

SLOGAN

Learners Today, Leaders Tomorrow

MISSION STATEMENT

McBee Elementary is a small rural school where parents, teachers, and the community partner together to provide a safe, challenging environment to ensure that all students can reach their greatest potential.

SCHOOL BELIEFS

- All students are can learn.
- High expectations should be set for all students and staff.
- All students and staff are responsible and accountable for their actions.
- Teachers are responsible for providing high quality, research-based instruction.
- Every minute counts.
- School, home and the community share in the responsibility for providing a supportive learning environment.
- Quality education prepares students to become productive citizens.

ARRIVAL AT SCHOOL

- Bus riders will enter the building at the back entrance. They will report to the cafeteria.
- Car riders will enter the building in the front cafeteria entrance. The building will be open at 7:20 am. Students will not be allowed to enter the building next to the office before 8:00 am. Any student arriving after 8:00 will be allowed to use this entrance.
- Students will be considered tardy at 8:00. Parents must come in to sign the student in if they are tardy.

ABSENCES

Students will not be allowed more than 10 unexcused absences per school year. If your child is absent, please send an excuse the day the student returns to school. School District policy states that excuses will not be accepted after 5 school days. Excuses may be turned into the homeroom teacher. State regulations define what is considered lawful and unlawful absences. Parent notes can be written for the first 10 absences. After 10 days, medical notes are required.

Lawful absences may include, but are not limited to:

- Absences caused by a student's own illness and whose attendance in school would endanger their health or the health of others.
- Absences due to an illness or death in the student's immediate family.
- Absences due to a recognized religious holiday of the student's faith.
- Absences due to activities that are approved in advance by the principal.

Unlawful absences may include, but are not limited to:

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parents.
- Suspension is not to be counted as unlawful for truancy purposes.

TARDIES

School will begin promptly at 8:00 am. Any student that enters the building before 8:00 but is not present in their classroom by 8:00 will be marked tardy.

Any parent who drops their child off at or after 8:00 will need to accompany their child into the building and sign them in on the computer.

Please make every effort to have your children at school on time. Arriving late results in loss of instructional time. Excessive tardies may result in a notification to the district's truancy officer.

TARDY POLICY/EARLY SIGN-OUT

3 tardies = Mailed letter

6 tardies = Phone call and a mailed letter

9 tardies = Conference must be held with administration. Truancy plan developed.

12 tardies = Referral to district truancy officer

*Tardies due to medical appointments are excused if an excuse is given to Mrs. Miller

DISMISSAL PROCEDURES

The school day will end at 3:00.

The following procedures will be used:

Car riders will be released from their classrooms at 3:00. Students will report to the cafeteria to await the arrival of his/her ride. No student will be allowed to leave the cafeteria until their ride has been announced by a teacher on duty. Parents will need to get in the line located in front of the school to pick up their children. For safety reasons, parking is not permitted across the street or next to the cemetery. While these procedures may be somewhat inconvenient at times, they are put in place for the safety of our students! All children should be picked up no later than 3:25.

***Phone calls about changing transportation should only be made occasionally, NOT ON A DAILY BASIS. We can not accept transportation changes after 2:30 p.m.**

Bus Riders will be released as soon as the car riders clear the hall. Teachers will escort their classes to the gym at this time. Any student who will be riding home with another student or riding another bus must have a note from home that is approved by Mrs. Demby.

Walkers will be released at 3:00. Walkers that cross in front of the school will gather by the bike racks. Walkers that cross behind the school will gather at the front office. All walkers will wait for school personnel to assist them in crossing the street.

CHANGING A STUDENT'S DISMISSAL PROCEDURE

Please make sure that your child knows how he or she will be getting home before they arrive at school in the morning. We also ask that you limit the number of times that you call the office to change plans. EVERY CHILD SHOULD HAVE A REGULAR WAY TO GET HOME. CALLS SHOULD ONLY BE MADE FOR CHANGES.

We will not accept changes over the phone after 2:30 pm unless there is an emergency. This will give us time to get the messages to the appropriate teacher or student. Classes will not be disturbed to relay messages over the intercom. This is a class disruption and

will not be allowed. State law prohibits class interruptions since they interfere with instruction. Please understand that it is our goal to provide as much instructional time as possible with the least amount of interruptions.

SIGNING OUT YOUR CHILD

Students may be signed out of school by individuals that have been approved by the student's parent or legal guardian. Those approved to sign out a student must report to the office and sign the student out on the computer.

A new procedure has been put in place and will require a valid driver's license for all sign outs.

When students must leave early, the same reasons for excused absences apply. Early dismissals for other reasons will be recorded as unexcused. Excessive sign outs may result in a referral to the school district's truancy officer.

If your child must leave school for a necessary appointment, please send a note in the morning so the teacher can plan accordingly. **It is considered unexcused to leave early for not wanting to wait in the car line, leaving for out-of-town trips, shopping, and reasons other than those listed in the attendance policy.**

While we understand that plans do occasionally change, we ask that you **please try to avoid calling the school to leave instructions for afternoon transportation.** Try to take care of this in advance.

EARLY SIGN-OUT POLICY

3 early sign-outs = Mailed letter

6 early sign-outs = Phone call and mailed letter

9 early sign-outs = Conference must be held with administration to write a plan

12 early sign-outs = Referral to district truancy officer

*Early sign-outs do not apply when a child goes home sick.

Students will not be penalized for medical appointments, but will be required to show excuses.

An early sign-out includes any time a student is called to the office to go home before afternoon announcements for a non-medical reason.

EMERGENCY INFORMATION

Each child should have emergency phone numbers listed on their demographic information on the computer. This information is important so we will know whom to contact in case of an emergency. If you have changes in job, doctor, address, phone number, etc., during the year, please update on the computer or call the school so updates can be made.

SCHOOL SAFETY

VISITORS ARE WELCOME, BUT MUST REPORT TO THE MAIN OFFICE TO SIGN IN.

If a parent wishes to get a student from the class early, they must sign the student out and wait for the office staff to contact the classroom. No person is allowed to visit a classroom or any other area except the office without first getting permission, signing in on the computer, and getting a visitor identification badge.

Outside doors are to be locked from the outside during the school day. They will be open from the inside in order to meet fire codes, but cannot be accessed from the outside.

Teachers and staff members have been instructed not to **let anyone** into their classroom or to remove a student if that person does not have a visitor's badge clearly displayed. The office must have signature documentation of everyone who enters our building, other than authorized employees.

INSTRUCTIONAL FEES

Chesterfield County School District has established an instructional fee rate of \$10.00 for each student in elementary school. This money is used to help purchase supplies and materials in the classrooms. If your child qualifies, this fee may be waived or reduced.

TOYS AT SCHOOL

Toys may not be brought to school unless the student's teacher has given advance permission. Cell phones, radios, ipods, and Gameboys are a particular problem. This also applies to trading cards and trinkets, which have no relation to daily instruction.

CELL PHONES

Cell phones may be at school, but may not be turned on while on school property. The first offense of this policy results in a warning and parent contact. The second offense will result in 1 day ISS and parent notification. Students will then not be allowed to bring a cell phone to school for the remainder of the year.

DRESS CODE

The following rules governing school dress apply:

- Shoes must be worn at all times.
- Pants will be worn at waist level (**NO SAGGING**). Pants that will not stay up on their own must be worn with a belt.
- Short shorts and halter-tops may not be worn.
- Shorts should reach a student's fingertips when they are standing up straight with their hands by their side.
- Obscene, inappropriate, or offensive sayings on T-shirts, distracting clothing/accessories may not be worn.
- Hats, do rags, sweatbands, or any other type of headgear are not to be worn inside the building.
- Clothing or accessories that disrupt classroom instruction may not be worn.

NOTES FROM HOME

Parents should send a note explaining the following situation:

- Absences from school
- Request for early dismissal.
- Request to remain inside during recess or physical education due to illness.
- Permission to go home with another student.
- Permission to ride a different bus (Students will not be allowed to ride a different bus without a parent note).
- Any change in usual transportation.

ASSESSMENT PROCEDURES

Teachers use a variety of assessment tools to continually monitor your child's progress and level of mastery. Some of these include daily work, tests, projects, etc. Any questions you have can be answered by contacting your child's teacher either in writing, REMIND, by phone, or through a scheduled conference.

GRADING SCALE

<u>Kindergarten and Grade 1</u> Skills Checklist	<u>Grades 2-6</u>
	100-90 A
	89-80 B
	79-70 C
	69-60 D
	Below 60 F

REPORT CARDS

Report cards are issued at the end of each nine-week grading period. Mid-term progress reports are sent home halfway into each nine weeks. Please make it a point to know how your child is doing in school. Talk with the teacher, monitor your child's homework and know his or her reading and math levels. Please call the guidance office if you wish to set up a conference to discuss your child's report card.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are an effective method of promoting good communication between home and school. There are four days in the school calendar designated for conferences. Parents can also schedule conferences during teacher planning periods. **Parents will not be permitted to go down to classrooms to discuss matters at times not designated for parent conferences.**

Conferences can be scheduled to discuss academics or behavior. Please try to have at least one conference with your child's teacher this year.

STUDY HABITS

Homework is a means of practicing skills taught by the teacher. A proper environment is helpful to children performing homework assignments. We suggest the following:

- Students should read every night.
- A child should do the work before becoming too tired or sleepy.
- Parents should plan ahead for extracurricular activities of the family so as not to interfere with homework.
- The child should be provided a quiet place with proper lighting. Remember that a well balanced diet, sleep, and exercise are essential for academic success.
- Parents should check Monday newsletter and folder. Parents should also sign up for REMIND text messages.

TEXTBOOKS AND MATERIALS

Textbooks are provided for the students by the state at no charge. However, students must pay for lost or damaged books. A refund will be made to a student who pays for a book that is later found.

All students need paper and pencil each day. Instructional time is lost when children must spend time borrowing supplies. It is a valuable contribution to your child's education to maintain school supplies for his/her use.

MAKE-UP WORK

Students may make-up work missed due to lawful absence if arrangements are made with the teacher immediately after the student returns to school. Work must be completed within five school days of returning to school. Arranging for make-up work is the responsibility of the student.

HOMEBOUND INSTRUCTION

In case of serious injury or illness, arrangements can be made for a homebound teacher to teach students at home or in the hospital. Students are counted present while working with a homebound teacher. If your child should have a serious injury or illness, contact the school so that arrangements can be made for a homebound teacher.

FIELD TRIPS

Field trips are educational in nature and an important part of the learning process. It is crucial that behavior on these trips be exemplary. Students whose behavior throughout the year is lacking in self-control may not be allowed to participate in these field trips. Permission forms will be sent home for all trips. Parents must sign for students to attend. Chaperones that are directly responsible for supervising groups of students will not be allowed to bring older or younger siblings with them. School age children will not be allowed to attend field trips that are not planned for them (For example, a 3rd grader will not be allowed to go on a field trip with their older / younger brother or sister.).

CLASS PARTIES

DUE TO ALLERGIES AND FOOD SAFETY CONCERNS, **no home baked goods** will be allowed.

STATE TESTING

The state testing will continue to be the instrument used to measure student mastery of curriculum standards. The state test will be given in May of 2019. Results from the test will be returned in the fall of 2020.

MCBEE ELEMENTARY DISCIPLINE

To maintain an academic environment, good behavior is mandatory. Listed below are some of the rules that must be followed at McBee Elementary.

- Display good behavior at all times
- Walk in halls, classrooms, and lunchroom
- Show respect towards faculty, staff, and students
- Speak quietly while inside the building
- Obey instructions from faculty and staff
- Give proper care to school property and property of others
- Do not hit or push other students under any circumstances

The following are prohibited objects or behaviors:

1. Any dangerous objects
2. Tobacco products
3. Drugs and alcohol
4. Pornography
5. Unacceptable language
6. Leaving school property without permission
7. Dishonesty
8. Disrespect
9. Cell phones turned "ON" during the school day

10. Fighting (regardless of who initiates fight)

HEALTH POLICY

Students are urged to remain home when they have any type of communicable disease or when they are too sick to attend school. Should they get sick at school, parents will be notified. If parents know they cannot be reached at home, they should keep on file in the school office the number where they can be reached or the name and number of the person who can act in their place.

Minor accidents such as scratches and bruises are treated with first aid. Major accidents will be reported to parents.

If children must take medicine at school, **a medication form must be on file at the school.** This is for prescription and non-prescription medicines.

Medicine must be in the original labeled container.

Parents are encouraged to give over the counter medications at home. Please make sure parents bring all medications directly to the nurse. A medication form must be filled out for these medicines or they cannot be given at school.

All medications must be kept in the nurse's office. Student will have to report to the school office to take medication.

HEALTH SERVICES

MES has a nurse, Jennifer Eddins, on staff. The school nurse or trained staff may administer medications and first aid as long as necessary paperwork and medical information is provided. **If your child's medical information changes please call to provide or send information to the school.** PLEASE make sure the school always has current phone numbers. This is imperative for the safety and care of your child.

PRESCRIPTION MEDICATIONS: We can only administer prescription medications at school with necessary paperwork. **We are required to have a completed form that is signed by the doctor as well as the parent/guardian.** (Forms may be picked up from the nurse/staff). The medication must be delivered to the school by the parent or guardian. The medication must be in an original container with the appropriate label which matches the doctor's order. We may only keep a 30 day supply of prescription pills at school.

***WE DO NOT HAVE A STOCK SUPPLY** of OTC medications. (Tylenol, Ibuprofen) or prescription medications.) This is the responsibility of the parent to deliver these medications to the nurse with a signed permission slip.

Students requiring inhalers or EpiPens at school must have a doctor's order and signature, parental/guardian signature, and an Emergency Action Form completed and signed by the doctor, parent/guardian, and school nurse/staff. These papers can be picked up from the nurse. If you mark on the Student Information Form the student needs an inhaler or EpiPen at school we will need this information as well as the medication. If the student needs special accommodations at school (i.e. in the lunchroom we will need information from the doctor and parent). Inhalers and EpiPens as well as all medication must be kept in the medical room. Students are not allowed to carry medications unless the doctor has provided the necessary information and the student has demonstrated and verbalized proper use and safety requiring the use of the medication.

Over-the-Counter Medications: Students needing OTC medications at school must have their own supply of medications brought to the school from home. These meds must be delivered by a parent or guardian and proper forms completed and signed. The nurse/staff may only administer the recommended amount listed on the bottle. If a student requires more than the recommended dose a doctor's order/ signature is necessary. OTC medications must be in the original container (it doesn't have to be a full bottle but must be the original bottle). The medication provided cannot be expired.

The school is required to have new forms, orders, and signatures each year. Medications must be picked up at the end of the school year. Any medication that is not picked up will be discarded.

What do we do about Fever, Tummy Troubles, Bed Bugs and Head Lice?

Not all parts of childhood are pleasant. Children do get sick sometimes. When a health problem comes to our attention, we try to handle it in a "common sense" way. We ask that children who are running a fever, vomiting, or have diarrhea be kept home for their own good and for the protection of the other children in the school. Students should stay home until they are symptom free for 24 hours. We follow the DHEC Exclusion List regarding illnesses/symptoms that require leaving school and/or staying home. If you have any questions regarding the DHEC Exclusion list please contact our school nurse, Jennifer Eddins, or go to DHEC's website.

LICE: Children with head lice are sent home to be treated so the lice will not spread to others. Sometimes children get lice from sharing hats, combs, brushes, coats, etc. If your child is sent home with head lice, she/he can come back to school once he/she has had a shampoo treatment (please send the label off of the shampoo box to school for proof of treatment) and a recheck by the nurse and another staff member. He/she may return to school when no live lice/nits are present. A second treatment in about ten to fourteen days is required. Products to treat head lice can be purchased over the counter, however oftentimes lice are resistant to these products and prescription strength treatments are necessary. When a child has lice, the home environment must be treated as well. If you need any information regarding treatment of the home please call the school nurse. PLEASE note- anyone can get lice! We do our best to try to prevent the spread of it at MES. Students who have to be sent home because of lice will need to be picked up. They shouldn't ride the bus.

BED BUGS: We often get questions about bed bugs. If a bed bug is suspected or found on a child or a child's belongings, school staff will check the student as well as their school belongings. If the bed bugs are found, we will contact the parent/guardian and inform you of what should be done.

IMMUNIZATIONS: We must have a completed, up-to-date immunization form for each student. If a student has a medical or religious preference that excludes them from getting immunizations we will need the necessary paperwork in place of an immunization form. We will notify you if your student's immunization record is not up to date. The student will be allowed 30 days to get the required shots. If documentation is not received within 30 days, the student will be required to stay home until documentation is provided.