

R. Brown McAllister STEM Elementary School



Student/Parent Handbook
2020-2021

Dear R. Brown McAllister STEM Elementary Families,

Welcome Bobcats! We are especially excited to welcome all of our new Bobcats along with their families to our school. Though the 2019-2020 year brought many changes and challenges, it also included lots of fun and learning, and we are looking forward to all that 2020-2021 has in store!

We know that for students to be successful, parents and teachers must have common goals for the children, and we must all work together. Our goal is to create the kind of school environment and provide the type of instructional program that will enable each student in our school to maximize potential as a life-long learner. For us to achieve growth with students and as a school, we need your cooperation and support. The relationship between the parent, student, and teacher will be crucial in assuring success this school year. Take time to familiarize yourself with school policies and know what the expectations are in your child's classroom. If problems should arise, please contact the teacher and work cooperatively toward a beneficial resolution.

The following information regarding policies and procedures is very important to your child's success while here at R. Brown McAllister. Please take the time to review all content with your student. If you should have any questions regarding any policy or procedure, please contact your student's teacher or the front office. Open communication between you and the school is a critical component to your student's success this school year. Please check our school's website for up to date information throughout the school year.

We need your participation and support throughout the school year. The easiest way to be involved is to join the PTO. We can always use more parent support in school and out of the building.

I am sincerely looking forward to celebrating our students' achievements throughout the school year with you. Please help support the R. Brown McAllister staff by ensuring your student is reading at home, arriving to school on time every day, and you are a member of the PTO. On behalf of the entire school, I wish you all a school year full of excitement and learning!

Jessica Blanchard
Principal

	PROGRESS REPORT DATES:	REPORT CARD DATES:
1 st Quarter	9/15/20	11/4/20
2 nd Quarter	11/24/20	1/27/21
3 rd Quarter	2/17/21	4/14/21
4 th Quarter	5/5/21	6/3/21

**You can access the full Cabarrus County Schools academic calendar [here](#).*

IMPORTANT PHONE NUMBERS

- ❖ CABARRUS COUNTY ADMINISTRATIVE OFFICES: 704-260-5600
- ❖ SCHOOL OFFICE: 704-260-6270
- ❖ SCHOOL FAX: 704-260-6287
- ❖ SCHOOL CAFETERIA OFFICE: 704-260-6288
- ❖ KIDS PLUS OFFICE: 704-260-6287
- ❖ SCHOOL NURSE: 704-260-6286

PTO

Greetings from the 2020-2021 R. Brown McAllister STEM PTO! Our PTO has purchased many items for the school over the years. The fundraisers are crucially important in providing resources used by your child's teachers and many other items to the school. We encourage you to become a member of our PTO and support our fundraisers so that we can continue to fund needed activities, teaching tools, and events to help your child's education. Your R. Brown McAllister STEM PTO is looking forward to another great school year.

-RBMES PTO Board

INSTRUCTIONAL/TECHNOLOGY FEES

All CCS students are asked to participate in paying an Instructional/Technology fee each school year. The fee is \$20 per student this school year. Half of the fee collected will be used at R. Brown McAllister STEM Elementary School to assist with instructional supplies. The other half of the fee is used by the Technology Department to assist with normal wear and tear and maintenance of technology devices. The preferred payment method is K12 Payment Center, <https://www.k12paymentcenter.com/Home/Index> . Parents may also pay the fee with cash or check sent to their child's classroom teacher.

ATTENDANCE POLICY

In Cabarrus County Schools, the process for a child to achieve success and educational excellence begins in elementary school, where regular attendance, including arriving on time and remaining in school for a full day of instruction, are essential. High numbers of absences in school can cause a child to fall behind. Missing 10% (or about 18 days) makes it more difficult for a child to learn to read. A student can still fall behind if he or she misses a day or two every few weeks. Late arrivals to school can lead to poor attendance later and missing gaps of instruction due to absences or tardies makes it difficult for children to form healthy relationships with peers and teachers. Poor attendance in elementary school will lead to

problems in middle and high school and very likely eventually dropping out of school. *Likewise, during remote learning, it is essential that students actively participate in all activities and learning weekly. Cabarrus County Schools will implement additional measures to improve overall attendance (*lawful or unlawful absences*) and tardies. Listed below are current efforts:

- A student will be considered tardy when he/she is not in his/her class when the final tardy bell rings (8:15 AM). **Students arriving after 8:15 AM must be escorted in to the front office by an adult to receive a tardy slip.** The student will then be allowed to proceed to class alone.
- Parent contacts by school staff will increase regarding absences, tardies, and early checkouts. An Attendance Intervention Team will review chronic attendance violators, including excessive tardies.
- Per CCS Policy, 5 unexcused tardies will result in 1 unexcused absence.
- Per CCS Policy, written excuses signed by a parent or physician are required in order to excuse an absence. Notes must be submitted on or before a student returns to school from the absence. Only handwritten notes or emails to a teacher or staff member will be acceptable. Written notice can also be submitted online by completing the [Student Absence Form](#) on the school website. Notes submitted through Class Dojo or by other electronic means will not be accepted. If a student accumulates more than 10 excused absences, and illness is given as the primary reason for the absences, a doctor's input will be requested.
- **Students who reach 20 absences may be retained in their current grade for the following year. In addition, there may be a referral to the superintendent's office for further review and recommendations (at the discretion of the principal).**
- Parents of students with chronic attendance violations will be referred to truancy court when a lack of cooperation and/or significant increase in student absences is observed.
- Administrative involvement will continue regarding chronic absences, tardies and early checkouts.
- Please avoid scheduling dental or other doctor's appointments during the school day. If a student is signed out by a parent to leave school and return that same day (i.e. dentist or doctor's appointment), he/she **must** come by the office to sign the student back in to the school before returning to the classroom. A student must be present at least 1/2 of the school day (3 hours and 25 minutes) in order to be counted present.
- Excessive tardies due to doctor's appointments will be subject to further investigation by administration.
- Referrals for school social work and school counseling services will continue in order to address issues that impact regular attendance.
- Educational Opportunities must be approved at least one week prior to the trip. Per County policy, no more than five days will be excused for an educational opportunity. To have an educational opportunity approved, please submit the [Educational Opportunity Application Form](#) to the office.

SCHOOL DAY (8:15 AM – 3:00 PM)

The student drop-off zone for 2020-2021 will be in front of the school on Sunnyside Drive. You will need to use a designated parking space in the visitor parking area if you prefer to escort your child into the building. Buses will proceed to the front of the building. Staff members will be on duty to assist all students until 8:15 AM in the morning and 3:15 PM in the afternoon. Students should arrive no earlier than 7:45 AM. All students will report directly to breakfast, if they are eating. Otherwise students report directly to their classrooms. Children who need to eat breakfast and are transported by parents must arrive no later than 8:00 AM. The breakfast lines close at 8:10 AM daily. *During remote learning, classroom schedules for synchronous learning and office hours will be shared by individual teachers.

PARENTS AND VISITORS

All parents and visitors are to report to the office before going anywhere else on campus. **Visitors are required to bring a photo ID to sign in to the school.** Visitors will sign in, identify the purpose for their visits, and receive a visitor pass. R. Brown McAllister STEM Elementary staff will work diligently to minimize interruptions during school hours in order to protect instructional time for learning. Interruptions include unscheduled visitors, phone calls, or deliveries. Parents are encouraged to visit for lunch, parties, celebrations, and scheduled volunteering opportunities. Upon leaving the school, visitors are required to sign out in the front office. *Visits to the school may be limited or prohibited for student safety and health (i.e. infectious disease, etc.). During remote learning or reduced capacity learning parents and visitors will not be allowed into school buildings.

AFTERNOON DISMISSAL

Parents should follow the same traffic plan for entering the school area as in the morning and remain in the car when picking up car riders. Students in 3rd - 5th grade who do not have younger siblings will be picked up at the lower end at the awning in front of the STEM lab (room 27). Once children are in the car, cars will cross to the left side of Sunnyside Drive, in front of the cafeteria driveway. Please be aware of the cars picking up at the upper end that may be pulling away from the curb. Students in kindergarten – 2nd grade, along with any older siblings will be picked up upper end at the awning in front of the main office. To keep traffic flowing smoothly, cars for the UPPER END wait in line at the lower awning, until there is enough space to pull over to the curb in front of the driveway. This will give ample space for cars to cross from the LOWER END. Please be cautious pulling away from the curb, due to parents traveling north on Sunnyside. Students in grades 4 and 5 may ride their bicycles to school as long as they wear a bike helmet. After buses pull off the parking lot, all students walk bikes from the bike rack along the sidewalk in front of the building until they get to Sunnyside Drive. Daycare vans will pick up in front of the main office since they pick up students at all grade levels. Buses line up and load students along the front entrance area of the building. **It is not safe to enter this area at dismissal.** Parents should also avoid checking students out from the front office during this time. **Please call before 2:00 PM if afternoon transportation changes are needed. There are no checkouts after 2:30 PM.** *Specific guidelines for dismissal during reduced capacity learning will be shared/updated as needed/available.

SEVERE WEATHER

In the event of weather so severe that there is a possibility schools may be closed, parents will receive a Connect-Ed phone call from the central office. Parents are also asked to stay tuned to their radio, television station, and check the county website for information. Parents may call the Cabarrus County Schools' information phone line at 704-784-6197. In order to maintain open communication lines, please do not call the school, school personnel, law enforcement agencies, and/or radio or television stations. If school is to be closed, the decision and announcement will be made prior to 7:00 AM. The principal is not authorized to dismiss school early unless so directed by the district superintendent. **An Early Dismissal Form should be completed each year to explain where your child would go in case of early dismissal.**

DISCIPLINE and PBIS

Positive discipline and class/morning meetings will be used to teach character education and help students increase their sense of belonging, responsibility, cooperation, problem-solving skills, conflict resolution, accountability, self-discipline, and mutual respect. Practicing these skills should enable all members of the school community to enjoy an atmosphere of learning and respect while at R. Brown McAllister STEM Elementary School.

SCHOOL RULES

- 1) PLAY IT SAFE
- 2) ALWAYS BE PREPARED
- 3) WISE CHOICES
- 4) SHOW RESPECT

SCHOOL NOISE LEVELS

- 0 = NO TALKING/NOISE
- 1 = WHISPER
- 2 = TABLE TALK
- 3 = STRONG SPEAKER
- 4 = OUTSIDE

Students will be recognized for exhibiting positive behaviors and portraying the school motto in their daily actions. Our school pledge and the mottos are visible around the school as reminders of our common expectations. Talk to your child about what special recognitions they have received as individuals, as a class, as a grade level, and as a school. It's a great way to keep connected with them.

Recognition will be in the form of Dojo Points and rewards (individual, class, grade level, and school). All teachers will utilize Class Dojo as a way to monitor and reward behavior. Parents and students can connect with Class Dojo to stay updated on areas of success and opportunities for growth. Rewards/Incentives are flexible depending on grade level, but will be given when students meet individual, class, and grade level goals. Students meeting their goal will also be invited to a school-wide quarterly incentive.

*During remote learning, students are expected to follow all school rules and expectations (including preparation, safety, and respect).

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Inappropriate behavior is discussed in classroom or morning meetings. These meetings are used to assist students in accepting responsibility for correcting inappropriate behavior by offering problem-solving strategies. Teachers will request parental assistance if the misbehavior continues. Other disciplinary actions used at R. Brown McAllister include fix-it-plans, discipline reports, conferences with administration, out-of-school suspension (OSS), lunch detention, and loss of certain privileges (i.e. field day, dances, extra-curricular activities).

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

We use a Multi-Tiered System of Support as a framework for total school improvement in order to meet the academic, social-emotional, and behavioral needs of all students. *During remote learning intervention and support will be provided virtually through synchronous meeting/contacts.

BULLYING/HARASSMENT POLICY

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or perceived. There are three types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the internet. Students who feel bullied, harassed, or intimidated at school by an adult or another student should report the concern to a teacher, administrator, or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS and RBM STEM websites or can be found [here](#).

COMMUNICATION

Communication is one of the key indicators of the success of a school. We will use various forms of communication to keep our families informed of the happenings at our school: monthly newsletters,

school website, school sign, calendars, phone messages, emails, and social media. Daily communication will come home in either a folder, or binder.

All K-5 students will use a blue plastic folder to bring home all school communications on Thursday afternoons. In our efforts to conserve paper, we will be continuing "YO Packets". YO = Youngest or Only. This means that mass communication from the school and the PTO will only be sent home with either the youngest or the only child of each family. This will save families from receiving multiple copies of the same information.

*Virtual communication measures will be utilized regularly to keep stakeholders abreast of updates, information, and activities. These avenues as well as online learning platforms and individual contacts will be the primary means of communication during remote learning.

PARENT - TEACHER CONFERENCES

Parents are encouraged to have teacher conferences. You may call the school office any time during the school day and leave a message for the teacher or send the teacher an email. The teacher will call you either during his or her duty-free planning period or after school. Please try to resolve classroom problems with the teacher before contacting administration. *During remote learning contacts and conferences will be held virtually or via phone and can be scheduled during the teacher's office hours.

CABARRUS COUNTY SCHOOLS DRESS CODE

What to wear to school:

- Skirts and shorts: no more than three inches above the knee.
- Shirts and blouses: must cover the student's midriff - no plunging necklines or exposed cleavage.
- Straps: must be the width of the student's ID card (about 3 inches).
- Pants: fitted at the waist.
- Shoes: shoes or sandals.

What NOT to wear to school:

- Tank tops or muscle shirts.
- Clothing advocating drug, alcohol, or tobacco use.
- Clothing with inappropriate or suggestive language.
- Clothing that discriminates against particular groups.
- Shorts or skirts that are too short, or pants or jeans with holes above the knees.
- Bedroom slippers, **shoes with wheels** or **flip-flops**.
- Sunglasses, hats, caps, stocking caps, toboggans, bandanas, headbands or any other headgear while in the school building.
- Rosary beads, bandanas, or any item that is related to gang activity.
- Jewelry in facial piercings (eyebrow, nose, lip, and tongue).

The Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of others. Failure to comply with dress code violations may result in disciplinary consequences up to out of school suspension. *Appropriate dress is also required during remote synchronous learning sessions.

CLASS PARTIES

Classes may have no more than three (3) parties each year. Grade levels will choose the occasions for the parties. Parties will be held on school campus. The teacher and grade parents will plan the parties. It is a parent's responsibility to let school staff know if his or her child has an allergy of any kind. **All foods provided for students are to be pre-wrapped or packaged. These foods may be purchased from a supermarket, bakery, or caterer. Homemade items are not allowed for student consumption.**

Parents are not allowed to have birthday parties for their children at school. **Invitations to private or personal parties are not to be distributed at school.** Parents are also asked not to send flowers or balloons to school as presents. Students' names are announced on the news each day to recognize their birthdays.

*During remote learning celebrations and activities will be held remotely. However, no on-campus activities or celebrations will be held during remote or reduced capacity learning.

PERSONAL BELONGINGS & STUDENT I.D. BADGES

Parents are asked to properly mark all personal items such as lunch boxes, coats, jackets, hats, school bags, etc. with their students' names. This will ensure prompt return of any personal belongings should they be lost or misplaced. Students are provided with a free I.D. badge at the beginning of the school year. This badge allows students accurate and speedy access to their cafeteria and media center accounts. Parents should request an I.D. from their child's teacher if they wish to replace a lost or damaged badge. The fee for an I.D. badge is \$5.00. *Lost items may be "self-sanitized" through a quarantine period before being available for return to students for student safety and health. If your child is missing an item, please feel free to reach out to the teacher for assistance in retrieving any items.

SCHOOL BUS CONDUCT AND SAFETY

School bus passengers have the same responsibility for good behavior on the bus as they do in the classroom. School bus rules and actions of school bus drivers are for the safety of our children. The bus driver, subject to the direction of the principal and the bus supervisor, has complete authority to maintain good order and good conduct on the bus (G.S. 115-185). The school/activity bus conduct safety rules and responsibilities are listed below. Please discuss these rules and consequences of misconduct with your children, stressing the importance of maintaining good behavior and staying in their assigned seats at all times while riding a bus. Your support and cooperation are needed. Children can only ride a school bus on which they have an assigned seat. The bus supervisor should be contacted if you have a family emergency or hardship.

*During remote capacity learning bus capacity will also be limited. Students will be expected to retain social distance and remain in their assigned seat without contact with other students.

Cabarrus County Schools School Bus Rules and Guidelines

These School Bus Rules and Guidelines are for the safety of the students and the bus driver. Remember, *school provided transportation is a privilege, not a right.*

Rules:

Play it safe.

1. Remain seated, facing forward in your assigned seat.
2. No eating or drinking.
3. Keep your body and all other objects to yourself and inside the bus.

4. Use appropriate noise levels.

Always be prepared.

1. Be on time to get on and off at your assigned stop.
2. Be seated in your assigned seat as soon as you get on the bus.

Wise choices.

1. Ride only on your assigned bus
2. Maintain cleanliness and appearance of the bus. Do not damage the bus in any way.

Show respect.

1. Follow the School Bus Driver and/or Monitor's directions the first time given.
2. Be respectful with words and actions.

Failure to follow School Bus Rules and Guidelines may result in loss of riding privileges. Students are required to come to school even if they have been suspended from the school bus.

ANIMALS ON SCHOOL GROUNDS

Family pets or animals may carry diseases and endanger our students' health. Pets and animals are not allowed on school property while school is in session. Proof of vaccinations will be required.

TELEPHONE MESSAGES

Teachers will only be called to the phone for emergencies. Callers during the day will be able to leave a message/voicemail.

CHILD NUTRITION PROGRAM

Each student has a cafeteria account. Your child may pay daily or make deposits into the account. When sending a check, be sure to write your child's name and student number on the check. Paying online is another option. Free and reduced-price lunches are available for families who qualify financially. You can access online applications for free/reduced meals [here](#). If you do not have access to a computer, please contact our cafeteria manager for a paper copy or for additional assistance. **This information is always handled in a confidential manner.** *During remote learning or other special situations free meals may be available for all students. Please check the School Nutrition Program website for updates and information.

Breakfast is served daily. The full price is \$1.30. There is no charge for students who qualify for free or reduced meals. Students are encouraged to buy the school lunch, as it is a well-balanced meal. The full price for lunch for students is \$2.75 per day and the reduced price is \$.40. Check the Child Nutrition website for adult pricing and for more information on the costs of individual items. Milk is served with all meals. Juice cartons and extra milk are also for sale. Desserts and snacks do not come with the daily lunch. However, they may be purchased separately.

Students are allowed to bring box or bag lunches to the cafeteria. However, glass bottles are not permitted, and we prefer no carbonated drinks. ***Per School Board Policy 6140, fast foods are not permitted in the school cafeteria unless they have been repacked in containers that do not display the fast food symbol.***

Students who forget their lunch money may request to charge their lunch. However, charging for lunch

is not routinely encouraged. **Students may not exceed a \$8.00 charge limit.** When students charge, they will be given a reminder note to bring home. Until the charges have been paid, they will not be allowed to purchase extra items. In addition, if they reach the \$8.00 limit, the cafeteria will provide them with a bag lunch (sandwich, fruit and a drink) until the charges are paid. Parents are expected to pay cafeteria charges as soon as they receive a letter of notification from the cafeteria manager.

Parents are welcome to eat lunch in the cafeteria. The adult meal is priced “ala carte”. Parents should meet their children in the cafeteria rather than going to the classroom. Please remember to sign in at the office and get a Visitor’s Pass. It is not necessary to call the school for lunch reservations. *Visits to the school may be limited or prohibited for student safety and health (i.e. infectious disease, etc.). During remote learning or reduced capacity learning parents and visitors will not be allowed into school buildings.

Nut-Free Table – A nut-free table is provided for students with nut allergies. No nut products will be allowed at this table

PAYMENTS

Parents may elect to send cash, checks, or make any school payments online [here](#). Though electronic payments are preferred, parents may also elect to send checks to pay for class field trips, replacement of I.D. badges, etc. Please include on your checks the following: **full name, correct address, phone number(s), and driver’s license #.** Please call Shannon Sherwood at 704-260-6270 or email shannon.sherwood@cabarrus.k12.nc.us for more information concerning check payments.

*During remote learning payments may be made electronically.

Cabarrus County Schools is always looking for ways to be more efficient and effective in our fiscal policies. While it may seem like a minor issue to some, receipt of non-sufficient fund (NSF) checks is a time consuming and costly issue. As with any business, Cabarrus County Schools has an obligation to our clients, the community taxpayers, to be fiscally accountable. Processing NSF checks can take valuable time from the school district personnel.

To manage this process, our district began using FARS (Federal Automated Recovery Systems) on August 28th, 2006 to protect the interest of all in our school system community against the time consuming and costly recovery of Non-Sufficiently funded checks. FARS utilizes the federal and state laws allowing the electronic recovery process of NSF checks, which results in a high rate of recovery at no cost to the school district. The cost becomes the responsibility of those who wrote non-sufficient fund checks with the electronic recovery of the face amount of the check and the electronic recovery of the state fee from the check writer's bank account. Utilizing FARS is an effort by the school district to be fiscally accountable in a more efficient and cost effective manner.

BEFORE AND AFTER SCHOOL PROGRAM --KIDS PLUS

KIDS PLUS operates each school day from 6:00 am - 6:00 pm. If you are interested in this program, please call 704-792-2360.

*Information regarding the KIDS PLUS program availability during remote and reduced capacity learning will be provided as it becomes available by the KIDS PLUS personnel.

BOARD OF EDUCATION POLICIES/ADMINISTRATIVE RULES

All parents can access Board of Education Policies & Rules by visiting Cabarrus County School’s website. **Please discuss these rules with your child and review the penalties for non-compliance.** The North

Carolina attendance regulations with definitions of lawful and unlawful absences can be found in this same document.

ILLNESS AND INJURY

The school nurse will adhere to practices taken from state law and recommendations of state and local officials. Some of these practices are listed below.

1. For minor cuts and scrapes, soap and water are used first. First aid spray or ointment cannot be used.
2. If a child becomes sick at school or if an injury might require a doctor's attention, parents will be called and asked to pick up the child. **It is very important that the school has updated telephone numbers in case of illness, injury, and/or emergencies.**
3. Parents should **always** inform the school of any significant medical conditions.
4. Parents must also complete the required **Physician Authorization of Prescription and Non-Prescription Medication form before school personnel can dispense medications** or before students can be allowed to self-medicate.
5. Parents are asked to keep children at home if they have symptoms of any contagious illnesses. **Children should be free from fever, nausea, and vomiting for 24 hours before coming back to school.**

*Specific information regarding special situations (i.e. infectious disease) and illnesses will be share as it becomes available through the Cabarrus Health Alliance, School Health, and Cabarrus County Schools.

LICE AND NITS POLICY

1. Students may not attend school if live lice are found.
 - a. If live lice are found, the school nurse will contact a parent to pick up student at the time of discovery and send the student home with a 14-day treatment calendar and fact sheet.
 - b. If nits are found but no live lice, students can remain at school until the end of the day, but the school nurse will contact a parent to discuss treatment and send home a 14-day treatment calendar and fact sheet.
 - c. Students with live lice or nits may return to school after proof of treatment and are rechecked by the school nurse or school designee to verify no live lice. The student should be accompanied by a parent for a recheck with the school nurse. The student should not use school transportation until cleared of live lice by school nurse or school designee.
 - d. The school nurse or school designee will recheck students 14 days after initial discovery and treatment to make sure there are no live lice.
2. If siblings of students with live lice or nits are in the school district, the school nurse or school designee will check them.
3. Other students/families will not be notified if only 1 case of lice/nits is found in a classroom. If three or more cases of live lice/nits are found in a classroom, a teacher/assistant or School Nurse will check classes and a letter will go home to parents of that classroom.
4. If student(s) are present with symptoms of head lice, other screenings will be conducted at the discretion of the school nurse and principal.

SCHOOL/PLAYGROUND SAFETY

The use of skateboards, roller skates, in-line skates, or scooters on school property is prohibited. Students should not be on school grounds after 3:15 PM or on the weekends without adult supervision. The playground areas at R. Brown McAllister STEM are **unsupervised** after school hours (3:00 PM). **Please do not allow children to return to the playground areas without adult supervision.** If there are any existing playground safety concerns, please report those to the office. Thank you for your cooperation in taking precautions to prevent injuries from occurring. *Access to Cabarrus County Schools playgrounds and spaces may be limited during remote or reduced capacity learning based on state and local guidelines.

CHILD CUSTODY

The school **must have** a copy of legal documents in any child custody case. A child cannot be released to a non-custodial parent without these documents.

SCHOOL SAFETY

To prepare students for dangerous situations that could occur during a school day, drills will be practiced throughout the school year on various procedures (Fire Drills, Tornado Drills, Bomb Threats, Earthquakes, and Lockdowns). Of course, our hope is that the students never get the opportunity to use the skills practiced in a drill, but well-ordered and practiced procedures ensure proper follow through in the event of an emergency. In the event of an emergency, parents will be contacted as soon as possible regarding the welfare of their child(ren). Various outlets are available and used for communication to stakeholders. Additionally, the Connect-Ed system allows school staff to send messages instantaneously to all families of the school community. When emergency messages are sent, the system will contact various numbers for each family to ensure the message is received.

*Various measures may be taken to promote safety and student health as needed or required (i.e. use of face masks, social distancing, reduced capacity, traffic flow patterns, etc.).

PARENT ENGAGEMENT PLAN

R. Brown McAllister STEM Elementary School welcomes parent and community input to ensure the success of our students. The staff at R. Brown strive to create and maintain open lines of communication. We provide communication to parents through the following methods:

- Every student receives the R. Brown McAllister STEM Elementary School Parent & Student Handbook with our policies.
- Our monthly newsletter, The McAllister Minutes, highlights school events.
- Ongoing Blackboard Connect phone calls give parents and staff reminders of events.
- Our school website is updated regularly with new information.
- Our school social media accounts (Facebook, Twitter, Instagram and Class Dojo) are also updated with new information and reminders. These accounts are also great sources to see our Bobcats in action.
- Parents are asked to complete a Parent Satisfaction Survey each year.
- A translator is available in the front office. Newsletters and flyers are interpreted in Spanish.
- As a PBIS school we promote responsible student behavior. Each student has a Class Dojo account that parents can access online at any time. This ensures that teachers, students and parents keep communication open.
- All teachers and parents are encouraged to have a first quarter conference.
- Parents may request additional conferences throughout the year as needed.

*Conferences and contacts may take place virtually during remote or reduced capacity learning.

The staff and PTO at R. Brown McAllister will plan quarterly events for families to attend.

- Curriculum Night will be held in the first month of school. At this event parents can learn about the state standard course of study, current state testing, as well as join the PTO.
- Each quarter the school and PTO will work together to plan family nights and student concerts.
- Parent feedback will be collected after the events to ensure we are meeting the needs of our families.

*Events may be canceled, postponed, or held remotely during remote learning.

R. Brown McAllister embraces the philosophy of providing a welcoming school environment.

- The PTO Board will meet each month. They will also hold open meetings each quarter.
- Parents are invited to serve on our School Improvement Team, which meets the fourth Tuesday of each month. We strive to have our diverse student population represented by parents.
- We will utilize the School Improvement Team and PTO Board to continue to encourage businesses to partner with our school.
- Input and feedback from parents will be solicited through the use of Parent Surveys, the PTO Board and the School Improvement Team.

PARENTS RIGHT TO KNOW

As a parent of a student at R. Brown McAllister STEM Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the NC Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the NC Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and qualified.

If you would like to receive any of this information, please call the school at (704) 260-6270.