

MEMMINGER ELEMENTARY IB WORLD SCHOOL



STUDENT HANDBOOK 2022-2023

Mission Statement

Memminger Elementary is an innovative and inclusive community committed to embodying the attributes of the IB learner and becoming internationally-minded citizens. We are committed to providing safe, positive, high quality academic experiences that prepare students to meet the new challenges of tomorrow and create positive change in our community and the world at large.

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Dottie Brown, Principal
Cherie Wash, Assistant Principal
Samantha Spencer, Assistant Principal

Application to Attend Memminger Elementary

Students living outside of the MES attendance zone who are not currently attending MES MUST complete CCSD's School Choice Application Process.

Application information is available on the CCSD website and at the MES profile page.

ccsdschools.com/schoolchoice

Please be reminded that you MUST go through the application process if your child is currently enrolled in child development (4 year olds) for your child to attend kindergarten at Memminger.

MES School Expectations

1. Be on time, in uniform, and ready to work.
2. Be polite and show respect for all students and adults.
3. Respect the property of the school and the property of others.
4. Students should not bring valuables to school. Memminger will not be responsible for lost, stolen, or damaged items.
5. Cell phones should not be used during instructional time. Cell phones should remain in back packs unless authorized by a teacher.
6. Students may not bring toys, pets, or electronic games/devices to school without permission of the classroom teacher and/or administrator.

School Hours

Students may arrive at school at **7:50 AM**. The school day begins at 8:15 AM. Dismissal is at 3:15 PM each afternoon. **There is no supervision at the school until 7:50 AM. Please do not drop your child(ren) off before that time.** Homeroom teachers will be in their classrooms to greet children at 7:50 AM. Students will be dismissed at 3:15 PM and students not picked up by 3:45 PM may be sent to the Kaleidoscope program and will be required to pay a fee. All fees must be paid directly to the Kaleidoscope Director. Parents may receive more information about Kaleidoscope by calling the director at 843-856-2377.

Attendance Policy

School Achievement begins with regular attendance. Parents/guardians must ensure that all school-age children in their care are in school and on time every day. The South Carolina State Department of Education requires that a student attend at least 170 days of the 180-day school year. **THREE consecutive unexcused or a total of FIVE unexcused absences, is considered TRUANT. All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. All excuses must be received in writing and contain the following information:** student first and last name, number(s), dates of absence(s), and documentation of the reason for absence.

Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by an official medical or legal documentation. Excessive absences will result in attendance intervention; Any student that accumulates more than ten absences faces the possibility of being retained.

Tardy Policy

It is very important that students be on time at the beginning of the school day. Schools are required to admit students regardless of their arrival time.

However, students who report late (after 8:15 a.m.) are required to report to the main office to obtain a late pass before being admitted to any classroom or other school area. Reporting to the office is very important in making sure that the student is recorded as present. **Students must attend school for three and one-half (3 ½) hours in a school day to be considered present for that school day.** Students are not to leave school grounds once they have arrived at school. **Excessive tardiness (habitually arriving late and/or leaving early) will result in attendance interventions developed by the school truancy team.**

Early Student Sign-Out

For the safety and security as well as the instructional integrity of the school, students will not be released from class after 2:30 PM, except in the case of emergencies and unforeseeable or unavoidable circumstances. With this in mind please schedule appointments accordingly. If a student is being signed out before 2:30 the child will not be released until the parent/guardian has physically checked out the student in the office with proper identification. Students will not be allowed to leave with an adult who is not listed on the emergency card.

Alternate Transportation Arrangements

Your child is required to have a note signed by the parent if afternoon transportation plans change. **NO PHONE CALLS TO CHANGE TRANSPORTATION ARRANGEMENTS WILL BE TAKEN AFTER 2:30 PM EACH DAY.** Your child will be expected to go home by the usual means unless there is an emergency. Students will not be allowed to ride a bus other than the one to which they are assigned. Students will not be allowed to ride the bus home with another student without a written request from a parent. Requests must be turned in to your child's teacher and Ms. Spencer. If you must make a change in transportation during the day due to unforeseen circumstances, please do so through an email or text, so that we have a written record of the request.

Bus Transportation

In the operation of school buses, our first concern is safety. Good behavior of the students transported is necessary for safe operations. Good discipline on school buses requires the cooperation of both the students and their parents. Therefore, you are earnestly requested to remind your child(ren) of the importance of following the established rules of behavior while on the bus. The instructions of the bus driver must be heeded at all times. **Student misbehavior on the bus may result in suspension or permanent loss of bus privileges.**

School Telephone

A teacher cannot be called away from his/her classroom to the telephone to conduct a conference. Parents/Guardians should send a note to request a conference or to request that the teacher give the parent a call. Please follow the procedure outlined by your child's teacher for communication. Students are not permitted to use the school phone during the school day except in cases of emergencies.

From 7:45 AM until 8:15 AM is a very busy time in the school office as we try to report accurate attendance and prepare our students for a successful school day. We will do our best to respond quickly to your phone calls, but keeping calls to a minimum during that time would be of great help to us. The same is true of the time between 2:30 PM and 3:15 PM. If at all possible, limit the phone calls to emergencies only during the above mentioned times.

Visitors

Visitors are welcome in the school. In order to make our school a safe place for children, visitors are **REQUIRED** to check in through the front office with proper identification before going anywhere in the building. Visitors will receive a badge when they sign in which must be worn at all times while in the building. When dropping off items, leave them in the office and they will be delivered to your child's classroom. **Adhering to this policy is crucial for the safety and protection of our students.**

Conferences

Effective home/school conferences boost family/guardian involvement in our school and help promote positive outcomes for students, families, and teachers. Families and teachers may request conferences that are not on the district-designated conference days. These dates and times are best arranged between the teacher and family so that all schedules are considered. Please refrain from contacting your teacher during instructional time.

Home-School Communication

Please check your child's folder/agenda each day for communication from the teacher or school. Likewise, parents/guardians can send notes to the teacher by including them in the folder or agenda. Important school information will also be shared via phone and/or email through **Parent Link**. Additionally, our website is updated frequently with school information.

Parent Link is a phone system used by CCSD and Memminger in order to keep parents/guardians up-to-date with announcements. In order to receive these messages, you must have a current phone number or email on file with the MES office.

Parent Portal

Charleston County School District now conducts registration and re-enrollment through the parent portal. Parents are able to monitor their child's attendance and grades through the portal. If you are having issues accessing it, please contact the school's Data Clerk.

Homework Policy

It is the policy of the Charleston County School District that regular and meaningful assignments are educationally valuable and necessary. Homework is assigned to enrich and reinforce concepts and skills that have been introduced in the classroom. All students are expected to read/be read to every day as part of the homework assignment. Any questions regarding home-work should be addressed with the classroom teacher.

Grading Policy

Student progress will be reported halfway through each quarter (Interim/Progress Reports) and at the end of each quarter (Report Cards).

For 3rd through 5th grades, the numerical averages for each letter grade are as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or below

For Kindergarten through 2nd grade the following scale will be used:

- C = Consistent Demonstration
- E = Emerging Demonstration
- N = Needs Improvement (Area of Concern)
- NA = Not Assessed

Medication Procedures

Students who take medication at school must have a form completed by a physician and on file with the school nurse. Procedures for bringing prescribed medications to school will be sent home on the first day of school. If your child is on medication and will need the medication On the first day of school, please bring the medication in the bottle or container given by the pharmacist at the time the prescription was filled. Over the counter medications will not be accepted until parents have spoken with the nurse. **Students are never allowed to keep medication in their book bags.**

Student Emergency Cards

It is mandatory that the office have a complete and up to date emergency card on each student. This card should be completed at the Back-to-School Night or will be sent home on the first day of school. Please be sure to provide accurate and current information on this card. This is a vital document that helps to ensure your child is taken care of in the manner you desire should an emergency arise. **If the information on your child's card changes during the school year, please notify the school immediately.** In naming an alternate person to call in case of an emergency, be sure that the person knows you have given their name and that they are willing to come to the school and/or act on your behalf until a parent/guardian can be located.

MES Behavior

The faculty, staff and administrators believe that every student is important and has the right to learn in a positive and safe environment. Behavior that interferes with learning will be dealt with immediately. We believe that the disruptive behavior of one child should not cause the interruption of instruction for the other students in the classroom. Specific classroom expectations and procedures will be discussed with students and sent home to parents within the first few days of school.

MES Student Expectations

Be a Listener

- Wait your turn to speak
- Listen when others are talking
- Use your manners
- Care for materials and classrooms

Be a Leader

- Follow teacher directions the first time
- Always be truthful
- Use appropriate voice level
- Operate your device responsibly
- Use internet & digital tools appropriately

Be a Learner

- Walk maintaining distance
- Hands and feet to yourself

- Use active listening & participation
- Be a problem solver
- Try your best on assignments

Breakfast and Lunch

Memminger Elementary is participating under CCSD in the Community Eligibility Provision for school lunches. All students enrolled in MES may participate in the breakfast and lunch program at no charge to them. Families will not be required to fill out applications.

Inclement Weather/Emergency Dismissal

In case of extreme weather conditions, school may be opened late, dismissed early, or canceled. The Superintendent of CCSD checks closely with the Weather Service and then notifies individual area offices who in turn notify individual schools. Listen to the local radio and TV stations for information regarding emergency school closings/dismissal. They will carry all needed information as soon as a decision is made. **Do not call the school. Our lines will need to be open for emergency information.**

Student Uniform Policy

A student dress code is one tool used to maintain an appropriate learning environment. Parents are encouraged to help maintain an appropriate learning environment by participating in the enforcement of the uniform policy. We appreciate your support in helping us provide a safe, orderly school climate for your children.

Slacks, Shorts, Skirts, Skorts, Jumpers:

Navy blue or khaki. **NO** sweat pants, nylon, spandex, or jeans.

Shirts: Navy blue, white, or burgundy.

Shoes: No flip flops. On PE days, students are required to wear athletic shoes for their safety.

All students are expected to wear the school uniform. If there is a problem/concern, please contact an administrator.

Field Trips

Students will need a signed permission slip to attend field trips. All field trip chaperones will need to be cleared through CCSD's volunteer process in order to accompany students or chaperone a field trip. The volunteer application can be found on the district website.

