

**McCormick Elementary School**

1123 Sandy Bluff Road Mullins, SC  
29574

Phone (843) 464-3760

Fax (843) 464-3763

<http://mes.marion.k12.sc.us>

**Patricia C. Burch, Principal**

**Direction**

*Marion County School District: Preparing all students to live and work effectively, responsibly and productively within our society.*

**Purpose**

*Marion County School District educates, prepares and inspires students to be productive citizens in a changing global society.*

**Beliefs:** Our motto is **"Believe in Better"** for the 2017-2018 school year. In addition, we believe:

- *All students can become productive members of society.*
- *Education is a partnership among students, families, schools, and community.*
- *Our children are the center of all decision making.*
- *Education should prepare students to succeed academically and socially so they can compete for quality jobs and become productive members of society.*
- *Each person has intrinsic value and worth and is a unique individual with different needs and abilities.*

***This Student Handbook Belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

Dear Parents, Guardians, and Students,

**WELCOME to McCormick Elementary School** where we **T**reat everyone with respect, **E**xemplify positivity, **A**ct responsibly, and **M**aintain safety! It is my pleasure to greet you and extend to you an enthusiastic welcome to what we know will be a very exciting year filled with wonderful learning experiences for our students. The faculty and staff at MES join me in saying that we are happy to have you join the Mustang Family. It is our hope that this will be a successful and productive year for you. We are proud of the partnerships we have established with parents, businesses, and community members. Partnerships assist us in building a better school community for our students and in developing future leaders.

During the 2017-2018 school year, we will continue to implement Positive Behavioral Interventions and Support System (PBIS). Knowing that children are the leaders of tomorrow, this school-wide discipline system will assist us in transforming the culture and performance of MES. We will continue to incorporate the acronym TEAM: Treat everyone with respect, Exemplify positivity, Act responsibly, and Maintain safety! Please review the contents of this handbook with your child. If you have questions that remain unanswered after reading the handbook, please contact the school office at 843-464-3760. We feel that open communication between home and school is an essential component to the success of our educational institution.

Parents are instrumental in the important job of educating the children of this community. We welcome your active participation and support during the 2017-2018 school year and solicit your membership in the P.T.O. Working together, we will be able to reach our collective and individual goals. Together, we will continue to work to Educate, Prepare, and Inspire the students in Marion County School District.

Sincerely,

*Mrs. Patricia C. Burch*, Principal  
“Believe in Better”

## SCHOOL CALENDAR

### AUGUST

16-22 In-Service Day  
21 District-Wide Open House 4 PM - 6 PM  
23 First Day for Students

### SEPTEMBER

4 Labor Day Holiday  
7 Fall Pictures  
22 Early Dismissal

26, 27 & 28 Interim Conferences 4 PM - 6 PM

### OCTOBER

9 In-Service/ Comp/Flex Day  
12 Make up Pictures  
20 Early Dismissal  
26 End of 1<sup>st</sup> Grading Period (45 Days)

### NOVEMBER

1 Report Cards Issued  
10 Early Dismissal (12:00)  
20-24 Thanksgiving Holidays

### DECEMBER

5, 6 & 7 Interim Conferences 4 PM - 6 PM  
19 Half Day Dismissal 11:30 AM  
20-29 Winter Holidays

### JANUARY

1-2 Winter Holidays  
3 Students return  
15 Dr. Martin L. King Jr. Holiday  
19 End of 2<sup>nd</sup> Grading Period  
22 No School/In-Service  
25 Report Card Issued

### FEBRUARY

1 Class Pictures (Pre-Paid)  
16 Early Dismissal/In-Service  
20, 21 & 22 Interim Conferences 4 PM - 6 PM  
23 No School/In-Service

### MARCH

1 Spring Pictures (Pre-Paid)  
16 No School/  
In-Service  
28 End of 3<sup>rd</sup> Grading Period  
30 Spring Break

### APRIL

1 Easter  
2-6 Spring Break  
9 Student Returns  
12 Report Cards Issued

### MAY

8, 9 & 10 Interim Conferences 4 PM - 6 PM  
28 Memorial Day Holiday

### JUNE

7-8 Half Day (11:30)  
8 End of 4<sup>th</sup> Grading Period

### General Information

You may email your child's teacher or any employee by using the first initial of the individual's first name + the full last name. For example, the email address for Mrs. Burch, principal, is [pburch@marion.k12.sc.us](mailto:pburch@marion.k12.sc.us). The school email accounts are accessible by using our website: <http://mes.marion.k12.sc.us>.

### Attendance Policy

#### **Tardy**

Our instructional day begins at 7:45 a.m. When students are tardy, they interrupt class and miss important explanations of what the instructional day. **Car riders should be dropped off between 7:00 AM and no later than 7:30 AM if they wish to eat breakfast.** Children should be in the classroom and ready to begin work before the tardy bell at 7:40 a.m. If students are not in class before 7:40 AM from breakfast or from home, then they are tardy. **When children arrive after 7:40 a.m., the parent must sign in the student in the front office.** The student will then take a tardy pass to the teacher.

#### **Attendance**

All students are expected to be in attendance each day unless they are ill. Students will be allowed no more than ten (10) general absences during the 180-day school year. Of course, situations do occur that prevent students from coming to school. As school officials, we understand that these absences are necessary and, therefore, accept them as excused absences. A note is required for all absences and must be submitted within (5) days from the date of return to school. The note must be signed by a parent/guardian and state the reason for the absence. Legitimate documents for medical excuses must be signed by a licensed/certified health practitioner. Parents are encouraged to schedule health appointments for students after school hours so as to not miss valuable instruction.

Truancy is not permitted under any circumstance. The parents of students with unacceptable or excessive absences or tardies will be called for a Truancy Intervention Plan. A student ages 6 to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered truant as defined by state board of education regulation.

If you must take your child from school before the end of the school day, you must send a note to the child's teacher the morning of the early dismissal.

The note must state the reason for, and specify the time of, the early dismissal. Afternoon dismissal begins at 2:30 PM and car riders will be picked up in the car rider area. **For safety reasons, NO sign-outs will be allowed after 1:30 PM.** Parents of car riders are asked to not park in the car rider area until after 2:00 PM due to safety reasons.

### **Permission to Leave School**

We DO NOT allow students to leave the school grounds without being accompanied by a parent or a designated adult listed on your child's information form. Also, anyone picking up a student will have to present identification before the student is released.

### Academics

McCormick Elementary School serves students in grades three through five. The school organization consists of heterogeneously self-contained classes in all grades. In all English-Language Arts classrooms, emphasis is placed on an integrated approach to reading and writing with a targeted focus on nonfiction text as well. Success in school and working cooperatively are emphasized at every grade level.

Our reading and math curriculum is aligned with the South Carolina College and Career Ready State Standards while our social science curriculum is aligned with the SC State Standards. The state assessment for all subjects will be administered as designated by the State Department of Education. Measures of Academic Progress (MAP) tests will be administered in the fall, winter, and spring to determine student progress over time, as well as ongoing Fountas & Pinnell assessments in reading.

Our students are able to learn and enhance technical and science skills through the usage of the computer lab and software usage in each subject area. We are excited to have a science lab for students to engage in scientific inquiry.

Our Media Center, in addition to specialist teachers in Art, Music and Physical Education further enriches the instructional program at our school. The Master Schedule provides 150 minutes per week of physical education and/or physical activity.

### **Parent Involvement Policy**

Student achievement is significantly improved when parents take an active role in their child's education. The School Improvement Council meets each month to discuss ways to improve the school overall. The Parent Teacher Organization meets quarterly to discuss ways to raise funds to support students and teachers. Our School-Parent Compact also offers ways in which parents can support students at home. Our Parent Liaison is available to assist parents with ongoing workshops to support student learning.

### **Guidance/Character Education**

Our School Counselor visits classes to teach lessons on character, goal setting, decision-making, getting along with others, career awareness, safety, and other important life skills. Small group sessions are offered for referred students to discuss topics such as friendship, managing grief, dealing with feelings, and social skills.

### **Special Services**

Our school has a School Wide Assistance Team which accepts referrals/suggestions from parents and content area teachers concerning students who are experiencing educational and/or behavioral difficulties. Students whose disabilities meet state and federal guidelines will be offered special education services as determined by an IEP committee consisting of the child's parents and school personnel. Please contact your child's teacher, guidance counselor, or administrator to note a parent concern.

### **Health Room Services**

McCormick Elementary School has a full-time nurse assigned to the school. She coordinates the school health program and acts as a liaison between school personnel, community organizations, and medical resources. The health room is set up to assist students with minor first aid and minor illnesses. The school nurse reports illnesses of students to parents and follows the school district policies and the DHEC exclusion policies for South Carolina schools as to whether a student should go home due to illness or injury. Students with a temperature of 100 or above will be sent home. All students are to be fever free for 24 hours before returning to school. In addition, any student who is vomiting will be sent home.

For student safety, we must have your current physical address, working phone number(s), and alternate emergency number on file. The health

room is also where any medication that needs to be taken during the school day is stored. The nurse is trained to assist students with medication during the school day. The school district medication permission form must be completed by a parent/guardian for all medications taken at school and a physician signature is required for all prescription medications. All student medications (including over the counter) must be in the original pharmacy labeled container. All medication (prescription and over the counter) must be brought in by an adult. Please do not send any medication with a student. The parent/guardian must assume the responsibility of informing school personnel of any changes in the medication routine or student's health status.

### **Breakfast and School Lunch Program**

Free meals are available as outlined by the National School Lunch Program. Breakfast and lunch is free to all students.

### **School Insurance**

The district provides free insurance coverage for all students while under the jurisdiction of the school. This insurance is secondary to the parent's primary insurance coverage.

### **School Visits**

Parents are encouraged and always welcome to visit McCormick Elementary School. Visitors must always check in at the office upon arrival to be granted a visitor's pass. Extended visits should be arranged in advance with the principal and teacher. Parent/teacher conferences must be scheduled before school, after school, or during the teachers' planning period.

### **Dress Code**

**Shirts:** Solid white, navy blue or red shirts free of labels, graphics or insignias of any kind, are to be worn daily to school. Turtlenecks are allowed during winter months.

**Pants/capris:** Solid khaki color (below the knee if capri) Free of labels, graphics and insignias of any kind.

**Skirts/dresses/shorts/skorts:** Solid khaki color and no shorter than 4 inches above the knee. Free of any labels, graphics and insignias of any kind.

**Belts:** Black or brown belts must be worn within the belt loops if clothing item was manufactured with belt loops. Graphic belts with metal decorations (grommets and studs) are not allowed.

**Socks:** Matching white, brown, black, khaki or navy socks must be worn. Socks may not be worn over the pant leg.

**Shoes/footwear:** Slide sandals and flip flops are not allowed. Shoe laces, if any, must be white, black, or match the color of the shoe and they must be tied. Boots may not be worn over the pant leg. Sandals (except for flip flops and slides) and shoes with Velcro are allowed.

### **District Policies**

#### **Acceptable Use of Technology**

Marion County Schools supports the use of technology in all classrooms at all levels and in all disciplines. The District expects each staff member and student to use technology appropriately, taking care to make ethical and responsible decisions.

#### **Code of Conduct**

Citizenship in a democracy requires respect for the rights of others. All MES students are expected to conduct themselves in a way that the rights and privileges of others are not violated. The Marion County School's Uniform Code of Conduct is enforced at McCormick Elementary School and throughout our school in the halls, in the car rider area, on the bus, in the cafeteria, at recess, on field trips and in all classes before, during and after school.

#### **Positive Behavioral Interventions and Supports**

MES is a PBIS school and we understand the impact that discipline has on academics. In order to ensure the academic success of our students, we take a proactive and positive approach to managing student behavior. At McCormick Elementary School, we encourage everyone (teachers, parents, students and visitors to **T**reat everyone with respect; **E**xemplify positivity; **A**ct responsibly and **M**aintain safety at all times.

**McCormick Elementary School**  
**School-Parent Compact**  
**2017-2018**

The McCormick Elementary School learning community of teachers, support staff, administrators, and families, have written this compact to outline how the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

***Our School's Responsibilities***

**McCormick Elementary School administrators, teachers and support staff will:**

**1. Provide high-quality curriculum and instruction in a supportive and effective learning environment which will enable children to meet the State's student academic achievement standards as follows:**

Provide targeted academic and behavioral supports to students ensuring all subgroups of students meet their learning targets

Ensure a safe environment conducive to learning

Progress monitoring with formative assessments are used for all students to ensure all students make at least a year's growth in Reading and Math

Curriculum is aligned to State Academic Content Standards

Enrichment activities are provided to enhance and support higher - level learning

**2. Hold parent-teacher conferences in the first nine weeks each year during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

Scheduled conferences are held\_\_\_\_(date)\_\_\_\_\_. Parents and teachers may also schedule conferences as needed throughout the school year.

**3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

Interim Reports are sent home for parents to review four times a year, mid-quarter. Parents are invited to ask questions about their child's report.

Report cards are sent home quarterly. Parents are invited to contact their child's teacher with questions.

**4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

Phone and voicemail

E-mail

Written notes in child's agenda (daily assignment log)

**5. Provide parents opportunities to support their child's education and the education of all students at McCormick Elementary School students by participating in McCormick Elementary School as follows:**

Join children for lunch

Chaperone field trips

Observe classrooms

Join the PTO

Volunteering as a tutor, mentor or activity leader

Assist in an area of the school such as our children's classroom, library and playground

Attend school events such as Open House, performances, field day, etc.

Help to review Title I plans and compacts

Participate on Marion County School District committees

**Principal's Signature:\_\_\_\_\_Date\_\_\_\_\_**

**Teacher's Signature:\_\_\_\_\_Date\_\_\_\_\_**

## ***Family Responsibilities***

**McCormick Elementary School families will support our children's learning in the following ways:**

- Ensuring our children attend school and come to school on time  
Reading and signing student agendas daily
- Helping our children complete their homework to the best of their ability by:
- Encouraging our children to do their best work
- Helping our children understand directions for assignments
- Talking with our children about learning and school in a positive way
- Notifying the teacher when our child has difficulty completing homework assignments  
Maintain contact with your child's teacher
- Attending our children's parent-teacher conferences and other meetings pertaining to our children  
Monitoring amount of television and the types of television programs our children watch  
Participating, as appropriate, in decisions relating to our children's education
- Promoting positive use of our child's time at home and in the community
- Staying informed about our child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate

**McCormick Elementary School families are able to participate in our school by:**

Advocating for our children  
Attending school events such as Open House, field day, etc.  
Attending PTO meetings  
Volunteering as a reading tutor or mentor  
Assisting in an area of the school such as:  
classrooms  
library  
school store  
cafeteria  
book fairs  
Helping to review Title I plan and compact  
Participating on Marion County School District committees  
Attending School Board meetings

**Parent(s)/Guardian(s) Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## ***Student Responsibilities***

**Students will share the responsibility to improve academic achievement and achieve the state's high standards.**

**Specifically, I will:**

Take responsibility for my own behavior  
Come to school with supplies, ready to learn and determined to do my best  
Cooperate, listen, follow directions and ask for help when I need it  
Complete and return all homework assignments  
Read every day outside of school time  
Return all materials that require a parent's signature  
Respect other students, adults and their property  
Take care of my school and do what I can to make it better

**Student's Signature:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## 2017-2018 Supply List 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade

- 5 3-Prong Vinyl Folders (with Pockets)
- 6 Marble Composition Journals (no wires)

ELA, Math, Science, Social Studies, Writing, Reading Response

- 2 Pack loose leaf paper
- 1 5 Subject Notebook (5 Star Mead with Spiral Guard)
- 24 #2 Pencils
- 4 Pack of Yellow Highlighters
- Bar Erasers
- 12 Dry Erase Markers
- 12 Glue Sticks
- A Set of Headphones or Ear Buds

### Classroom Supplies

- 2 large boxes of tissue
- 2 roll of paper towels
- 1 container of Clorox Wipes (unscented)

\*These items may need to be replenished throughout the year—individual teachers will let the parents know when items are needed

\* Please no trapper keepers, thank you.

\* A book bag is optional but does help a student keep their homework and notes together

\* Please only bring to school the supplies that are listed.

## School Uniform Dress Code Information

Shirts: Solid white, navy blue or red polo shirts free of labels, graphics or insignias of any kind, are to be worn daily to school. Turtlenecks are allowed during winter months.

Pants/capris: Solid khaki color (below the knee if capri) Free of labels, graphics and insignias of any kind.

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