall Book Fair

Friday, October 11th- Kona Ice Day

Monday, October 28th- Friday, November 1st - Red Ribbon Week

Thursday, November 7th - PTSO Meeting & Veterans Day Performance

Monday, December 9th-Friday, December 13th - Winter MAP Testing Window

Thursday, December 12th – Fine Arts Show

Wednesday, December 18th- Winter Holiday Parties

Thursday, January 16th – PTSO Meeting

Friday, February 7th - Father-Daughter Dance

Wednesday, February 19th - Spring Picture Day

Monday, February 24th-Friday, March 6th - Read-a-Thon

Monday, March 2nd-Friday, March 6th - Spring Book Fair

Monday, March 9th-Friday, March 13th - McAllister Staff Appreciation Week

Monday, March 23rd -Friday, March 27th - Spring MAP Testing Window for grades 3-5

Thursday, April 2nd – Kona Ice Day

Saturday, April 18th - 3rd Annual #MESrocks Day

Tuesday, April 21st-Tuesday, May 5th - Spring GMAS and Make-Up Testing

Monday, May 4th-8th – Spring MAP Testing Window for grades K-2

Friday, May 15th - Economics Day & 5th Annual McAllister’s Got Talent Show

Thursday, May 21st - Last Day of School

START OF THE SCHOOL DAY
MES students may be dropped off at 7:05 a.m. Breakfast is available beginning at 7:05 AM each day in the cafeteria for $1.85. 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.

Once students arrive on campus they will proceed to the following supervised locations where they will stay until it is time to move to their classrooms.

- **Pre-K** - Immediately report to classrooms
- **Kindergarten & 1st Grade** - Lunchroom
- **2nd, 3rd, 4th, and 5th Grades** - Gymnasium

**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 in, and an inventory will be updated as medication is taken. While students are at school, medications will be kept and administered in the office or clinic. 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
- when a parent is here for lunch

**VOLUNTEERS**

In order to volunteer, parents must attend one of the on-site Volunteer Orientations scheduled throughout the year. The first Volunteer Orientation is scheduled for Thursday, August 29, 2019 during the evening. Additional dates and times for Volunteer Orientation will be sent home with your child. Beginning Wednesday, September 4, 2019, teachers who would like to have a volunteer to assist them will set up a schedule and contact volunteers. There are also other options for volunteers who are not needed in the classroom.

**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, Valentines’ 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 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 costs $1.85; lunch costs $2.85 for students. Your children may qualify for free meals or for reduced price meals. Reduced price is $NO COST for breakfast and $NO COST for lunch.

Parents may join their students for lunch once a week beginning Wednesday, September 4th. Due to limited seating, students may have only 2 adult visitors at a time. Unfortunately, we do not have space to accommodate siblings. We encourage all diners to enjoy meals prepared by the school cafeteria as food from outside restaurants should not be brought to the school. The cost of lunch for visitors is $3.85. We have designated visitors’ tables in the cafeteria for parents and their students. Students’ friends are not permitted at the visitors’ tables unless their parents are also present.

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/](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. Please do not park your vehicle and walk your student(s) up to the school.

<table>
<thead>
<tr>
<th>Dependent Walkers</th>
<th>Independent Walkers</th>
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<tr>
<td>• A Walker Permission Form must be on file.</td>
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<tr>
<td>• All grade levels are allowed to be dependent walkers. Pre-K students are only</td>
<td>• Independent Walkers must be in grades 3-5.</td>
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<td>allowed to be dependent walkers. (Students in grades K-2 can walk home with</td>
<td>• Younger siblings (in grades K-2) are only allowed to walk home independently when</td>
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<td>a sibling in grades 3-5.)</td>
<td>accompanied by older sibling(s). This must be documented on the Walker Permission</td>
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<td>• These students are picked up by an adult who is listed on the White Card.</td>
<td>Form. Pre-K students are not allowed to be an Independent Walker.</td>
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<tr>
<td>• The adult picking up the student(s) must have the Transportation Tag for each</td>
<td>• If the older sibling is absent or not walking home at regular dismissal time, the</td>
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<td>student being picked up that day. This will serve as identification.</td>
<td>younger sibling must be picked up from the gym as a Dependent Walker.</td>
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<td>• If an adult does not have a student’s Transportation Tag, the student should</td>
<td>• Independent Walkers will be escorted to the crosswalk near the bike rack by their</td>
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<td>be picked up from the main office using a picture ID.</td>
<td>teachers. Staff members on duty will release students from this area.</td>
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<td>• Dependent Walkers will be dismissed from the gym after all busses have left</td>
<td>• Multiple students from the same household must leave campus together.</td>
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<td>campus.</td>
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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 1st Graders**—Utilize the road that goes around the back of MES. Staff members will open the car doors of these students.
- **2nd, 3rd, 4th, and 5th 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**

At the end of the school day, children will remain in a supervised area until someone picks them up from school. Please do not park in the parking lot and walk up to get your child.

**MES has one route for 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.
- 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.
INSERT CAR LINE ROUTES MAP