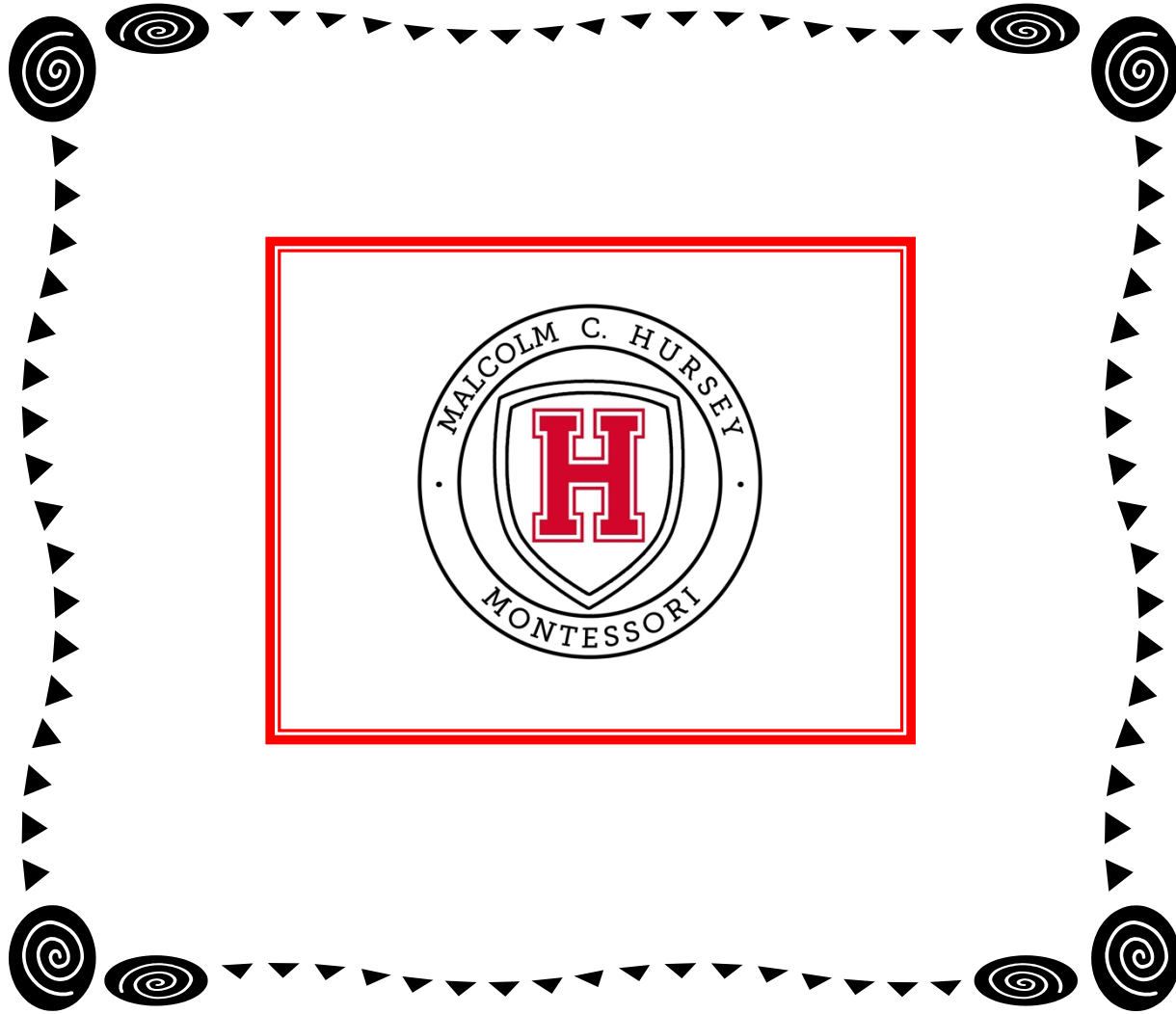


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2019-2020 PARENT/STUDENT HANDBOOK

Charleston > excellence is our standard
County SCHOOL DISTRICT

Charleston > excellence is our standard County SCHOOL DISTRICT

Welcome to Hursey!



Student Handbook

2019-2020

A Title I Funded School

**Malcolm C. Hursey
Montessori School**

4542 Simms St.
North Charleston, South Carolina

Phone:
873-745-7105
Fax: 843-529-3903

Mascot: The Bulldog

Whatever it takes!

Mission Statement

The mission of Malcolm C Hursey Montessori School is to develop invested relationships between students, staff, families, and the community; to create a child-centered, hands-on, prepared environment where all students are high achievers and act responsibly as global citizens; to learn together in a professional learning community; to provide a positive climate and culture, where respect for self and others through grace and courtesy and a passion for learning are felt, heard and seen.

Hursey Montessori is a school-wide Title I school based on our percentage of students on free/reduced lunch. This is a federally funded program. Our funds are used to reduce class size and ensure appropriate resources are available to each student. If you are interested in serving on the School Improvement Council and/or the Title I planning team please contact Dr. Schavel, the Principal. A copy of the Title I plan is available in the main office and in the Media Center.

**Office and School Staff for the 2019-2020
School Year**

Principal: Dr. Timothy G. Schavel

School Secretary: Carol Mazurek

Attendance Clerk: Margaret Atwood

Lead Teacher: Alexander Martin

Nurse: Leslie Hall

School Counselor: Judith Hearons

Mental Health: Tieshia Daniels Stoney

Psychologist: Jamie Bussard

PTA President: Susan Ash

Cafeteria Manager: Cassandra Drayton

Day Porter: Mikial Corley

On behalf of the faculty and staff of Malcolm C. Hursey Montessori School, I extend a warm welcome to you as we begin a new school year. We look forward to working with you to support your children as they grow and develop as individuals in our Montessori environments.

As a parent or guardian, you play a unique role in your child's success. An understanding of the Montessori philosophy and the roles played by teachers, students and family will help to establish consistency between the children's home life and school life. Please use this handbook to become familiar with Hursey.

Hursey provides a high-quality Montessori education, based on the philosophy and methodology of Dr. Maria Montessori. We adhere to the "Essential Elements" of a quality Montessori Program as identified by the American Montessori Society.

- Multi-age classes
- Teachers with credentials from an accredited Montessori program
- Full complement of developmentally appropriate Montessori learning materials
- Montessori instructional approach throughout the program

We look forward to a wonderful school year, filled with promise and possibilities.

Timothy G. Schavel, Ed.D.
Principal
Malcolm C. Hursey Montessori School

Attendance

Attendance is a requirement for promotion. Student attendance also impacts Hursey Montessori's Adequate Yearly Progress (AYP). Students may not be eligible for promotion if they have more than ten *unlawful* or *unexcused* absences. The school office must receive a valid excuse (a note), written by the parent, guardian or doctor within three days after the student returns to school. Emails and texts are not valid excuses. This excuse (note) must contain:

- Student's name
- Teacher's name
- Date(s) of absence
- Specific reason for absence
- Signature of parent or guardian
- Phone # for parent

Attendance conferences will be held with parents of children who exceed the South Carolina Attendance Regulation Laws. Student attendance is monitored very closely. Please read the Student Code of Conduct and Attendance Policy in your child's beginning of the year packet. Students attending less than 50% of the school day will be marked absent, and will need a note to excuse the absence.

Please remember that your child's attendance is extremely important to the performance of our school. Our school must meet certain attendance requirements through the students and the staff. Please have your children at school every day.

Bell Schedule

7:00-Student Arrival

7:10-7:30- Breakfast is served

7:25- School Starts

7:35- Tardy Bell, parent must sign in student in the front office

7:40-News Show begins

1:45-No more transportation changes taken

2:15-Dismissal of car riders

2:20-Dismissal of bus riders and day care

2:25-Dismissal of Walkers

Students will not be dismissed after 1:45 and changes in the end of the day transportation will not be made after 1:45.

Breakfast and Lunch

Breakfast will be served from 7:10 until 7:30 in the cafe. Accommodations will be made for students arriving on **late buses. Unfortunately our policy does not allow us to accommodate students that arrive after the tardy bell.** This is the Charleston County Food Service policy. Questions regarding Food Service should be directed to our cafeteria manager. Students should


report directly to his or her room at the direction of the staff on duty throughout the school.

The cafeteria will begin serving breakfast and lunch on the first day of school.

Free/Reduced Lunch

For 2019-2020 Students will not be charged for breakfast or lunch based on our CCSD Grant.

Bus Discipline Policy

Durham Bus Services and the  bus drivers have the responsibility to provide your family with safe transportation to and from school. Therefore, it is extremely important for students to show behavior that allows the bus driver to provide his/her service in a safe manner.

Students should follow the expectations explained in the Student Code of Conduct in order to show peaceful transportation on the bus and at the bus stops. Transportation to and from school is a service delivered to your family free of charge and is an extra service.

In order to maintain safety on the bus, service will be denied to students that cause a danger to the safety of others by acting in ways that distract the bus driver or show disrespect to others or school property.

The following progressive discipline schedule will be in place for this school year:

- ❖ First referral from the driver: Verbal warning and referral sent home for signature, review of bus expectations.
- ❖ Second referral: Verbal warning and referral sent home for signature, review of bus expectations.
- ❖ Third referral: **One day suspension** from the bus service
- ❖ Fourth referral: **Two days suspension** from the bus service.
- ❖ Fifth referral: **Three days suspension** from the bus service and warning letter sent home warning of removal from the bus for the rest of the year.
- ❖ Sixth referral: **Bus riding privileges denied for the remainder of the year.**



Any time a student is suspended from the bus it is the responsibility of the parent to provide transportation for the student to get to and from school.

STUDENTS WILL NOT BE ALLOWED TO RIDE ANY BUS OTHER THAN HIS/HER REGULAR BUS BY A PARENT AND APPROVAL OF THE PRINCIPAL.



Students may also lose bus riding privileges for the year by demonstrating behavior that is extremely dangerous to others on the bus or in public.

To report problems at the bus stop contact the North Charleston Police department. To report problems with the route or the bus driver contact Durham Bus Services at 843-745-7083.

Check Policy

At this time we are unable to accept personal checks for anything. We will notify you when this changes.

Corporal Punishment

Corporal punishment will not be used as a disciplinary action at Hursey Montessori School.

Daily Arrival/Daily Dismissal/Early Dismissal

Before School Program Hursey Montessori is looking into providing an early morning before school program this year. The program would be from 6:45-7:00 daily.

Arrival *Adult supervision at Hursey Montessori begins at 7:00. Students should not be dropped off before this time due to the lack of adult supervision.*

For this reason, the school will not be responsible for students left unsupervised by parents before 7:00. It is the responsibility of the parent to ensure supervision before school hours. Bus students and car riders will enter the building through the café door until 7:35. After 7:35, students enter through the main entrance.

Dismissal The office will not interrupt classes to deliver transportation messages to your child unless it is an emergency. **There will be no change of**

transportation messages taken or delivered after 1:45. Please make sure your child knows how to get home in the afternoon before leaving for school in the morning. Students will be dismissed at 2:20 P.M. Parents are asked to arrive promptly to receive students.

Arrangements should be made for students to be picked up from the school by 2:45. There is no one to provide supervision for students who are waiting on a ride. At 2:45 all students that have not been picked up will be sent to Kaleidoscope. ***Parents that are consistently late could be charged a late fee by Kaleidoscope.***

Car riders will be dismissed with their teachers in the car rider pick up location. Classroom teachers will line students up in assigned areas on the basketball court and listen closely for car rider names to be called. Students are expected to sit in their assigned areas quietly so that numbers can be heard by the teachers.

After School Program: The program will start the first day of school. It will be income-based on a sliding Title I school scale. **Please contact the Kaleidoscope Office for more information.**

SATTIN YOUNG sattin_young@charleston.k12.sc.us

Early Dismissal Students will only be dismissed from the office at the request of the student's parent or guardian. ***Please be prepared to show identification during the sign-out procedure. This is for the safety of your child and is county policy. Only the individuals***

*listed on the child's emergency card will be allowed to sign students out of school. **Students will not be allowed to be signed out after 1:45. Parents will be asked to wait until school is dismissed to pick up students. Early dismissal will negate perfect attendance.***

Dangerous Weather

In case of sudden, extreme weather conditions (hurricane, flooding, tornado, etc.), school may be dismissed early. A form will be sent home at the beginning of school for you to indicate your preference for emergency dismissal. If inclement weather occurs during the morning hours, there may be a "two-hour delay" called for by the superintendent. Students should not report until 9:30. No breakfast will be served.

Discipline

Our school uses Peace Education and Positive Behavior Interventions and Supports, (PBIS), school wide. We also follow the Charleston County behavior policies outlined in the Student Code of Conduct. At Hursey, we have a set of expectations called "The Three B's".

The School Wide Expectations are:

Be Respectful
Be Responsible
Be Safe

When expectations are not met, a number of consequence options may be given. The school has a number of support services in place to help struggling

students. Our school offers a full time mental health specialist, a school counselor, and a Lead Teacher. Their services are provided to students in learning to adhere to school expectations. Shared responsibility is an option that would require you to spend time in school with your child. According to CCSD policy, the fact that a parent may miss a day of work is not considered a reason for not participating in shared responsibility. Automatic office referrals and suspensions include infractions such as fighting and blatant disrespect. If your student has difficulty with his or her behavior, you will be contacted by your child's teacher, school staff or administrator.

Parents are responsible for:

- setting limits
- tutoring their children in ethical standards
- expecting children to be responsible for their actions
- communicating high expectations to their children and expecting them to be careful listeners
- actively participating in learning in order to ensure student achievement

Students are expected to:

- respect themselves, others and all property
- assume responsibility for his/her actions
- strive to become the very best person he/she can be

Dress Code

The goal of our dress code is to provide parents and students with a wide variety of clothing options, while ensuring that student attire does not interfere with instruction. All students are expected to wear appropriate clothing that complies with the CCSD Code of Conduct. Part of the Montessori philosophy is showing a sense of individuality and we want to give our children the opportunity to do so.

Hursey Montessori Shirts are available for purchase to show school pride. Spirit Days are on select Fridays and students are asked to wear school shirts then.

Thank you for ensuring that your child adheres to our dress code policy.

- Shorts and skirts must be at least as long as the child's pinkie fingertips when arms are fully extended beside their legs.
- Leggings/Jeggings and spandex *may not* be worn as an outer garment. Shorts/skirts of fingertip length *must* be worn over them and cover the bottom.
- Halter tops and tops with spaghetti straps are not allowed. Shirt straps must be at least the width of two fingers.
- Clothing must fit properly: not oversized or too tight, and pants must fit at the waist.

- No jeans/pants may be worn that has skin showing above the knee.
- Students should not expose their chest/cleavage or midriff (in standing or sitting positions).
- Underwear and undergarments of any type must be covered at all times.
- Boys may not wear white t-shirts/undershirts or sleeveless shirts as outer garments.
- Athletic shoes are permitted, and should be worn on PE days especially.
- Shoes with a closed toe are required (backless shoes and those with greater than a 1/2" heel are not permitted).
- Hats, bandanas, or headgear are not allowed (hats may be worn at recess on cold days).
- Clothing and accessories may not display profanity, suggestive phrases, weapons, and/or offensive/inflammatory graphics or statements.
- Any attire, bracelets, necklaces, accessories, etc. that are determined to be unsafe or a distraction to the learning environment are not allowed as determined by the teacher. These items may be confiscated and returned to the parent/guardian.
- Perfumes and colognes should not be worn as some students can be highly sensitive to them.

Emergencies

Emergency cards will be sent home on the first day of school and then throughout the year. Please fill these out completely and return them with accurate information as quickly as possible. Please provide the school with a working number where you can be contacted, as well as the number for the family physician in case of emergency. This information needs to be kept current. **If you cannot be reached during the day**, please list someone with a working phone and has transportation that will be responsible for your child's emergency care.

Grading Policy

Montessori Primary/LE/UE	Montessori 7 th & 8 th Grade
*Separate CCSD Montessori report card is given	100-90 A
	89-80 B
	79-70 C
	69-60 D
	59-0 F

Expectations for Behavior

We have established school-wide expectations for the behavior of students while they are at school. Students are given on-going instruction concerning expectations

and possible consequences within our plan. When students experience difficulties with these expectations, the teacher will follow a pre-established plan to help the student work through the problem. Students that follow our school expectations will be invited to regular school celebrations such as dances, assemblies, field days, etc. Our intent is to be positive, proactive, and preventative in our system of management. We appreciate you working with us and supporting this approach as we strive to make each classroom and our school a safe and productive educational environment for every student.

Guest Policy

You are welcome to be a guest at our school at any time. All guests are required to stop in the front office upon arrival to Hursey to receive a Guest Pass. Please remember, no parent conferences can be held during instructional time periods. Call your child's teacher ahead of time to schedule an appointment. Please bring ID to receive a guest pass.

Gum and Candy

Students are not allowed to eat candy or chew gum at school, on school grounds or on the school bus. Please have them leave all candy and gum at home.

Head Lice

If a student is found to have live head lice at school, someone will be required to pick the child up from school. The student cannot return to school until he/she has been treated and can show proof of treatment. If a student has nits (eggs) at school, the parent will be contacted and the student must be treated before returning to school the next day. If a student is absent from school because of lice, this is not an excused absence according to the Attendance Regulations of South Carolina. Please take care of lice appropriately to prevent the spread of lice from one person to another.

Homework



Homework that is given will be a review of information already presented to students. Students are to read every night! *Parents may request an alternative individual novel for reading projects*

Legal Issues

If a child reports that there is any type of abuse taking place, liability requires that we report the incident to authorities. The school is a mandated reporting agency, even if there is only a suspicion.

Medication

Parents are to bring all medication to the clinic to be dispensed. We must have a signed permission form

from the parent and the physician before any medicine can be given to the student. These forms are available from the nurse. The instructions on the medicine will be followed. Aspirin can be given in the clinic/office with permission of a parent. See our school nurse for further information about other over-the-counter medications.

Media Release Forms

All students appearing on film, in the newspaper or in the yearbook must have a media release form signed by a parent or guardian. This form is sent home at the beginning school year.

Nurse/Clinic

Students that are sick will be sent to the clinic with a pass to see our nurse. Any student that is vomiting or running a temperature of 100 ° or more is required to go home. The student cannot return to school until he/she has been fever-free for 24 hours. Students that are sick in the morning should stay home. Parents will be notified if students are hurt during the school day. Oftentimes, this call is made just to keep parents informed.

Parent/Teacher Communication

Teachers will regularly keep parents informed of their child's progress through the use of Communication Folders. Please review the paperwork, sign the appropriate sheet if applicable and return as soon as

possible so the teacher can begin preparing it for the next week.

It is expected that parents meet with their child's teacher at each grading period, four times during the school year. If a student is in danger of being retained in his/her present grade, the parents will be called in for a conference with the student's teacher prior to the end of March.

If a parent wishes to speak with a teacher about academic or behavior problems, the parent is to contact the teacher to plan a conference. Conferences are held during the teacher's planning time, before or after school. Please come to the office immediately upon arrival in the building to sign in.

Parking

Please leave handicap parking spaces for those who need it, including the space between as well.

Parties

Class parties will be held at 1:30pm. They should be minimal. CCSD recommends parties only before winter break and at the end of the year. Birthdays can be celebrated by a snack at lunch. Montessori teachers must approve celebration of life programs.

PTA

Why Your School Needs a PTA!

We need the Power of Volunteers. Shrinking budgets, curriculum cuts, increasing class sizes, government mandates- the challenges of delivering quality education are daunting, to say the least.

PTAs Benefit Everyone. PTA addresses issues that are important to public school administrators and parents. We fight for the same thing—full funding, quality teachers, and capabilities for schools to thrive. Membership is open to everyone!

Here are just some of PTA's benefits.

Leverage Volunteer Power. PTA organizes hard-working and dedicated volunteers. Parents are ready and willing to help implement school improvement programs. All you need to do is ask and give a little direction.

Improve Communication. Frequently, one of a PTA's responsibilities is coordinating production of a school newsletter and information fliers, keeping the entire school community informed of current events, issues, and accomplishments. In addition, regularly scheduled meetings are an opportunity for information to be shared with members.

See Measurable Results. More than 85 rigorous academic research studies conducted through over 30 years of research prove that kids do better when parents

are involved. Grades are higher. Test scores improve. Attendance increases.

Discover More Dollars. Local PTAs are self-funding. By inviting the entire school's parent community to join, they generate membership fees to pay for programs. Local PTAs often organize fundraising events. Proceeds support school-based programs, building maintenance and improvements, and educational and social events.

Boost Children's Well-Being. PTAs focus on what students need to be successful in their learning, including nutrition, health, and well-being. Whether it is school safety, physical fitness, or healthy breakfasts, PTA works with school administrators to ensure that children are prepared to succeed.

Enjoy Informed Parents. Perhaps one of the most important benefits is that involved parents understand the challenges schools face and become part of the solution. They support improving education, both locally and legislatively. By developing a closer relationship with parents, student achievement improves, and the school develops a positive reputation in the community.

This group of parents is vital to our school! PTA meetings will be held throughout the year. Reminders will be sent home with students in the Communication Folder.

Registration

All students who attend our school must complete a registration form. A birth certificate, South Carolina Immunization record and 2 proofs of residency are required. The school will request records from the student's previous school. Please see the attendance clerk in the front office for more details.

Tardy Policy

Students must be on time to reduce classroom disruptions. Any student (except bus students) that arrives after 7:35 for any reason must be **signed in by a parent. Parents of tardy students must come into the office with their child(ren) to sign them in.** Bus students will not be marked tardy if it is a bus problem.

Telephone

Pupils are not allowed to use the phone except in emergency situations. Messages for students will be taken in the office for emergency situations only. Please make all arrangements for transportation and after-school care prior to sending your child to school.

CELL PHONES ARE NOT ALLOWED TO BE IN THE POSSESSION OF STUDENTS DURING THE SCHOOL DAY.

If the student has a cell phone and it is lost, stolen or damaged, the school will accept no responsibility for the

phone. If the student is found to be using a cell phone unauthorized, the phone will be taken and returned to the parent.

We also ask that parents refrain from using cell phones while in the office or while in the school building.

Technology/Internet Guidelines

A copy of the Technology and Internet Guidelines must be signed by the parent, student and student's teacher. This form is sent home at the beginning of the year.

Textbooks/Chromebooks

The textbooks/chromebooks are assigned to each student in grades 1st-8th using a system much like the system used in libraries. Students are assigned specific numbers found on each book or device. When a student leaves our school the books that are assigned to them need to be returned to the teacher. Students are responsible for the cost of any lost book. Students are also responsible for any books that are missing; the book number is found on a sticker on the back of the book. If the sticker is missing, the student will be responsible for a lost book fee.

Toys and Electronics

Students must leave all toys and electronics at home. All confiscated items are given to Dr. Schavel will only be released to a parent. *The school is not responsible*

for the loss or the theft of any toy or electronic item (Digital devices, PSPs, Ipods, etc.) brought to school.

Transfers/Withdrawals

When a student transfers from Hursey Montessori, parents are asked to give the school at least 24-hour notice. Records will be forwarded to the new school upon request. We cannot give records to parents. Withdrawal forms are available in the office.

Transportation

Safety is always a primary concern at our school.



Riding the school bus is a ***privilege***. Any behavior that risks the safety of the students or the driver on the bus is grounds for removal from the bus. Removal from the bus may be from one day to the remainder of the school

year. Transportation is the responsibility of the parent if a student is suspended from the bus for any length of time. Student absences due to bus suspensions are considered unlawful. The Durham Transportation supervisor is in charge of bus routes, drivers, late buses, and school bus regulations. Students are to ride a bus only if they live in the bus zone.

Students may ride bicycles to school. Students are to walk bicycles once they reach school grounds. Bicycles are to remain in the bike racks until students have been dismissed for the day. Bicycle riders should also follow the directions of the crossing guard. Locks and other

security measures are the responsibility of the parents and child. The school cannot be responsible for lost or stolen bicycles. Bikes left unlocked could be stolen!

Parents that have concerns regarding bus drivers, bus stops or routes should contact Durham Bus Services at 873-745-7083.

Vandalism/Defacing School Property

Vandalism by defacing school property can be a reason for suspension. Examples of vandalism include (but are not limited to) writing on any of the surfaces in the school with anything, breaking school property, and littering, etc. Parents may be required to pay to repair or replace any item that is damaged or destroyed. This includes damaging property on school buses.

Volunteers

Parents are welcome to come to school to help in the classroom or on field trips. There are also several committees that need parent input and participation. Parents have the opportunity to serve on the School Improvement Committee, the Title I Planning Committee, and being an active member of the PTA. All that's needed is your address and an announcement of your interest so that we can notify you of the meeting times and dates.

Early Dismissal of Students

All adults will be asked for identification whenever a student is being withdrawn. Please be sure to list any

adult that is allowed to sign out your student on the Student Emergency Form. Anyone not listed on the form will need to have additional permission from you in order to withdraw your student. Early pickups, as well as tardies, count against perfect attendance.

Please do not be upset when you are asked to produce identification. Remember, this is for the safety of your children

Please remember students will not be allowed to sign out after 1:45. After 1:45, parents will be asked to wait until students are dismissed from school.

We are glad you are a part of our family and we look forward to a Great Year! Please contact the school at 843-745-7105 if you have any questions.

Whatever it takes!

Signature Page

By signing below I certify that I have reviewed and understand the policies outlined in the Student Handbook at home and at school.

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date