

# MCCORMICK ELEMENTARY SCHOOL

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Ms. Kourtesis ♦ Principal ♦ 5101 Hazelwood Avenue ♦ Baltimore, Maryland ♦ 21206

August, 2018

Dear Parents/Guardians,

We hope that you have had the opportunity to enjoy your summer with your children. We look forward to having the students return back to school on September 4, 2018. There are many activities planned for the school year that we look forward to sharing with you in the near future as we celebrate the spirit of **TEAM McCORMICK**.

As we begin the new school year, we want to minimize behavioral interruptions and maximize student learning in order for your children to receive the highest quality of education that they deserve. Please adhere to the following for Therefore, please adhere the 2018-2019 school year:

**Arrival/Dismissal:** We would like to let everyone know that the school day hours are **8:25 am - 3:15 p.m.** Students will not be allowed to enter the building prior to 8:25 due to the fact that there will not be supervision available. Please plan accordingly for inclement weather as it arises. In addition, **there will not be any early dismissals after 2:30 p.m.** Students entering the school building after 8:40 A.M. will be marked “late”.

**Safety:** Please be reminded that cars are **NOT** permitted to enter the bus loop during morning drop or afternoon dismissal between the hours of 8:00-9:00 A.M. and 3:00-3:30 P.M. Also, there is **no parking** in student drop off lane or fire lanes. Please note the parking lot is for **staff members only**. Please park on the roads adjoining the school property. Please do **NOT** stop for student drop off in front of bus loop entrance or car entrances. This is extremely unsafe. Student drop off/pick up is located on the side of the school building. Pay attention to traffic signs to know where parking is permitted.

We want to ensure that students remain safe as they are entering and exiting the building. Please drive slowly and be mindful of traffic signs. Please be considerate of these traffic rules; we love all of our children and we want to keep them safe.

## **BEHAVIOR AND DISCIPLINE**

As stated in the school pledge, being responsible, respectful, safe, and prepared are the expectations of student behavior in school, traveling to and from home, and on field trips. At the beginning of the school year, each student receives the BCPS Student Behavior Handbook. This outlines BCPS policies and procedures for safety and expectations of student behavior. It also describes the disciplinary measures that go into effect if students disobey the

rules. Students have a presentation from the administration, and then bring the handbook home to read with parents.

**Parents/guardians and students are required to sign and return the last page of the handbook, indicating their understanding of the behavior code.**

In addition, McCormick Elementary continues implementing a school wide discipline management system. This information will be shared with you by your child's classroom teacher at back to School Night.

**Cell Phones:** Students who bring cell phones to school must have them "powered off" and away in their book bags, in their lockers, at all times during the school day. Lockers do not and may not have locks on them at any time. Cell phones must also be "powered off" on the bus. Any student who violates this rule will have his/her cell phone turned into the administration and a parent will need to make arrangements for its pick up. In addition, the student may face disciplinary action. McCormick school and staff are not responsible for any cell phones brought in by students or housed in any location in the school building including lockers; this includes any phones that may be lost, broken, or stolen.

**Visitations to McCormick:** Parent/school connections and involvement are encouraged and supported. We want to maximize student instructional opportunities and minimize classroom disruptions. If you are planning on attending a school function or visiting your child's classroom, please be sure to adhere to the following:

\*All visitors **MUST** sign into the main office with a valid photo ID and obtain a RAPTOR badge that **MUST** be worn at all times while on school grounds. Please state the purpose of your visit to our office secretary. In addition, you will receive an "**Expectations for Classroom Visits**" sheet that will be given at sign in. All classroom visits must be set up in advance with the classroom teacher prior to the visit.

Visitors **must** be respectful of all office and school staff at **all times**. At **no** time may anyone use inappropriate language or raise their voice or he/she will be asked to leave. In addition, if visitor behavior creates a safety concern or a disruption to the school program, a **no trespassing letter** may be issued and appropriate authorities may be contacted. Visitors are role models for our students and we expect respectful behavior from everyone who interacts with them and the staff.

**Lunch accounts:** Please place lunch money on accounts before 10 am. as to not disrupt lunch shifts for staff and students.

### **Dress**

While there is no formal dress code at McCormick, children should be dressed appropriately for safety, modesty, personal hygiene, climate, and consideration of others. Hats are to be removed in the building. Sneakers, tennis shoes, or gym shoes (not sandals or dress shoes) and appropriate clothing should be worn on PE days. In addition, flip-flops are not to be worn by students as they pose a safety concern at recess.

### **Lost and Found**

Please mark all of your child's belongings clearly and check the lost and found located near the cafeteria often. All unclaimed items may be donated periodically to local charities.

**Emergency numbers** – Please make sure “Emergency form” information and information regarding release of students is up to date. We cannot release students to any party if not listed on file or the emergency form.

**Please note:** We will **not** accept phone calls for change of student pick up. All requests must be either in person with appropriate identification and/or in writing and submitted no later than 8:40 AM the morning of the dismissal to the main office. **There will not be any exceptions to this rule as safety and instruction are our main priorities.**

Below, is the name of your child's classroom teacher for the 2018-2019 school year.

We have also included essential bus information in regards to your child's bus stop.

We are looking forward to an excellent year ahead!

Thank you,

TEAM McCORMICK

