



MATT ARTHUR ELEMENTARY SCHOOL

OUR MISSION is to produce high achieving students with outstanding character.

OUR VISION is for students to be 21st century learners and leaders.



Matt Arthur Elementary School

Student Handbook

2020-2021



Dr. VaRee W. Harrell

Principal

Dr. Amanda Miliner

Assistant Principal for Instruction

Mr. Shaun Parsons

Assistant Principal for Discipline/Title IX Coordinator

Mrs. Laura Melnick

Counselor/504 Coordinator

Dr. Mark Scott, Superintendent

Houston County Board of Education

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Dear Parents,

On behalf of the staff at Matt Arthur Elementary School, I am happy to welcome you to the 2020 - 2021 school year! Even though this year will look different due to COVID-19, we are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Knows that you expect him/her to succeed in school in order to be college and career ready

Class Dojo is used for daily communication between school and home. Please be sure you read information from the teacher each night. Any change in dismissal must be communicated to the teacher so we can ensure that your child is sent home the proper way.

We look forward to another wonderful year and appreciate your support!

Sincerely,

VaRee W. Harrell

Dr. VaRee W. Harrell
Principal

General School Operations for COVID-19

Arrival

- *Doors open at 7:45 am*
- *Parents need to check temperatures at home. Do not send students if temperature is 100 or higher*
- *Students will be dropped off through car rider line/bus line*
- *Staff will be available to greet students and walk them to class*
- *Students that need breakfast, will go through the line and "Grab & Go" to class*
- *Parents will not be allowed to go past the office*
- **Parents are NOT permitted to drop off students in the side parking lot or in the front of the school where buses unload.**

Extracurricular Activities

- Extracurricular clubs may begin meeting when conditions allow

Face Coverings/Mask

- Students and staff are encouraged to wear face coverings

Field trips

- Only virtual field trips

Meet and Greet/New Student and Freshman Orientation

- We will be conducting drive – thru and virtual Meet & Greet

Sharing of items

- Students should not share disposable items (glue, scissors, markers, crayons, colored pencils)

Visitors to the school

- Visitors to include parents will be limited to the office only
- Parents will not be allowed to eat lunch at school

Water Fountains

- Students will need to bring water bottles to school

Dismissal

- **"Walk Ups"**: Since parents are not allowed in the building, we will not be able to do walk-ups this year.
- Students will not be allowed to ride home with a friend on their bus. They are only allowed to ride their assigned bus.
- Car riders: It is **REQUIRED** for parents to have the student number with them each day in the car rider line. *We will not accept a picture of the number; you will need to have the number card.*
- If your child is still at school at 3:55 PM, they will be sent to the office and parents will have to come in the front office to pick them up. If arrangements cannot be made for your child to be picked up by 3:55 each day, you will be asked to register for our After School Program (ASP).

ATTENDANCE

The instructional day is from 8:30 AM to 3:30 PM. Students will not be admitted to school before 7:45 AM. It is essential that students be picked up from the school by 3:50 PM. A parent who continues to drop off students before 7:45 AM or fails to pick them up after 3:50 PM will be reported to the appropriate authorities (reference: BOE policy JGGA).

We ask that students arrive on time each day for our new Academic Opportunity (AO) time. AO time will begin promptly at 8:30. Our Knights will be working on areas where they need additional support or enrichment to move them further in their studies. You do not want your child to miss this important time during the instructional day.

If your child is tardy, you must sign him/her in at the office prior to reporting to the classroom. Parents are REQUIRED to sign a child out before leaving the campus. We also want to limit the number of early dismissals. School does not end until 3:30. If at all possible, we ask that you schedule appointments, etc. after 3:30. Our goal is to prepare your children with the academic skills necessary to be prepared for middle school and beyond. In order to accomplish our goal, they need to be at school.

Students should present a written excuse within three (3) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused. When 5 unexcused absences have accrued, the student is considered truant and the parent must come to the school to sign a truancy contract. Any parent/guardian who fails to comply with the requirements of this policy and Georgia law shall be subject to sanctions imposed by the courts of Houston County.

MEDICATION ADMINISTRATION

Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician. The following guidelines must be met:

1. School personnel must be informed by a written note from the parent directing that medication be given to the student at school. Specific information regarding medicine, dosage, and time given must be clearly stated.
2. Medication forms (HRS-29) are available to be filled out by the physician and parent in case of long-term medication (more than 2 weeks).
3. All medication must be presented to the school office in a prescription labeled bottle that includes name, date, instructions, name of drug and name of issuing physician.
4. Antibiotics or other medications which are to be dispensed three times daily should be dispensed at home unless there is a medical reason for doing otherwise.
5. Non-prescription medicine such as Tylenol, will be given only for a short-term duration (less than 2 weeks) and only when in the original container and accompanied by form HRS-29C with directions for administering.

SICK CHILDREN

Please refer to the following guidelines when considering **returning** a child to school following an illness.

1. A child must be **fever-free for 24 hours without medication before returning.**
2. A child with strep throat must be on an antibiotic for 24 hours before returning.
3. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note.
4. A child with chicken pox may only return to school when all lesions have crusted over.

A sick child must be kept home if she/he:

1. Has had a fever* in the past 24 hours.
2. Has a fever* of 100 degrees or higher.
3. Is nauseous and/or vomiting and/or has diarrhea.
4. Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.

***A fever refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications.** Do **NOT** give you child aspirin or any aspirin products. A high occurrence of Reyes syndrome has been associated with viral infections and the use of aspirin.

Children who have been at home because of illness should not be brought to school for parties and/or special events such as clubs, practices and/or dances.

PROMOTION REQUIREMENTS

To be eligible for promotion to the next grade, students in grades K-8 are expected to achieve 95% attendance. Students who achieve 90-94% percent attendance may be promoted at the discretion of the building principal if:

- All absences are justified and validated as set forth in policy JBD
- Circumstances warrant
- All work is completed satisfactorily in a timely manner
- Academic achievement meets requirements for promotion

SCHOOL-WIDE DISCIPLINE

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. Mrs. Amanda Miliner is our school's Title IX Coordinator.

PHYSICAL EDUCATION

- Your child will be in physical education class two or three days per week. Students will only be given one combined grade each grading period for both behavior and participation. Students will be graded S, N, or U. Not being prepared for class will affect your child's grade.
- Please check your child's agenda for his/her specials schedule and help insure that your child is prepared for class.

- Students are to wear soft-soled shoes or tennis shoes to PE. If girls wear dresses or skirts, we strongly encourage them to wear shorts underneath.
- If your child becomes injured and is unable to participate, we must have a note from a parent or guardian. To be excused for three or more classes we will expect a physician's statement.

RECESS/BREAKS

- Each grade level will be given recess/break time dictated by the school master schedule. Healthy snacks are STRONGLY encouraged.
- If your child cannot participate in Physical Education due to injury or illness, he/she will not participate in physical activity during break.

SCHOOL PARTIES

MAES allows two school parties per year (Christmas and End-of-the School Year). Students will not celebrate birthday parties at school.

LUNCH WITH YOUR CHILD (not during COVID-19)

Parents and grandparents are welcome to come have lunch. Lunch guests are only allowed to eat with their child/grandchild. Do not invite other students to eat with your family. If food is brought in from a restaurant, it cannot be taken in the cafeteria. You will need to sit at the picnic tables outside or on the benches in the Grand Hall. Guests will need to sign in at the office to obtain a name badge and sign out when leaving.

VOLUNTEERS (not during COVID-19)

School volunteers may be used to relieve teachers of routine and clerical matters so they may increase their instructional effectiveness. Any person wanting to volunteer in the Houston County school system MUST receive a security clearance. These forms may be picked up in the school office and must be approved before volunteering will be permissible. The principal or designee will provide an orientation to each volunteer prior to volunteer service at the school.

FIELD TRIPS (not during COVID-19)

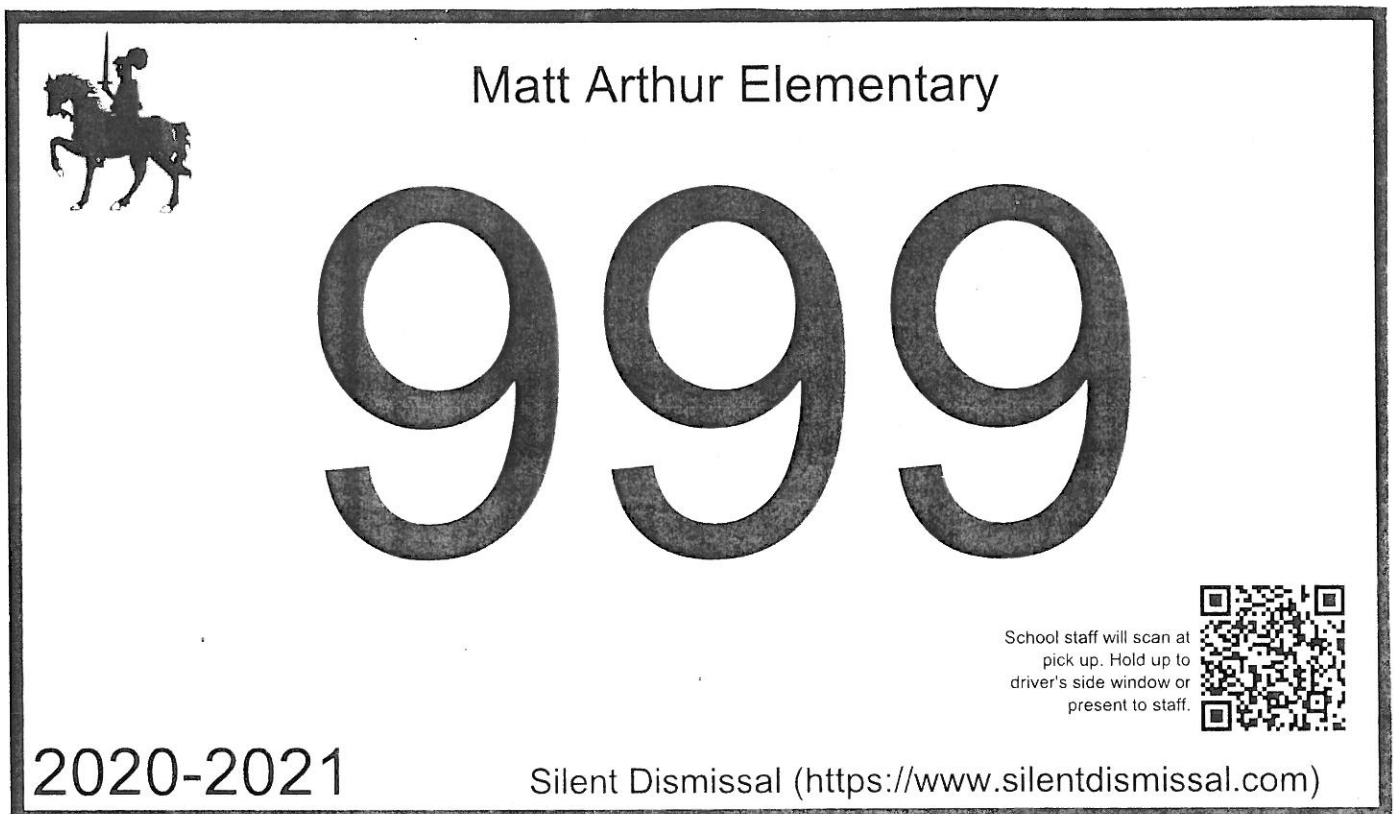
Houston County School Board Procedure: Students participating in school-sponsored field trips **must** be transported to and from the field trip location with the school group on the bus used by the school. **No students should be transported to or from field trips by parents or guardians.**

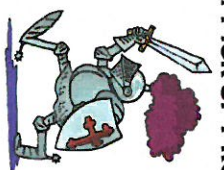
CAR RIDER PROCEDURES 2020-2021

Be sure to have your Green silent dismissal card (cannot be a picture of the card) to pick up your student in the car rider line. If you did not receive a current year silent dismissal number please report to the office with ID to get a number.

Example Card

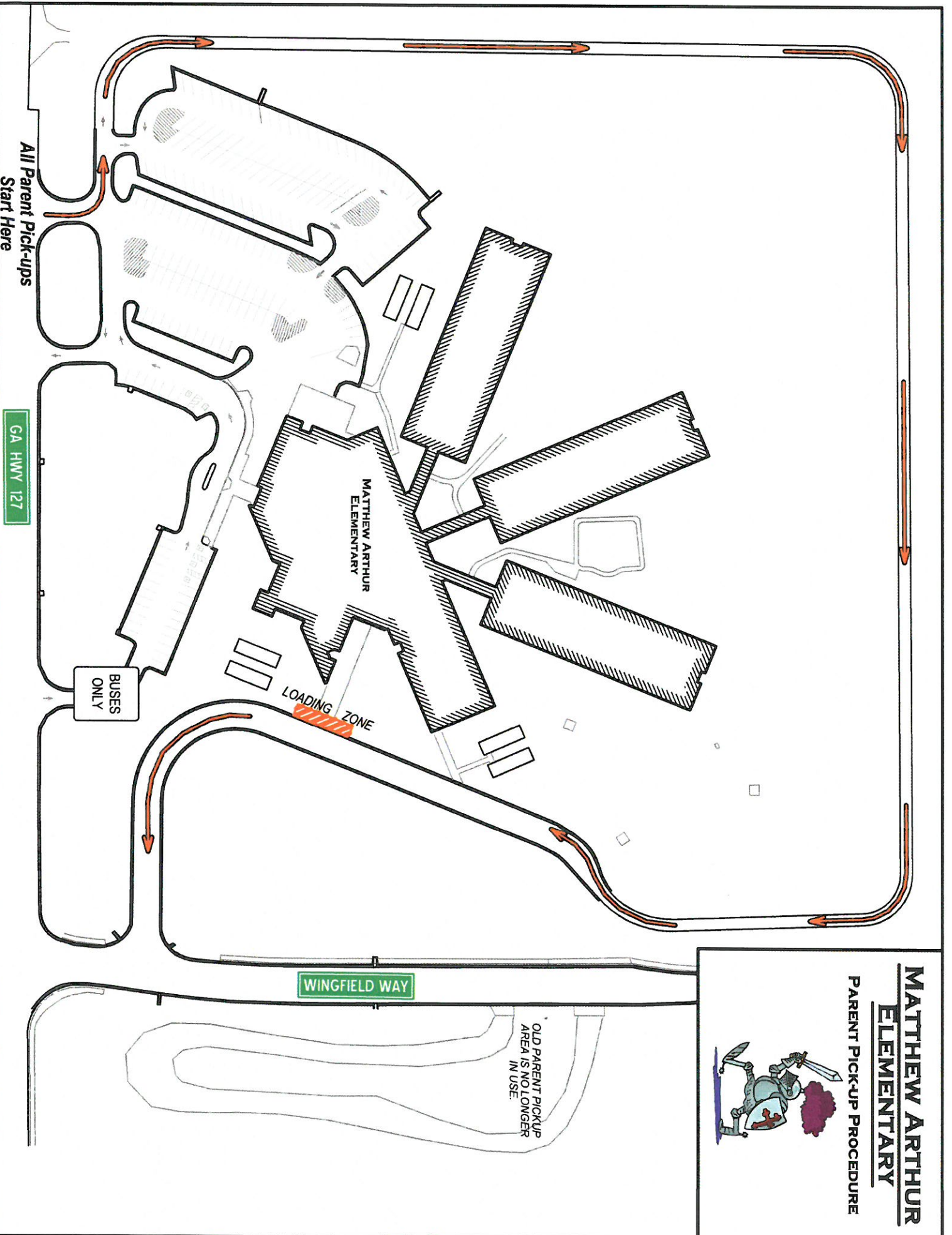
(2020-2021 card color is Lime Green)





MATTHEW ARTHUR ELEMENTARY

PARENT PICK-UP PROCEDURE



• Hip Hop Knights

Faculty Sponsor/Contact: Laura L. George

Membership Requirements: 4th and 5th graders

Financial Obligations/dues: cost of uniform

Mission: To promote fitness in the fourth and fifth grade and to promote cooperation.

Planned activities: performances at various school and community events

• Jumping Knights

Faculty Sponsor: Sandra Albritton, Christen Pass & Heather Topping

Membership Requirements: 4th and 5th graders

Financial Obligations/dues: cost of uniform

Mission: To promote fitness, cooperation and develop coordination in fourth and fifth grades

Planned activities: performances at various school and community events

• Royal Roundtable

Faculty Sponsor: Brittany Campbell and Carley Cain

Membership Requirements: 4th and 5th graders

Financial Obligations/dues: cost of t-shirt

Mission: to promote helping others and promoting leadership in fourth and fifth grades

Planned activities: Treats to troops, Salvation Army Canned Food Drive, Teacher Appreciation

• Partner's Club

Faculty Sponsor: Christy Hall

Membership Requirements: 4th and 5th graders

Financial Obligations: cost of t-shirt

Mission: 4th and 5th graders assist students with intellectual and physical disabilities

Planned activities: Assist students in need, work with Toys for Tots, nursing homes, book drives, and clothing drives

• Art Club

Faculty Sponsors: Jessica Black

Membership Requirements: 4th and 5th graders

Financial Obligations: Cost of t-shirt

Mission: explore creativity after school hours, expanding exposure to the fine arts

Planned activities include but are not limited to: exploring various medium, possible serve projects, making posters to promote various programs at MAES

• Boogie Knights Dance Team

Faculty Sponsors: Brandi McIntyre & Jessica Augsburger

Membership Requirements: 4th and 5th graders

Financial Obligations: cost of uniform

Mission: to help 4th and 5th grade students gain skills in the area of performing arts, learn self-discipline, self-confidence, group cooperation

Planned activities: performances at various school and community events

• Principal's Leadership Team

Faculty Sponsors: VaRee Harrell and Laura Melnick

Membership Requirements: 5th graders

Financial Obligations: none

Mission: to promote positive behavior, team work, responsibility and character

Planned activities: students will be given responsibilities and duties throughout the school such as hall monitors, assisting in media center, etc.

• Chorus

Faculty Sponsor: Anna Schmitz

Membership Requirements: 3rd, 4th and 5th graders

Financial Obligations: cost of chorus uniform \$20.00 (sometimes entrance fees to events)

Mission: to help 3rd, 4th and 5th grade students gain skills in the area of musical performance, learn self-discipline, self-confidence and group cooperation

Planned activities: performances at various school and community events

• STEM Club

Faculty Sponsor: Peaches Tankersley & Melinda Schroeder

Membership Requirements: 3rd, 4th, 5th graders

Financial Obligations/dues: \$30 donation to pay for supplies and \$12 for cost of t-shirt

Mission: to encourage the use of science and technology

Planned activities: math, science and technology projects

• LEGO Club

Faculty Sponsor: Marley Mills and Robin Rooks

Membership Requirements: 1st and 2nd graders

Financial Obligations/dues: \$10 donation to pay for supplies and \$10 for cost of t-shirt

Mission: to encourage the use of stem and engineering in primary grades.

Planned activities: thematic related activities for each month that include outside the box thinking and engineering.

• Good News Club

Faculty Sponsor: Jan Floyd

Membership Requirements: all grade levels

Financial Obligations/dues: none

Mission/Purpose: to promote positive behavior, teamwork, responsibility and character

Planned activities: meetings once a week

• Jogging Club

Faculty Sponsor: Coach Taylor Wilson

Membership Requirements: enjoy fitness and exercise 2nd – 5th grade

Financial Obligation/dues: cost of t-shirt

Mission/purpose: to promote health and wellness and the art of jogging longer distances (endurance building)

Planned activities: jog once a week

• 4-H

Faculty Sponsor: Sadie Carver & Jess Worrell

Membership Requirements: 9 years old and up

Financial Obligations/dues: none

Mission/Purpose: To promote positive behavior, teamwork, responsibility, and character

Planned activities: after school meetings

• Silent Knights

Faculty Sponsor: Kathy Releford

Financial Obligations/Dues: Cost of t-shirt

Membership Requirements: 3rd, 4th and 5th graders

Mission/Purpose: After school group that focuses on teaching students to learn, develop, practice, and improve their signing skills. Our mission is to advance the respect for and appreciation of sign language, promote Deaf culture awareness, and to increase communication with Deaf and Hard of Hearing peers.

Planned Activities: After school meetings and silent dinners

• Knightly News

Faculty Sponsor: Stacy Daly

Membership Requirements: 4th and 5th graders

Financial Obligation/dues: cost of T-shirt

Mission/purpose: To promote skills in the area of public speaking, script writing, video editing and also develop self-confidence and leadership skills.

Planned activities: after school/before school (meeting times and dates vary)