

McCormick Elementary School
2019-2020
Student Agenda/Parent
Handbook



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Thomas M. Drew, Principal
Kimberly Hughes, Admin. Assistant
Jessica Fram, Lead Teacher
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School Direction

At McCormick Elementary School, we are preparing all students to live and work effectively, responsibly and productively within our society.

School Purpose

McCormick Elementary School educates, prepares and inspires students to be productive citizens in a changing global society.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Note from Mr. Drew

Greetings MES Mustangs! I am very excited to be your new principal! I hope you are anticipating a successful 2019-2020 school year! Please share and review information found in our agenda/handbook with your parents, especially the information about expectations and our calendar. Go Mustangs!!

PBIS and Mustang TEAM

MES is a PBIS school. We believe that our environment must be safe, secure, positive and caring for all students and staff. As a school community, we must work together as a TEAM to create that environment and we believe the following values to be essential. In order to be successful, we all must show TEAM work.

Treat everyone with respect-how we wish to be treated. Be kind, no put-downs, no name-calling. Exemplify positivity-help others, try to find good in all things.

Act responsibly-follow rules and expectations, make good choices, integrity.

Maintain safety-report things that could hurt you or another Mustang.

Students exemplifying TEAMwork will earn Mustang Bucks and receive Positive Referrals.

Attendance

Students are expected to attend school every day and stay all day. Regular attendance is necessary if students are to make the desired and expected academic and social progress. South Carolina law requires regular school attendance for every child who is at least five years old on or before the first day of September of a particular school year, until the child turns 17 years old.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian or licensed health care practitioner. Excuses must be presented within three days of the student's return to school. The reason and the date of the absence should be stated. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action. In order to be promoted to the next grade, McCormick Elementary School students must attend **at least** 170 of the 180 days school is in session.

School day

Drop off and breakfast begins school days at 7 AM. Breakfast ends at 7:30. Students should be in class by 7:40 for our morning routines with instruction beginning at 7:45. Students arriving **after** 7:40 must be accompanied into the school and signed in by a parent. School is dismissed at 2:30.

Sign In/Out

Students arriving to school late should be signed in by a parent or guardian. Conferences will be held with parents of students being frequently late for school.

Only authorized persons who are listed in our computer system will be allowed to sign out students. Anyone signing out your child will need to present identification.

If you need to sign your child out before **2 pm**, please send a written note to the office first thing in the morning. It is important that we utilize all of our instructional time with as few interruptions as possible. No students will be signed out after **2 pm** without prior permission from the principal.

Truancy

State Department of Education regulations require schools to immediately intervene when a student has acquired **three consecutive** unlawful absences or a **total of five** unlawful absences. School personnel must identify the reasons for the unlawful absences and complete a Student Attendance Intervention Plan with the parents and the truancy officer.

Curriculum

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.

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 enrich the instructional program at our school. The Master Schedule provides 150 minutes per week of physical education and/or physical activity.

Parental Involvement

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. Parents can keep up with how their children are doing by signing up for Parent Portal, attending quarterly interim conferences, contacting teachers via email or by phone. To email a staff member visit our school webpage and click on staff.

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 emergency number(s) 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

All students at MES have access to complimentary meals as outlined by the National School Lunch Program. Breakfast and lunch is free to all students.

School Fees and Fines

The student fee amount for the 2019-2020 school year is \$10.00. No student is exempt from charges for books, materials, supplies and equipment that are lost or damaged.

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: Short or long sleeve style polo shirts will be worn. Color is based on their grade level: **THIRD: black FOURTH: red FIFTH: royal blue** are to be worn daily to school. Tee shirts or short sleeve shirt worn under the polo must be white or the color of their polo.

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

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. If leggings/tights are worn, they must be the same color of their polo.

Belts: Belts must be worn within the belt loops if clothing item was manufactured with belt loops.

Shoes/footwear: Closed toe shoes with heels 1 inch or less must be worn. Shoe strings must be tied, straps must be around the back of the heel. Bedroom shoes/slippers and shoes with wheels should **not** be worn.

Headwear: Hair bows and ribbons are acceptable headwear for girls. Hats (including hoods), sweatbands, bandanas, picks, do rags or sunglasses may **not** be worn in the building. Picks with metal prongs are not allowed.

Jackets/hoodies: We prefer jackets or hoodies that are worn inside the building be the **same** color of their polo shirt.

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.

Electronic Devices

Cell phones and other electronic devices should be left at home. However, if a parent allows their child to bring one to school, it must remain off and away. MES is not responsible for lost or stolen devices. If

a device is confiscated, it will be returned to the parent not the student.

5th Grade Advancement/Awards Ceremony

To be eligible to participate in the Advancement Ceremony 5th grade students will need:

to have a passing yearly average in core subject areas- Math, ELA, Social Studies and Science

all book fines cleared with the media center

all textbooks turned in or textbooks fines cleared

Parents will be notified if their child does not meet criteria.

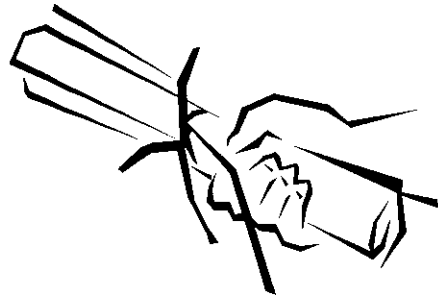
Attire for the ceremony:

Girls:

White or black skirts, dresses, slacks or blouses. White or black dress shoes-no flip flops or tennis shoes.

Boys:

White collared shirts and dark slacks with a dark belt, dark socks and dark dress shoes. Suit and tie are optional. No sandals, slides or tennis shoes.



IMPORTANT EVENTS

AUGUST

- 21 First Day for Students
- 27 School Pictures

SEPTEMBER

- 2 Labor Day Holiday
- 24-26 Interim Conferences 4-6 PM

OCTOBER

- 10 12 PM dismissal
- 11 District In-service day
- 22 Make-up Pictures
- 24 End of 1st quarter

November

- 21 12:00 Dismissal/Professional
- 25-29 Thanksgiving Break

December

- 10-12 Interim Conferences 4-6 PM
- 20 11:30 Dismissal
- 23-31 Winter Holidays

January

- 1-6 Winter Holidays
- 7 Students Return
- 17 End of 2nd quarter
- 20 MLK, Jr. Holiday
- 21 District In-service Day

February

- 13 Class Pictures and 5th Grade pictures
- 20 12 PM Dismissal
- 21 District In-service Day
- 25-27 Interim Conferences 4-6 PM

March

- 6 Spring Pictures
- 19 12 PM Dismissal
- 25 End of 3rd quarter

April

- 6-13 Spring Break
- 14 Students Return

May

- 5-7 Interim Conferences 4-6 PM
- 25 Memorial Day Holiday

June


- 4-5 11:30 Dismissal



Please understand the district calendar may change due to emergencies such as inclement weather. Other events such as report card issuance, PTO meetings, 5th grade advancement, school celebrations and school pictures, will be scheduled during the year and will be announced.

McCormick Elementary School 2019 – 2020 School Supply List 3rd, 4th and 5th

Need to have:

Student Specific Items (Please label with student name) 3 rd , 4 th & 5 th	Class Shared Items (Please do NOT label) 3 rd , 4 th & 5 th
<p>6 Composition Notebooks (for notetaking in ELA (2), Writing, Math, Science, and Social Studies) (3rd, 4th & 5th) (No Wires)</p> <p>1 Graphing Composition Notebook for Math (4th and 5th)</p> <p>5 packs of Pencils (No mechanical Pencils) for 3rd, 4th & 5th and /or Ink Pens (4th & 5th)</p> <p>1 Pack of Markers/Colored Pencils/ 24 count Crayons</p> <p>4 Folders with pockets (plastic is preferred) – for homework or important papers</p> <p>1 Backpack (please no rolling backpacks)</p> <p>1 set of ear buds or headphones</p>	<p>1 pack of Dry Erase Markers</p> <p>4 Glue sticks</p> <p>2 packs of Post-its</p> <p>1 Pack of Construction paper</p> <p>2 packs of loose-leaf paper (wide or college ruled)</p> <p>1 pack of lined and unlined index cards</p> <p>1 pack of cap erasers</p> <div data-bbox="885 1008 1380 1249" style="text-align: center;">  </div>

Nice to have:

(Please feel free to donate one or more of the following to your student's teacher)

<p>2 rolls of Paper Towels</p> <p>2 containers of Clorox Wipes</p> <p>1 box of Zip-loc bags (quart size)</p> <p>2 boxes of Kleenex</p> <p>2 bottles of unscented hand sanitizer</p>	<p>PBIS Prizes: (items can be found at Dollar Tree)</p> <p>Special pencils (with eraser toppers)</p> <p>Special markers (scented, etc....)</p> <p>Water Bottles with Flip-top Lid</p> <p>etc...</p>
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*** Please check with your student's teacher regularly to see that if your student needs supplies replenished. ***