

Meeting Street @Burns Student & Family Handbook 2022-2023



MEETING STREET@BURNS

TURTLES



School Contact Info

Phone: (843) 745-7113

Fax: (843) 529-3906

Website: www.ccsdschools.com/mse-burns

Facebook: <https://www.facebook.com/meetingstreetelementaryatburns/>

Instagram: @ms_at_burns

Twitter: @principalweiden

School Hours

Our school day is as follows:

Elementary School	Middle School
Arrival: 7:15AM	Arrival: 7:45-8:00AM
School Start: 7:30AM	School Start: 8:00AM
Dismissal: 3:30-3:45PM	Dismissal: 4:00-4:15PM

*Elementary Students will not be dismissed between 3:00-3:30PM for early dismissal.

*Middle School Students will not be dismissed between 3:30-4:00PM for early dismissal.

We ask that parents/guardians wait with their children before school until the school’s doors are opened at 7:15am, as the children will be unsupervised until this time.

Meeting Street @Burns is a tobacco, alcohol, and drug-free campus. Any person(s) violating this policy is subject to state and school district disciplinary action.

Dear Meeting Street @Burns Families,

Welcome to Meeting Street @Burns! We are so excited you are part of our team and family! You are some of the first families to create Meeting Street @Burns with us. On behalf of our entire faculty and staff, we are thrilled to create this school in partnership with you.

At MS @Burns we work hard to ensure your child is safe, affirmed, growing in their social and emotional skills, and staying on the path to college! We know every single child can succeed at the highest levels, and it is our job to ensure they do that every single day.

We know college might seem far away, but getting on the right path starts as early as PreK at Meeting Street Schools. We use research based instruction to help your child build strong early literacy and math skills while helping them practice the life skills they will need to be successful in college and beyond. We use college ready standards that have been embraced nationwide to help ensure your child is getting the BEST our country has to offer. We are also excited to offer competitive athletic opportunities for your children to partake in during after school enrichment.

In order for your child to achieve his or her goals—staff, families, and students must partner together and each of us must do our part to create and maintain an environment in which every child can succeed. This handbook has been designed to communicate important information about our school and the fundamental practices we must follow to ensure each student can thrive. Please review this handbook and keep it handy so you may refer to it as necessary. We will be teaching your child everything that is in here, that they need to know, during the first few weeks of school. Also, please note this handbook will be updated and revised each year and is subject to modification throughout the year if necessary. We will update you if a policy or procedure changes during the year.

It is with equal parts joy and honor that we partner with you in educating your child on the path to college. Please contact us if you have any questions about the information in this handbook or anything else! Here's to a wonderful year of Meeting Street @Burns!

Sincerely,

Chad Weiden
Founding Principal

I. School and Organization Overview

School Overview

Meeting Street @Burns is a free, Charleston County public school, open to families living in the Burns' attendance zone. We serve students in PreK-3, PreK-4, Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th and 7th grade.

We are committed to fostering a comprehensive educational experience through high academic achievement, character development, and mental and physical care. We believe in the power of people, and provide exceptional leaders and teachers with an opportunity to make significant differences in the lives of others while driving a career of purpose. Meeting Street @Burns partners with families and community members to promote positive opportunities for our students.

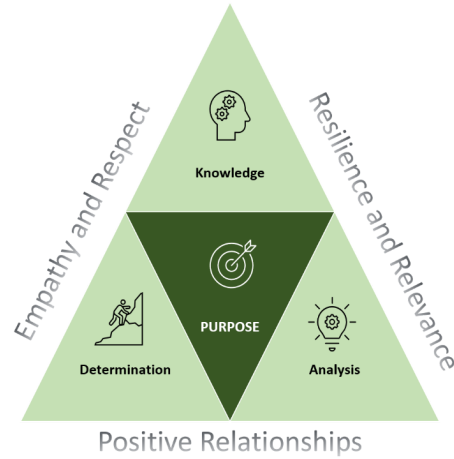
Meeting Street @Burns offers the Burns' community a high-quality school of excellence. The school also offers the Burns' community an access hub for educational and wellness services. While the immediate focus of daily operations is the education of our children, the express intention is that Meeting Street @Burns will ignite positive change across the local community and our school district.

Path to Success Skills for PK-5th Grade

We know that the following skills are crucial for our students to be successful in school and in life. We will teach and reinforce these skills each and every day at Meeting Street Elementary: empathy, grit, citizenship, integrity, gratitude, curiosity, optimism, academic achievement, and self-control.

Path to Success Skill	Curiosity	Gratitude	Self-Control	Integrity	Optimism	Grit	Empathy	Citizenship
Grade Level	PreK3	PreK4	Kindergarten	1st	2nd	3rd	4th	5th
Definition	Exploring and questioning; finding ideas and things fascinating.	Being aware of and grateful for opportunities and good things that happen.	Managing emotions, thoughts and behaviors	Behaving in a way that is honest, sincere and genuine.	Expecting the best for the future and working to achieve it.	Reaching your goals despite obstacles.	Understanding and sharing the feelings of others.	Working respectfully and responsibly with others and for your community.

Middle School (Grades 6th-8th) - Meeting Street @Burns Graduate Profile



For parents, this means we ask that you...

1. Ensure that their child gets to school on time every day and allow them to stay the whole day, every day.
2. Pick their child up on time by 4:00 (PK-5)/4:30 (Middle School)
3. Send their child to school in their MS @Burns school uniform every day.
4. Read with their child every night for 30 minutes, ensure they complete all homework assignments, and sign their child's behavior log daily.
5. Read all notices that are sent home, return requested paperwork the next day, and return our calls as soon as possible.
6. Contact their child's teacher if there is a problem or if there is a way that we can better care for their child.
7. Attend all three report card conferences during the year.
8. Attend as many fun and informative events at school as possible (Friday Community Celebration, Monthly Fun Parent Events, Monthly Flashlight Foundation Events, chaperone field trips, etc.).
9. Ensure that their child gets at least 10 hours of sleep each night.
10. Commit to living the Path to Success Skills and Commitments along with their children.

For teachers and staff, this means we promise our families that we will...

1. Do our absolute best to ensure that your child is safe, learning, and growing as much as possible!
2. Get to know you and your child so that we can help them be successful.
3. Greet you and your child with a smile, a handshake or hug, and positivity.
4. Return your phone calls and emails within 1 business day.
5. Keep you updated about school information and events through notices home, phone calls, our website, social media, and posted signs at school.
6. Send students' behavior and homework logs home every night.
7. Ensure that your student has a good selection of books in their book bag to read each night.
8. Make ourselves available to meet with you when requested.
9. Commit to living the Path to Success Skills along with our students.

II. Academic Program

Academic Program Overview

We use researched based best practices to ensure that our students are using the highest-quality curriculum and instruction in the country.

Pre-K -7th Grade Curriculum and Overview

For literacy, we believe in an approach that is based on the science of reading that infuses foundational literacy

practices, reading comprehension and volume of reading. To accomplish our vision, we use the knowledge building curriculum *Wit and Wisdom* Reading and Writing Program, Daily Small Group Reading Lessons, Foundations Phonics, Michael Heggerty Phonemic Awareness, Independent Reading, and several computer-based computer-based programs (IXL, RAZ Kids, NewsELA, and Epic Books.) For math, we believe excellent mathematics instruction reinforces the Common Core shifts in mathematical practices by balancing students’ conceptual understanding of mathematical principles with application and fluency practice. To accomplish that vision, we have chosen the Eureka mathematics curriculum in addition to several on-line systems including IXL, and MAP Accelerator.

Grade	ELA	Math	Social Emotional	Technology	Other
PreK	Foundations (phonics program), Guided Reading (small group), Michael Heggerty Phonemic Awareness, Shared Reading, Creative Curriculum	Eureka Math	RULER, Responsive Classroom, Meditation	N/A	N/A
Kinder-1st	Foundations (Phonics program), Wit & Wisdom (core), daily small group lessons, Independent Reading, Michael Heggerty Phonemic Awareness	Eureka Math, Guided Math, CGI/Counting Jar, Everyday Counts - Calendar Math,	RULER, Responsive Classroom, Meditation	IXL, Khan Mappers, Epic Books, RAZ Kids, ST Math, Reflex Math (2nd grade)	Amplify Science
2nd-3rd	Phonics- Foundations, Wit & Wisdom (core), daily small group lessons, Independent Reading	Eureka Math, Guided Math	RULER, Responsive Classroom, Meditation	IXL, Khan Academy, NewsELA, Read Works, Epic Books, RAZ Kids	Amplify Science
4th-5th	Wit & Wisdom (core), daily small group reading lessons, Independent Reading	Eureka Math, MAP Accelerator, Guided Math	RULER, Responsive Classroom, Meditation	IXL, MAP Accelerator, Common Lit NewsELA	Amplify Science
6th-7th	Wit & Wisdom (core), daily small group reading lessons, Independent Reading	Eureka Math, MAP Accelerator, Guided Math	RULER, Responsive Classroom, Meditation	IXL, MAP Accelerator, Common Lit, NewsELA	Amplify Science Social Studies: TBD

Assessments

At MS @Burns, we believe that we must have a deep understanding of our students' learning and areas for growth at all times. Therefore, frequent and ongoing assessments are a fundamental part of our academic program. MAP (Reading & Math), SAEBRS and MAP Reading Fluency is given three times throughout the school year and weekly running records are given to help guide literacy instruction. In addition, we follow all CCSD and State required testing such as Fastbridge, Kindergarten Readiness Assessment, SC Ready and SC Pass.

Extended School Year

MS @Burns will go to school longer than traditional public schools so that we can ensure that our students are making the most progress possible in one school year.

Reading at Home Every Night

Reading is the most important way for our students to increase vocabulary and build knowledge about the world around them. Each night, ALL students are expected to read for 30 minutes with a family member. There is a reading log for parents/guardians to fill-out nightly. Books will be on their independent reading level. A book at an independent reading level means that your student should be able to read it with little to no help. The goal is to have students read the books with fluency and for enjoyment. Upper elementary students, second through seventh grade, can read independently for those 30 minutes, but parents should read with younger students.

Homework

Homework and reading at home is a fundamental component of our Meeting Street @Burns program. The purpose of homework is not only to review and reinforce skills and concepts, but also to devote a specific period of time to learning in the home environment. A home study time and place for students to complete assignments should be established.

Each night every student at MS @Burns will receive homework. All students will complete 30 minutes of reading each night. In grades Pre-K to 1st we ask that you read with your child for this time, while students in 2nd-7th need to complete reading independently. In addition to reading, all K-7 students will receive a homework folder to take home on Monday and return completed on Friday that includes the following: reading log, reading fluency passage, word work, and math fluency work. We ask that parents ensure homework for the week has been completed and add their signature.

In addition to nightly homework, a work packet will be sent home during all extended breaks (Thanksgiving, Winter, Spring, etc.).

Early Intervention Services

At MS @Burns, we believe in doing whatever we can to prepare our students for their future academic and social success, not only in school but in the world. Because of this belief, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students. MS @Burns utilizes an early intervention approach to provide extra support for students in the areas of social emotional, behavioral, self-help, and academics in order to create a strong foundation for their future academic success. The Intervention team includes reading specialists, speech therapists, school counselors, social workers, and an occupational therapist. We use data from student assessments to identify those who may need extra support in gaining foundational academic skills. We constantly monitor students' progress and review data each quarter to determine students' growth.

Individual Educational Plans (IEPs) and Students with Disabilities

We are excited to serve students with IEPs and/or 504 plans in our inclusive school community. At MS @Burns, we work closely with our partners in Charleston County School District (CCSD) to serve students with a variety of needs. Please notify the Special Education Department Chair if your student is new to our school and has been evaluated for services in the past and/or currently has an IEP or 504 plan.

ESOL Services

Students who speak English as a second or other language may qualify to receive additional services from our CCSD ESOL provider. ESOL teachers work in small groups with students who need English language practice.

Report Cards

Quarter 1, 2, and 3, it is mandatory that parents participate in a report card conference. Each student will be issued a report card that includes their academic performance, test scores, and social/emotional progress. We will also provide updates on any interventions or special education services your child is receiving.

Retention

MS @Burns students must meet grade level standards in the core content areas (including reading, writing, and math) to be promoted to the next grade level. Students can be considered for retention in their current grade due to one or more of the following factors:

- More than 10 absences (excused and unexcused combined) and/or excessive tardies or early dismissals
- MAP math or reading scores below the 25th percentile
- Report card grades of 1's and 2's (PreK-2) or grades of 0- 59 (3-6) in academic subjects and/or no significant growth over the course of the academic year.

Parents will be notified during Quarter 2 report card conferences if their child is in danger of being retained. The school's decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding. Parents may appeal retention decisions with the MSS Board.

Read to Succeed Act:

S.C. Code Ann. §59-155-160 (2014) states:

“Beginning with the 2017- 2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS).”

For more information, please go to the following website:

<https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed1/third-grade-retention/>

III. School Culture & Student Expectations

School Culture

MS @Burns aims to create a positive and consistent school and student culture. We believe that our students are happiest and most successful when they know what is expected of them, receive support when they are not meeting expectations, and feel that they are part of a strong, collaborative community. MS @Burns will employ a school-wide behavior management system, routines, procedures, and common language to support the creation and reinforcement of a positive, consistent culture.

School-Wide Expectations

Our MS @Burns expectations are the same in every classroom and in every part of the building - to live our Path to Success Skills. Students will be explicitly taught what these look like in action and how to meet these expectations.

Behavior Management System

At Meeting Street @Burns, we have a behavior management system that is designed to help students learn and grow. The first priority of our discipline system is to help students learn the skills that will lead them to success in school and in life. Our discipline system is designed to track student behavior over time, to provide a way to

communicate with parents/guardians about behavior, and to provide logical consequences for inappropriate behavior. We believe that it is important to pay attention to the little things so that big things never happen.

Each day, students will bring home their life work folder where teachers can communicate to families if their student followed our Path to Success skills. If a student is struggling to meet school-wide behavior expectations on a regular basis, the Multi-Tiered System of Support (MTSS) Team will devise an individualized plan involving the student, the teacher, and the family to help the student meet expectations.

For disciplinary purposes Meeting Street @Burns follows the Charleston County School District's Progressive Disciplinary Plan and Code of Conduct. Each student and parent will have a signed Code of Conduct on File that signifies students and families understand the expectations for behavior both on and off campus. Please refer to your appropriate grade level Progressive Discipline Plan to see the behavior flow of occurrences and potential consequences that fall under the Leveled System.

Student Cell Phones and Electronics

Students are not permitted to have cell phones out in the building. School policy is that cell phones stay off and are put away while on school campus. If a student brings a cell phone or other electronic devices (i.e., vapes, gaming devices, etc...) to school, the item will be turned into the Student Support Team and will only be returned to a parent/guardian. Violations of this policy are subject to disciplinary action.

Video, Audio Recording, and Photographs

Students may only take photos, record videos, or record audio files as part of MS @Burns school assignments, using MS @Burns/CCSD school technology. These photos, videos, and audio files taken by students may only be displayed or published by MS @Burns employees in or on MSS/MS @Burns/CCSD sponsored publications or sites. Students are not allowed to take other photos, record other videos, or record other audio files while at school or on school property. Anyone that is not an MS @Burns staff member or parent desiring to record a video, record an audio file, or take photographs of our students, teachers, or school, must submit a written request to the principal for approval in advance. Parents may take photos, record videos, or record audio files during whole school events, but may not take photos, record videos, or record audio files during normal classroom instruction or during the normal instructional day.

Student Discipline

MS @Burns follows the CCSD Progressive Discipline Plan (PDP) for discipline procedures outlined in the CCSD Code of Conduct. Parents are given a copy of the CCSD Code of Conduct at the start of the school year and must sign a form confirming that they have received these policies. MS @Burns staff will never use corporal punishment on any child in our program. Please refer to the CCSD Code of Conduct for more detailed discipline and behavior infraction information. For more information and to find the CCSD Progressive Discipline matrix, visit the ccsd.schools website.

Discipline Appeal Process

Parents or legal guardians may appeal any disciplinary action resulting in a suspension directly to the principal. This appeal must be made in writing within two school days of the disciplinary decision. The principal will respond to the appeal within two school days. If the outcome of the initial appeal is unsatisfactory to the parent or legal guardian, the principal's decision may be appealed through a formal letter to the Executive Director of Meeting Street Schools (MSS). This formal appeal letter must be submitted within five school days of the principal's decision. The Executive Director will respond in writing within five school days. Disciplinary appeals are handled through MSS, not through CCSD

IV. Student Uniform Policy

	Allowed		Not Allowed
	PK-5th	Middle School	
Tops	<ul style="list-style-type: none"> - Any MS @Burns uniform t-shirt, cardigan, or other MS @Burns swag - A solid colored blue, green or white long sleeve shirt under an MS @Burns uniform t-shirt 	<ul style="list-style-type: none"> - Any MS @Burns uniform polo, cardigan, or other MS @Burns swag - A solid colored blue, green or white long sleeve shirt under an MS @Burns uniform 	<ul style="list-style-type: none"> - Non-MS @Burns t-shirts/polos (if a non-MS @Burns sweatshirt or sweater is brought to school, it can only be worn at recess and dismissal) - Ripped uniform shirts or shirts with holes in them
Bottoms	<ul style="list-style-type: none"> - Khaki pants - Khaki knee-length shorts, skorts, or skirts (shorts or leggings need to be worn under all skirts) - Leggings are allowed under shorts or skirts - Jumpers 	<ul style="list-style-type: none"> - Khaki or navy blue pants - Khaki or navy blue knee-length shorts, skorts, or skirts (shorts or leggings need to be worn under all skirts) - Leggings are allowed under shorts or skirts - Jumpers 	<ul style="list-style-type: none"> - Pants made of denim or corduroy - Skirts without shorts or leggings underneath - Pants below the waist - Ripped pants or pants with holes in them
Shoes	<ul style="list-style-type: none"> - Sneakers - Shoelaces for Kinder and up, if students can tie and untie their shoes - Boots 	<ul style="list-style-type: none"> - Sneakers - Boots 	<ul style="list-style-type: none"> - Non-sneakers - Shoes with heels, rain boots, sandals, Crocs - Shoelaces for Pre-K
Other Accessories	<p>The school recommends students do not wear accessories to school for safety reasons, but the following are permitted:</p> <ul style="list-style-type: none"> - Small earrings - One small ring, necklace, or bracelet - Small bows or hair accessories 	<p>The school recommends students do not wear accessories to school for safety reasons, but the following are permitted:</p> <ul style="list-style-type: none"> - Small earrings (smaller than a quarter) - One small ring, necklace, or bracelet - Small bows or hair accessories (smaller than a dollar bill) 	<ul style="list-style-type: none"> - Distracting jewelry - Distracting hair accessories - Hats - Belts in Pre-K - Any accessories that distract the student or other students in their class
Backpack	<ul style="list-style-type: none"> - MS @Burns Backpack (If lost or broken you can purchase a replacement in the main office for \$15) 	<ul style="list-style-type: none"> - MS @Burns Backpack (If lost or broken you can purchase a replacement in the main office for \$15) 	<ul style="list-style-type: none"> - Students arriving without a backpack.
Make-up	<ul style="list-style-type: none"> - Chapstick 	<ul style="list-style-type: none"> - Chapstick 	<ul style="list-style-type: none"> - Any makeup that has pigment or

or Fragrances	- 1oz personal hand sanitizer (violating appropriate usage will result in the loss of privileges)	- 1oz personal hand sanitizer (violating appropriate usage will result in the loss of privileges)	color - Any perfume, cologne, or any beauty product that has a heavy smell
Other	- Winter hats, scarves, and jackets are allowed to be worn to and from school and at recess	- Winter hats, scarves, and jackets are allowed to be worn to and from school and at recess	- Any personal item that is distracting or not appropriate for school (fidget spinners) - Winter hats, scarves, and jackets are not allowed to be worn during the day in the building

* Students may wear rainboots to and from school if they have sneakers they can change into.

The school will not be responsible for lost or damaged clothing or accessories. We reserve the right to change or modify the dress code and will notify families should any changes arise.

Uniform Violations:

- If a student arrives at school without a uniform or backpack, your child’s teacher will call you to ask that you bring a uniform to your student.
- If you don’t have access to a uniform or backpack at home, you should purchase a new uniform or backpack through the school’s Shopify website: <https://meetingstreetburns.myshopify.com/>
- If you are unable to go to the school’s front office to purchase a new shirt, we will give your child a uniform to wear (if we have one available) for the school day.
- The uniform shirt will remain at school after the school day.

Bathroom Accidents and Changes of Clothes: In the event of a student having a bathroom accident, you will be called by the school to bring a change of clothing. Extreme accidents will be reviewed by the school nurse, social worker, and school leadership resulting in possible exclusion from school. Multiple accidents per school day will result in a mandatory potty plan created as a team between teacher, parent and school leadership.

V. Attendance

Arrival

Pre-K Location: Back Entrance	Kinder - 5th Location: Front Entrance	Middle School Location: Back Entrance
<ul style="list-style-type: none"> ● Doors open at 7:15 ● Doors close at 7:30 ● Students should not be dropped off and left unattended before 7:15 ● TARDY = 7:31-7:44 ● LATE = anytime after 7:45am ● LATE students must be signed in at the front office 	<ul style="list-style-type: none"> ● Doors open at 7:15 ● Doors close at 7:30 ● Students should not be dropped off and left unattended before 7:15 ● TARDY = 7:31-7:44 ● LATE = anytime after 7:45 am ● LATE students must be signed in at the front office 	<ul style="list-style-type: none"> ● Doors open at 7:45 ● Doors close at 8:00 ● Students should not be dropped off and left unattended before 7:30 ● TARDY = 8:01 - 8:14 ● LATE = anytime after 8:15 am ● LATE students must be signed in at the front office

**All families should refer to the CCSD policy regarding details on Truancy.*

Dismissal

***PLEASE ENSURE YOUR CHILD’S EMERGENCY CONTACT INFORMATION IS UP-TO-DATE.**

<p>Pre-K Location: Back Entrance</p>	<p>Kinder - 5th Location: Front Entrance</p>	<p>Middle School Location: Back Entrance</p>
<p>Car Riders:</p> <ul style="list-style-type: none"> ● All families must have their student’s 3-digit dismissal number (green tag or Pikmykid tag) in order to pick up ANY student. ● Families should Announce themselves using Pikmykid; ● Any family unable to Announce should make sure to check-in with MS@Burns staff to enter their dismissal number. ● Any family without the dismissal number will be required to park and check-in with the Front Office, with their photo ID. ● Any transportation changes made after 2:45PM DOES NOT guarantee that the school is aware of the change and may mean families will have to check-in with the Front Office. ● You may be asked to park in Visitor Parking, if your child is running late to the Car Line. ● Students will only be dismissed to cars in the right line or in Visitor Parking. ● Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child’s guardian. 	<p>Car Riders:</p> <ul style="list-style-type: none"> ● All families must have their student’s 3-digit dismissal number (green tag or Pikmykid tag), in order to pick up ANY student. ● Families should Announce themselves using Pikmykid; ● Any family unable to Announce should make sure to check-in with MS@Burns staff to enter their dismissal number. ● Any family without the dismissal number will be required to park and check-in with the Front Office, with their photo ID. ● Any transportation changes made in Pikmykid after 2:45 PM DOES NOT guarantee that the school is aware of the change and may mean families have to check-in with the Front Office. ● You may be asked to park in Visitor Parking, if your child is running late to the Car Line. ● Students will only be dismissed to cars in the right lane or in Visitor Parking. ● Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child’s guardian. 	<p>Car Riders:</p> <ul style="list-style-type: none"> ● All families must have their student’s 3-digit dismissal number (green tag or Pikmykid tag), in order to pick up ANY student. ● Families should Announce themselves using Pikmykid; ● Any family unable to Announce should make sure to check-in with MS@Burns staff to enter their dismissal number. ● Any family without the dismissal number will be required to park and check-in with the Front Office, with their photo ID. ● Any transportation changes made in Pikmykid after 2:45 PM DOES NOT guarantee that the school is aware of the change and may mean families have to check-in with the Front Office. ● You may be asked to park in Visitor Parking, if your child is running late to the Car Line. ● Students will only be dismissed to cars in the right lane or in Visitor Parking. ● Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child’s guardian.

<p>Walkers from Car Line:</p> <ul style="list-style-type: none"> ● All families must have their student's 3-digit dismissal number (green tag or Pikmykid tag) in order to pick up ANY student. ● Families should Announce themselves using Pikmykid; ● Any family unable to Announce should make sure to check-in with MS@Burns staff to enter their dismissal number. ● Any family without the dismissal number will be required to check-in with the Front Office. ● Any transportation changes made after 2:45PM DOES NOT guarantee that the school is aware of the change and may mean families will have to check-in with the Front Office. ● Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child's guardian. <p>Bus Riders (required to be 4 years old):</p> <ul style="list-style-type: none"> ● All students are expected to be at their specified stop on time. ● If a student misses the bus or has their transportation privileges suspended, parents/guardians are expected to find an alternate way to transport the student to school. ● An authorized adult <u>MUST</u> be present at the bus stop to pick up any student. ● The driver will <u>NOT</u> drop 	<p>Walkers from Car Line:</p> <ul style="list-style-type: none"> ● All families must have their student's 3-digit dismissal number (green tag or Pikmykid tag) in order to pick up ANY student. ● Families should Announce themselves using Pikmykid; ● Any family unable to Announce should make sure to check-in with MS@Burns staff to enter their dismissal number. ● Any family without the dismissal number will be required to check-in with the Front Office. ● Any transportation changes made after 2:45PM DOES NOT guarantee that the school is aware of the change and may mean families will have to check-in with the Front Office. ● Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child's guardian. <p>Bus Riders:</p> <ul style="list-style-type: none"> ● Bus riders load at 3:30. ● Buses will leave the school at 3:35. ● Families are expected to be at the bus stop 10 minutes prior to the expected bus arrival time. ● Any student that does not have a parent/guardian present at the bus stop, will be returned to the school. ● The school will contact the parent/guardian to let them know their child(ren) 	<p>Walkers from Car Line:</p> <ul style="list-style-type: none"> ● All families must have their student's 3-digit dismissal number (green tag or Pikmykid tag) in order to pick up ANY student. ● Families should Announce themselves using Pikmykid; ● Any family unable to Announce should make sure to check-in with MS@Burns staff to enter their dismissal number. ● Any family without the dismissal number will be required to check-in with the Front Office. ● Any transportation changes made after 2:45PM DOES NOT guarantee that the school is aware of the change and may mean families will have to check-in with the Front Office. ● Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child's guardian. <p>Bus Riders:</p> <ul style="list-style-type: none"> ● All students are expected to be at their specified stop on time. ● If a student misses the bus or has their transportation privileges suspended, parents/guardians are expected to find an alternate way to transport the student to school. ● An authorized adult <u>MUST</u> be present at the bus stop to pick up any student. ● The driver will <u>NOT</u> drop off students at a bus stop
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<p>off students at a bus stop without an authorized person to pick the student up. In the case where there is not an authorized person to pick up the student, the student will be returned to the school</p> <ul style="list-style-type: none"> • Documented student behavior and any student with three bus returns to school can lose bus privileges. If students are in 3rd grade or higher, parents can write a letter requesting that they be allowed off the bus without an adult present. • Any student behavior that requires a bus referral will be submitted by the driver and will be processed and handed down by the MS@Burns behavior team. Please refer to the TRANSPORTATION section of this handbook for a detailed overview of the discipline structure. 	<p>will be returned to the school.</p>	<p>without an authorized person to pick the student up. In the case where there is not an authorized person to pick up the student, the student will be returned to the school</p> <ul style="list-style-type: none"> • Documented student behavior and any student with three bus returns to school can lose bus privileges. If students are in 3rd grade or higher, parents can write a letter requesting that they be allowed off the bus without an adult present. • Any student behavior that requires a bus referral will be submitted by the driver and will be processed and handed down by the MS@Burns behavior team. Please refer to the TRANSPORTATION section of this handbook for a detailed overview of the discipline structure.
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- **Doors close at 3:45. Pickups after 3:45 for regular day dismissal will need to park and come into the front office and sign out your student.**
- **Individuals under the age of 12 are not permitted to pick up a student from school.**
- **Any person picking up a child must come with a valid physical ID (photos are not acceptable).**
- **Attendance Improvement Plans will be implemented on a case by case basis for students with excessive late pickups (5 or more).**

Attendance

Regular, timely school attendance is important for a student’s overall growth and development. If a child will be absent on a particular day, the parent or guardian should send a note (official or handwritten) with their child, within 72 hours, letting the school know the date(s) and reason of absence. If you suspect or know that your child will be absent due to the outbreak of some communicable disease (such as chicken pox, lice etc.), you are required by South Carolina Department of Social Services Preschool Licensing Rules and Regulations to call the school on the day of the outbreak or suspected outbreak and let the school personnel know this information.

The expectation is that all students are on time every day and stay for the entire school day. Attendance is directly linked to school performance and students must be in attendance to make strong growth. Families will be called if their student is not at school and MS @Burns will follow CCSD guidelines for contacting the

Department of Social Services (DSS) for excessive tardies, excessive early dismissals, or excessive late pick-ups.. MS@Burns will follow CCSD & SCDE guidelines for truancy for students with unexcused absences. Excused absences MUST be approved by a school official.

Lawful Absences (Excused)

Per CCSD attendance policy, the following are allowable absences. Parents always need to provide documentation of absences and provide medical or court documentation when it is a medical or court absence.

- Illness of the student
- Medical or dental appointment
- Court appearance or court ordered activity
- Death in the immediate family
- Observance of a religious holiday

Unlawful Absences (Unexcused)

- Any reason other than the aforementioned is considered unlawful and will be unexcused.

*Questions regarding the difference between Excused and Unexcused must be written or emailed to the Director of Operations.

Documentation of Absences

All absences require a written explanation from the parent/guardian within 3 school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, dates of absence(s), and documentation of the reason for absence. Absences in excess of 10 days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

- Documentation of Absences: All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, parent/guardian's signature, date(s) of absence(s), and documentation of the reason for absence(s). **Text messages and emails are not acceptable documentation for student absences.** All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten days per year will not be considered excused with a parent note; this means any absence after 10 days will require an official excuse on letterhead.
- Students with excessive absences, excused or unexcused, may not be eligible for promotion.
- If a Pre-K student has 15 total absences, the student could be removed from the Pre-K program.

Tardiness

A student who is tardy is defined as one who arrives after the start time of the instructional day or class period as based on the MS@Burns bell schedule. Parents of students ages 3-13 must come into the school to sign their children in if they are late to school. *A student may be excused for being tardy a maximum of three times with a note from a parent or a guardian. Habitual tardiness may result in disciplinary action.*

LAWFUL TARDIES: In order for a tardy to be excused, written documentation must be provided.

1. Doctor or Dentist appointment
2. Late bus arrival
3. Teacher, guidance or administrator conference
4. Observance of a religious holiday
5. Court appearance or court ordered activity

UNLAWFUL TARDIES:

1. Illness on part of the student without a written excuse
2. Oversleeping
3. Traffic / Car trouble
4. Personal reasons
5. Missed bus / Carpool trouble

Absences/Truancy

School Achievement Begins With Regular Attendance

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day.

Students have the responsibility to be on time and attend all classes. Students are expected to attend school 180 days.

Lawful absences (excused) shall include but are not limited to

- absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others
- absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness.
- absences due to a recognized religious holiday of the student's faith
- absences due to activities that are approved in advance by the principal

Approved activities include the following:

– state and national competitions

– ceremonies honoring outstanding students

- work approved or sponsored by the school, the school district or the state department of education, accepted by the associate superintendent or school principal or designee as reason for excusing the student

– out of school suspension

– in school suspension

–field trips approved by the principal or designee

Unlawful absences include but are not limited to:

- absences of a student without the knowledge of his or her parents
- absences of a student without acceptable cause with the knowledge of his or her parents
- family vacations

Chronic Absenteeism

As defined by the Office of Civil Rights (OCR), chronically absent students are those absent 10 percent or more school days during the school year. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students who are absent for any reason – including suspension, illness, and death in the family – AND miss 10 percent or more of the school year will be considered chronically absent.

Documentation of Absences

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, date(s) of absence(s), and documentation of the reason for absence. Text messages and emails are not acceptable documentation for student absences. All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

South Carolina Compulsory Attendance Law

South Carolina Code of Laws Section 59-65-10 (as amended) reads:

All parents or guardians shall cause their children or wards to attend regularly a public or private school – of this State – from the school year in which the child or ward is five years of age before September 1st until the child or ward attains his seventeenth birthday or graduates from high school. All children are required to attend a public or private kindergarten beginning at age five. If parents choose not to send their children to kindergarten, they must sign a waiver, which may be obtained at the local school.

South Carolina Code of Laws of Section 59-65-20

Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

South Carolina Code of Laws of Section 59-65-70

If the court determines that the reported absence occurred without the knowledge, consent, or connivance of the responsible parent or guardian or that a bona fide attempt has been made to control and keep the child in school, the court may declare such a child to be delinquent and subject the provisions of the law in such cases.

South Carolina Code of Laws of Section 16-17-510

It is unlawful for a person to encourage, entice, or conspire to encourage or entice a child enrolled in any public or private elementary or secondary school of this State from attendance in the school or school program or transport or provide transportation in aid to encourage or entice a child from attendance in any public or private elementary or secondary school or school program. A person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than two years, or both.

Truancy (Three Levels)

Truant:

A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences

Habitual Truant:

A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences

Chronic Truant:

A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences

Truancy Intervention Procedures

1. The School Level Truancy Intervention Team must communicate positive attendance challenges to the parent/guardian beginning with the first unlawful absence. The school will notify the parent by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
3. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
4. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
5. When a student accumulates 2 or more additional unlawful absences, the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
6. If the student continues to accumulate unlawful absences and after exhaustive interventions, a referral will be made to the Department of Alternative Programs and Services.
7. In the event that unlawful absences continue following the district level conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

Note: Suspensions are not counted as unlawful for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student.

Check-in/Early Sign-Outs

Students who are late to school must sign in with the Main Office and receive a tardy slip (excused or unexcused). Students will then proceed to check-in and once checked in will then proceed directly to their assigned class. When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Students shall not be released within the final 30 minutes of the school day unless the principal or designee determines that it is an emergency, the student has a medical/dental appointment that cannot be reasonably scheduled at another time, or the teacher is notified in advance.

Late Pick-Ups

Students are required to leave campus at dismissal. Students who are consistently picked up late (30 minutes after dismissal) will be addressed on a case by case basis. All unlawful absences, tardies, and sign-outs will result in school-based and district level interventions.

Be Great Academy - Boys & Girls Club

Meeting Street @Burns partners with the Boys & Girls Club for after school programming. They will operate Be Great Academy Monday through Friday and all registration information can be found on their website (tri-county.begreatacademy.com)

VI. Transportation

Bus Transportation - Provided by Coastal Bus Line, a privately owned company

Parents and students will be informed about bus routes and bus stops prior to the start of each school year; however, bus routes and stops are subject to change. All students are expected to be at their specified stop on time. Buses attempt to be on time 10 minutes within the pick up time and 10 minutes within the drop off time. Buses are unable to wait for tardy students. If a student misses the bus, parents/guardians are expected to find an alternate way to transport the student to school. Bus transportation is considered a privilege, not a right. If a student is suspended from the bus for disciplinary reasons, parents are expected to find another source of transportation. Meeting Street @Burns will be following the Charleston County Progressive Discipline Plan for Bus Referrals. Please refer to the PDP to review the potential consequences for misbehavior on the bus or at the bus stop.

Bus Riders:

- All students are expected to be at their specified stop on time.
- If a student misses the bus or has their transportation privileges suspended, parents/guardians are expected to find an alternate way to transport the student to school.
- An authorized adult **MUST** be present at the bus stop to pick up any student.
- The driver will **NOT** drop off students at a bus stop without an authorized person to pick the student up. In the case where there is not an authorized person to pick up the student, the student will be returned to the school
- Documented student behavior and any student with three bus returns to school can lose bus privileges. **If students are in 3rd grade or higher, parents can write a letter requesting that they be allowed off the bus without an adult present.**
- Any student behavior that requires a bus referral will be submitted by the driver and will be processed and handed down by the MS@Burns behavior team. Please refer to the **TRANSPORTATION** section of this handbook for a detailed overview of the discipline structure.

If a parent needs to change their child's bus stop during the school year due to child care, address change, or other permanent change, they need to fill out a new Transportation Form. The request shall be considered and the determination will be made contingent upon availability of a route, seating capacity on the school bus, and safety conditions. A request for a bus stop change must be submitted at least 5 working days prior to the effective date. The actual bus stop established to serve the request shall be determined solely by the bus company. Requests for bus stops vary on a day-to-day basis and cannot be approved by MS @Burns.

Special education transportation is provided through First Student and is determined by the Exceptional Children team. Please contact the school and leave a message for the Director of Student Support Services, with questions about special education bus transportation. MS @Burns follows CCSD's policy on bus conduct and bus violations.

Carpool

Parents/guardians who provide transportation for their children are expected to drop off and pick up their children in a timely manner at the start and end of each school day.

NEW for 22-23:

- Students in grades Kindergarten through 5th grade, that are car riders, will be dropped off at the front entrance of the school.
- Students in grades Pre-K and Middle School, that are car riders, will be dropped off in the back entrance of the school (also the school's bus loop).

****Any student in grades K-5th that is a sibling of a Pre-K or Middle School student may be permitted to be dropped off in the back entrance of the school, as long as they are accompanied by their sibling(s).***

Independent Walkers (IW)

If you would like your 3rd-8th grade student to walk home from school alone, please come into the front office and complete an Independent Walker form. Please include the details and the best contact number for you. The Director of Operations will review the request. You will receive a call regarding the request and your student will not be allowed to be an independent walker until you have gotten confirmation from school Leadership. Please note that students in PK-2nd grade who have a sibling in 3rd-8th grade will only be approved to walk with their sibling on a **case by case basis** and pre-approved by the Director of Operations. If the 3rd-8th grade sibling is absent, the PK-2nd grade student will need to be picked up.

Change of Transportation Procedure:

If you need to do a one time change of transportation for your student, please follow these steps, **before 2:45 p.m.:**

1. Login to your Pikmykid Parent App (see www.ccsdschools.com/mse-burns for Parent App User Guide English & Spanish)
2. Select the pencil icon in the corner next to the school name --> Select the Edit button next to child's name. Select OK on the next screen to display your child's calendar--> choose the date for the change
3. Select "Change Pickup Mode", "Delegate to Another Person", or "After - School Programs" and follow instructions on the screen depending on the choice of dismissal. Decide if it is a recurring change—if so, for how long and how often (weekly, daily, monthly etc).
4. Select "Save Pickup Change" to submit. You and the school will be able to see the changes on your child's calendar!

***The Pikmykid App will not accept ANY transportation changes after 2:45 pm. No transportation changes, except for extreme circumstances, will be made by the school unless indicated in the Pikmykid Parent App.**

IMPORTANT: Please also ensure that whoever is picking up the student has their ID and dismissal tag or is listed on the Emergency Card AND has a valid state issued ID.

VII. Parent Connections

Volunteers

Volunteers provide a valuable service to MS @Burns and we encourage our parents and partners to volunteer in the school. All volunteers must also sign-in at the front office as a visitor and follow our building's safety security plan. If you would like to volunteer at MS @Burns, please contact the main office. Parents/guardians who would like to be an approved volunteer will need to visit the MS @ Burns website and click on the Volunteer Application link located on the main page.

Field Trips

Field trips are one of the many ways we give our students a well-rounded education and extend the classroom learning. Each individual field trip will have its own unique permission slip, please review and sign all permission slips in a timely manner in order to allow your student to participate in field lessons.

At least one person trained in CPR will accompany the group on the trip. The teachers will take a first aid kit and a working cell phone. The teachers will also carry a copy of each child's emergency medical information and health record of any child that has allergies, handicapping conditions, or other health conditions that require special procedures or precautions during the course of the trip. A staff member will also be responsible for the administration of any required medications during the field trip. In the event of an emergency such as an accident or a sick child, the policy for injuries and accidents will be followed.

The proper ratio of adults to children will be maintained at all times while on the field trip. No child will be left alone or unsupervised on the trip at any time. There will be a transportation plan on file for each trip that will also include a checklist that will account for all children at each location where they are loading or unloading from buses.

Chaperones

In order to participate as a chaperone for any school-related activity, you **MUST** be an approved volunteer through CCSD. No exceptions will be made for anyone that is not an approved volunteer through CCSD. CCSD security will be notified for any person(s) that are not approved.

Community Celebration

MS@Burns will host Community Celebration the last Friday of every month from 2:30-3:15pm. We have a school-wide Community Celebration in honor of the hard work that our students have shown that month. We encourage parents, friends, and family members to attend as often as possible. If we do not have school on a Friday, Community Celebration will be canceled for that week.

Flashlight Foundation

Each month, we will have a parent group in the morning and afternoon aimed to help parents support their children in school. We call the group The Flashlight Foundation as tribute to adults who shine flashlights on baby turtles once they hatch as they make the dangerous journey to the ocean. We know parents shine the path for their children.

Messages for Students

Parents should do their best to communicate with their child before and after school. Meeting Street @Burns is committed to keeping the phone lines open for emergencies. Please do not call the school during the day to leave messages for students unless it is an emergency. We will do our best to get emergency messages to our teachers and students as needed, but cannot guarantee that this will happen in a timely manner, especially if the call is made at the end of the school day.

Free & Full Access for Parents

Parents or guardians of a child enrolled at MS @Burns shall be permitted unlimited access to the school during its hours of operation for the purposes of contacting their children, evaluating the care provided by the school, or evaluating the premises. Parents shall have access to their child without notice unless a court order states otherwise. This access shall not disrupt instructional activities or routines. Parents have the right to request information regarding the professional qualifications of the student's classroom teachers in accordance with ESEA Section 1111 (h)(6) of the law.

Open Door Policy

Parents and other family members are an important part of our school community and are welcome to visit or

observe at any time. Classroom visitation requires the completion of the MS@Burns Pop-in Observation Form, and should be limited to 30-45 minutes. In order to minimize distractions during instructional time, **cell phone use is prohibited**. Should you need to speak with or meet with a teacher, please schedule a time with the teacher when they are not teaching. A government issued ID must be present for access to the school building.

Outstanding Fees Policy

Students may be subject to fees for a variety of reasons, including but not limited to fees for lost or damaged technology, textbooks, furniture, instructional materials, or fees from uniform purchases. As a general rule, parents have 10 days to pay any outstanding fees. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation. The school may prevent children with outstanding fees from participating in field trips, etc. Report cards will not be issued to students with outstanding fees. Fees will be charged for any destruction of MS @Burns or CCSD property.

iPad & Chromebook Policy

The iPad or Chromebook has been issued to students on a contingency basis, which means it is the property of Meeting Street Elementary @Burns. Therefore, it is their responsibility to care for the device and exercise good judgment when using the device at school and at home. We are all being asked to be extremely trustworthy regarding how we use our technology devices. Improper use of iPads, Chromebooks, headphones and chargers could result in the loss of your device privileges.

The student is responsible for the device that is assigned by the homeroom teacher. Like any other school issued property you are responsible for proper care of the device. As long as you care for the iPad or Chromebook appropriately, there should not be a problem with its functionality. From time to time, however, through normal use, a device may malfunction. If there is any malfunction of the device under normal conditions, then Meeting Street Elementary @Burns will file a warranty claim to repair the damage. It is important to remember that the iPads and Chromebooks are distributed through the district office, and regardless of the cause of the damage, a damaged iPad will not be replaced immediately.

- If a student device is lost or stolen there is a chance the family will be responsible for paying a \$200 fee.
- If the device is damaged there is a chance the family will be responsible for paying a \$50 fee to the school to get a replacement.
- If a charger is missing, stolen or damaged there is a chance the family will have to pay a \$20 fee.

**The Fee Notification Form is attached to this document.*

School Attendance Zone Policy

Only current residents of our attendance zone may be admitted to this school. Students and families who reside outside of our attendance zone may reach out to CCSD and complete the District Student Transfer process.

If you would like your child to continue as a student at Meeting Street @Burns and you no longer reside in our attendance zone, you will be REQUIRED to:

- Contact CCSD regarding a District Student Transfer
- Be able to prove residency in Charleston County
- Be able to provide transportation for your child

If your child no longer resides in the Meeting Street @Burns attendance zone, you will have to enroll him/her at their new attendance school or complete the District Student Transfer Process.

Any student attending MS@Burns as a District Approved Student Transfer will be required to complete the District Student Transfer contract. Attendance and behavior are both factors that may result in the contract being terminated and the student being withdrawn from MS@Burns.

Confidentiality

All children and families have the right to expect that all information about their family will be kept confidential, including student name, address, or any other information that could identify a child. A child's behavior and development should be discussed only with his/her teachers and parents. All staff members are committed to abiding by the National Association for the Education of Young Children Code of Ethical Conduct regarding confidentiality. All records are stored in secure cabinets and computer files. Only authorized personnel will be given access to personal information.

VIII. Food Service & Nutrition

Cafeteria

MS @Burns' food service is provided through CCSD's food service program. MS @Burns provides breakfast, a snack, and lunch. Dinner is provided for students who participate in Boys & Girls Club. For the 2022-2023 school year, meals will be provided at no charge for all MS @Burns families. This could be subject to change.

Food Allergies and Other Special Dietary Needs

If students have a food allergy or other special dietary needs, parents must update their child's PowerSchool account and Emergency Health Information and should include the following information:

- an identification of the medical or other special dietary condition which restricts the child's diet
- the food or foods to be omitted from the child's diet
- the food or choice of foods to be substituted

If the request is based on a food allergy, there must be medical documentation of the allergy in the form of a doctor's note. Vegetarian options are available for children who do not wish to eat meat, poultry, or fish.

Food Service Programs

Breakfast is served from 7:15-8:00 am. In the event of a late-arriving school bus, students who rode a late bus will be served breakfast.

We have a 20 minute lunch period. Students may bring their own lunch from home. If a student brings their own lunch, please pack a healthy, balanced lunch; glass bottles, soda, sugary juice, gum, chips, fast food, cookies, donuts, any type of candy, or any other food with excessive sugar or salt are not permitted. Students are not permitted to supplement school lunch. They need to bring their own lunch or eat school lunch.

Students will have a snack block each school day. Snacks will not be provided by the school. Students are permitted to bring their own snack which is not to be shared with other students. Snacks that are not permitted include candy, soda, and other unhealthy snacks.

Students will be allowed water breaks during the day and will be provided water or milk at lunch. Families are encouraged to send their children to school with a reusable water bottle. The use of reusable water bottles is a healthier and more sustainable option.

Birthday Celebrations

We recognize the importance of birthdays in a student's life and will do our best to make each student's birthday special. Classes will honor all student's birthdays during their morning meeting.

If a parent wishes to distribute home birthday party invitations at school, the invitations must be distributed to

all students in the class. Parents may not distribute invitations at school to a select group of students.

If a parent wishes to celebrate their child's birthday at school, see below for our school policy regarding birthday celebrations:

- Birthday treats can only be served between 2:00-3:00 PM during closing circle time in the student's homeroom and will be limited to 10 minutes of celebration time unless otherwise agreed upon by the teacher.
- All birthday treats must be store-bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to students.
- There can only be one treat per student per celebration.
- No treats with peanut ingredients shall be served at the school or in goodie bags.
- Parents must bring enough treats for the entire class.
- **BALLOONS ARE NOT PERMITTED AS THEY POSE A SAFETY HAZARD!**

We ask that parents:

- Notify the teacher at least two days prior to the birthday.
- Help clean up the rooms after the celebration, as the teachers are on dismissal duty or teaching immediately afterwards.

The school reserves the right to limit any birthday celebration if it is endangering the safety of students or if it is impeding the academic day.

IX. Health & Wellness

Health Records & Immunizations

Forms that are required by the first day of school include:

- SC DSS Form 2900 (Pre-K 3 and 4 year old students only)
- Emergency Card
- Immunizations

Children who do not have the above information on file by the first day of school will not be accepted into the program until the information is provided. All records will remain confidential and viewed only by the appropriate staff members except that all records shall be immediately accessible at all times to the Director of the South Carolina Department of Social Services or his designee.

The immunization records of the school shall be subject to review by a Health Department representative for disease outbreak control and for immunization level assessment purposes. The immunization record for each child shall be maintained in a format that requires the recording of the specific month, day, and year of each dose of vaccine that has been received. Should your child's immunization record expire during the school year, families will have 15 days to submit a current immunization form. If the updated form is not received in the nurse's office during that time frame, the child will be excluded from attending school per South Carolina's Department of Social Services until the updated form is received.

Injuries & Illness at School

We follow all CCSD nursing policies and our nursing services are managed by CCSD and MUSC. Any student illness or injuries (or suspected illness or injuries) are to be reported to the nurse as soon as possible. The nurse will decide the best course of action and plan for treatment. Any time a student is sent to the nurse, the nurse will contact the parent, either via a phone call, email, or note home, to notify them of the concern, injury, and/or treatment.

MUSC Telehealth Clinic

MUSC Children's Health has provided a full telehealth system for our school clinic. Students and families with either scheduled or non-scheduled appointments will be able to video conference with doctors at MUSC. Medicaid will pay for visits in full, and the MUSC team is continuing to work with private insurance plans as needed to secure coverage. MUSC will communicate with our school based nurse of any treatment provided to support continuum of care.

Emergency Situations

If there is a real emergency at school, the parents or guardian will be notified immediately. If the parent or guardian cannot be reached, the emergency contacts (per the Medical Emergency Authorization Form) will be called. Meeting Street@ Burns nurse will handle any emergency situation along with the school first response team.

All children's medical records are located in the school nurse's office. If a parent cannot be reached and it becomes apparent that the child requires medical attention, EMS will be called. The child will be taken to MUSC's Children's Hospital for treatment unless another hospital has been noted on the Emergency Medical Form. The school would supply any emergency medical records or health information to the EMS so that those records would accompany the child with the medical personnel. If a parent is not able to get to school in time to accompany the child, the school designated person will accompany the student to the hospital until a parent/guardian arrives.

It is a requirement of enrollment that the parent or guardian sign approval to transport their child in an emergency situation via the Emergency Squad ambulance.

Management of Communicable Diseases & Mildly Ill Children

Only children who are not displaying signs of illness can be accepted into the school program each day. We must depend on communication with parents to help us maintain this policy. Although it is sometimes hard to determine what is best for a possibly sick child, parents should not send a child to school who has a fever of 100° or higher, who has thrown up in the past 6 hours, or who has a "loose or running cold" that makes the child uncomfortable and/or may infect other children.

All of our staff members will also abide by our health policy, respecting your children's health when they demonstrate symptoms of cold or flu. Our nurses have training or will receive training during their first year of employment in the recognition, prevention, and management of communicable disease from the "American Red Cross" or from a registered nurse. If a child shows signs of illness, the parent or guardian will be contacted and the child will be sent home. Symptoms that are cause for sending a child home are: diarrhea, severe coughing, fever of 100° F (taken by axillary method) or higher, difficulty or rapid breathing, yellowish skin or eyes, conjunctivitis, untreated skin eruptions, unusually dark urine and/or gray or white stool, stiff neck, sore throat, runny nose, earache, unusual spots or rashes, nausea or vomiting, or evidence of lice, scabies, or other parasitic infections.

A "mildly ill" child (one who is experiencing minor cold symptoms, but is not exhibiting any of the above symptoms) will be monitored within the classroom by the teachers. If the conditions worsen, the child will be directed to the nurse's office and the parent/guardian will be called to take the child home.

If a child becomes ill at school, he or she will be isolated from the other children in the nurse's office and the parents or guardians will be called. The nurse or other staff member will attend to the child at all times until the child is discharged. A child with any of the following signs or symptoms of illness will be sent to the nurse's office immediately: unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, vomiting, evidence of lice, scabies, or other parasitic infections. The nurse or other staff member will monitor the child

until the parent or guardian can take the child home.

Students who have been excluded from school or absent from school will be readmitted under the following conditions:

- They must be fever free and not vomiting for at least 24 hours before the day returning and must have a note from parents stating the day(s) of absence, the reason for the absence, and confirmation that the child is well.
- They must have a physician's note stating that the student is under adequate and effective therapy or judged non-infective if the child has been absent for one of the following: strep throat, conjunctivitis, impetigo, scabies, tinea capitis (ringworm of the scalp), pediculosis capitis (lice of scalp), pediculosis corporis (lice of body,) or enterobius vermicularis (seat worms or pinworms).

It is our policy that students miss school for the following number of days indicated if they have had: Measles—4 days from outbreak, Chicken pox—6 days from last crop of new vesicles, Mumps—9 days from onset or until subsidence of swelling, German measles (Rubella)—4 days from onset of rash, Whooping cough (Pertussis)—4 weeks from onset or 7 days from start of therapy, Respiratory Streptococcal infections including scarlet fever—not less than 7 days from onset if no physician in attendance or 24 hours from the start of medication.

A communicable disease chart from the South Carolina Department of Health is posted in the nurse's office for reference. In the event of an outbreak of a communicable disease within our enrollment, parents will be notified on the day the outbreak is discovered. For purposes of definition, a single case of measles constitutes an outbreak. A mumps outbreak will be determined based upon the number of mumps cases and the epidemiological link of the cases. An outbreak of rubella will be dependent upon laboratory evidence, evidence of related cases, and clinical illness. Whether it is a measles, mumps, or rubella outbreak, any child who cannot show proof of immunization must be excluded from the school until such proof is provided or until the outbreak has been declared over.

All medications, fluoride supplements, or food supplements will be kept out of reach of children in the nurse's office at all times. A medication requiring refrigeration shall be refrigerated immediately upon arrival and shall not be stored in an area where it can contaminate any food products.

Parents or guardians sending medication must take any medications directly to the nurse themselves. No student should be carrying medication for any reason at any time.

Administration of Medications

MS @Burns follows all CCSD protocols in the administration of medications to students. This policy includes that medication will not be administered unless there is a signed and dated parental consent form on file.

Restroom Procedures

It is expected that all MS @Burns students will be *fully* potty-trained. This means that students must be able to button/unbutton pants, fully wipe themselves after using the restroom, and be able to change their own clothing after an accident. Children can go to the restroom at the teacher's discretion whenever necessary throughout the day. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

We also require that each child in Pre-K and Kindergarten bring a change of clothes (including pants, uniform top, underwear, and socks) to store at school in case of a restroom emergency. When emergencies arise, we will send home the uniform to be cleaned. Please replace clothing once it's used, the weather changes, or if your child's size changes. It is the parent's responsibility to ensure that their child has extra clothing at school.

Documentation must accompany any student that requires assistance with using the restroom, for personal or medical reasons. This documentation should be provided by the child's medical provider.

X. Safety & Security

General Health & Safety

All cleaning supplies will be kept out of reach of the children at all times. Aerosol sprays will not be used when students are in the building. A first aid kit is located in every classroom. Additional first aid supplies are found in the nurse's office. Teachers and administrators will be trained in an approved course in first aid and CPR. Teachers and administrators will accompany students on all field trips or special outings and will take a first aid kit.

Emergency Procedures

At the beginning of the school year, each teacher will review emergency procedures. Students will be taught how to respond during various emergencies through whole school drills. Monthly fire drills will be conducted throughout the year. Other Emergency Safety drills that will be conducted during the school year include: Secure, Lockdown, Hold, Evacuation and weather related drills. Procedures and evacuation routes are posted in each classroom. All staff are trained on all evacuation and safety procedures for the various types of emergencies. The school administration will keep record of these drills.

Inclement Weather

MS @Burns will follow Charleston County Public Schools' inclement weather policy and decisions. Please watch the local news and visit CCSD's website for school closures. MS @Burns reserves the right to close school in the event of a school-based emergency or facility issue. In that specific case, we would notify all parents via phone and email and would post messages on our website and social media.

Visitors

All visitors in the building, including family members, CCSD employees, vendors, and volunteers, are required to check in at the front office. A State issued driver's license or identification card must be presented and scanned into Raptor Technologies' vSoft system. All visitors must wear a visitor's badge, including volunteers. The only door to obtain entrance into MS @Burns is our front buzzer/security door. Visitors who do not follow our building security/visitor's policy will be asked to leave immediately. If any visitor displays behavior that is endangering students, using inappropriate language, threatening others in the building, etc. the School Resource Officer (SRO) will be contacted and they will be required to leave the building.

Mandated Reporting

From the DSS regulations: Any person paid to care for or work with a child including any teacher, educational administrator, guidance or family counselor, who in the professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him or her, which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition. They shall immediately report such conditions to the Department of Social Services as a mandated reporter or to such person designated by the principal who shall file such a report.

Search Policy

In order to keep all of our children safe, any article of clothing or item brought onto school property or brought to a school sponsored event is subject to search and seizure. If a student needs to be searched for suspicion of contraband or stolen items, two staff members must be present for the search.

Non-Discrimination Policy

MS @Burns admits students of any race, religion, color, disability, sex, sexual orientation, gender identity, national origin, immigrant status or English-speaking status and guarantees all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate based on race, religion, color, disability, sex, age, sexual orientation, gender identity, national origin, immigrant status,

English-speaking status, or marital status in the administration of its educational policies, admissions policies, hiring policies, and athletic and other school-administered programs.

Liability Insurance

MS @Burns has liability insurance. If at any time MS @Burns does not have liability insurance, parents will be notified in writing of this change.

XI. Preschool Specific Information

License to Operate a Preschool

Meeting Street @Burns is licensed to legally operate as a Child Care Preschool program by the South Carolina Department of Social Services. This process includes visits from the Health Department and the State Fire Marshal. Random visits are conducted twice annually by the Department of Social Services to ensure adherence to state standards. Re-licensing occurs every two years.

A copy of the preschool license is posted in the school lobby, and a record of our license is available from the South Carolina Department of Social Services upon request. Copies of the laws, rules, and current inspections governing child day care are available at the school to any parent or guardian upon request.

MS @Burns is licensed to serve up to 17 students in our Pre-Kindergarten classes of three and four year olds Monday through Friday from 7:30am-5:30pm MS @Burns does not discriminate in accepting students on the basis of race, religion, color, disability, sex, sexual orientation, gender identity, national origin, immigrant status or English-speaking status The preschool does not discriminate against any person in admissions, employment, or otherwise that is in violation of the law.

Attendance Policy:

- The expectation is that all students are on time every day and stay for the entire school day. Attendance is directly linked to school performance and students must be in attendance to make strong growth. Any student arriving after 7:30 AM will be considered tardy and any student leaving school before 3:00pm will be marked as having an early dismissal. Students must be in school for a total of 4 hours for them to be counted as present for the day.
- If a child will be absent on a particular day, the parent or guardian should send a note in the student's folder letting us know the date(s) and reason of absence.
- All absences require a written explanation from the parent/guardian within 3 school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, address and telephone number(s), dates of absence(s), and documentation of the reason for absence. Absences in excess of 10 days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.
- If a PK student has 15 total (unexcused) absences, the student will be removed from the PK program.
- If a PK student has 20 tardies, the student will be removed from the PK program.
- If a PK student has 20 early sign-outs, the student could be removed from the PK program.

Toilet Training For Pre-K 3 and 4 year old students

MS @Burns requires that all children who are accepted into the program must be toilet trained by the first day of school. Children wearing pull ups or any kind of training pants are considered to be non-toilet trained and cannot attend until they are fully toilet trained. If your child is not toilet-trained he or she will be excluded from the preschool until the toilet training is completed. Soiled children's clothing will be double bagged in a sealed plastic bag and sent home with the child for cleaning. All families should send one change of clothes to school that will stay in their child's cubby for times when there are accidents.

Any time a student has an accident, the time and location should be documented on the bathroom accident form. Any time a student has an accident, a parent should be notified through a written note or through a phone call. If a student has 3 or more accidents in a 5 day period, an in-person conference will take place with the student's parent/guardian to create a potty plan.

1. Parents will be notified of repetitive bathroom accidents and problem solving strategies should be discussed in collaborative fashion through a potty plan.
2. Parents will be notified that if the student has 3 or more bathroom accidents in a 5 day period, temporary removal from the program may be required to complete toilet training at home.
3. Parents should be notified that the student's roster spot will be held for up to six weeks while toilet training is completed at home.

The day porter should be contacted if any clean-up is required after a student's bathroom accident. The nurse can be contacted to assist with a bathroom accident if needed, but the nurse may not always be available. All students in the Pre-K and Kinder program should have a spare uniform (including uniform shirt, a bottom, and socks) at school. When wet/soiled clothes are sent home for cleaning, another spare uniform needs to be sent to the school for the student to access in case of another accident. Students have a 2 week grace period to acclimate to school routines and procedures before the Bathroom Accident Policy can be applied.

Ratio of Child-Care Staff Members to Students

The following staffing ratios apply at all times children are present on the premises and during activities away from the center and shall be prominently posted in all classrooms. When there are mixed age groups in the same room, the staff-to-child ratios shall be consistent with the age of the majority of the children when in the mixed age group. No child will ever be left alone or unsupervised.

Child's Age	Staff-to-Child Ratios
Birth to one year	1:5
One to two years	1:6
Two to three years	1:8
Three to four years	1:12
Four to five years	1:17
Five to six years	1:20
Six to twelve years	1:23

Afternoon Nap

The children enrolled in the Pre-K program will be attending for a full day, from 7:30am-3:30pm thus, there will be a nap period included in the afternoon for a period of 60 minutes to 90 minutes, never to exceed 1 hour and 30 minutes in a 24-hour period. All children will be required to begin the nap period by resting on their nap mat, but no child will be forced to go to sleep. The appropriate child/staff ratio will be maintained at all times during the nap period: 1 child care staff member for 22 students in Pre-Kindergarten 3 and 1 child care staff member for 32 students in Pre-Kindergarten 4 will be physically present in the room at all times and will be able to summon a second adult who is readily available. Naptime preparations will be complete before the nap period begins. No child will ever be left unsupervised.

Each child will be assigned to their own mat. The mats and their cleanliness will meet the requirements of the South Carolina Department of Social Services regulations. If more than one child must use the same mat on any given day, the mat will be cleaned and disinfected between uses (although our policy is for only one child to use

that mat per day). Additionally, mats which become soiled during daily use by, but not limited to, blood, vomit, toileting accidents, and spills, shall immediately be cleaned thoroughly with soap and water and then disinfected with an appropriate germicidal agent.

Provisional Employment

If an unexpected staff or teaching vacancy occurs, MS @Burns will try our best to cover that vacancy with another MS @Burns & DSS certified staff member. If we are unable to do so, we will hire a substitute (a provisional employee) who is DSS certified.

Tracking Children

Children can enter the building in one of three different ways:

- Children may be dropped off in the carpool line. If so, teachers will help them out of the car and they will be under staff supervision all the way to their classroom.
- Parents may walk children into school or to their classroom using the front entrance of the school. If parents drop their children off before their classroom, children will be supervised by staff all the way to their classroom.
- Four-year-old children may ride the bus. If they ride the bus, they will be supervised on the bus by an employee of Coastal Bus Line or First Student and will be supervised by MS @Burns staff as they exit the bus and will be supervised all the way to their classroom.

Once in the building, all preschool teachers will use the daily tracking sheets, monitoring and recording their students every time they leave the room or change locations. In addition, while on field trips outside of the building, our teachers will use a tracking system to ensure that all students are accounted for at every transition between locations.

Children can leave the building in one of three ways:

- At dismissal, they are escorted to the bus and supervised as they get on the bus (available only to four-year-old children) by MS @Burns staff and are supervised on the bus by Coastal Bus Line or First Student staff.
- At dismissal, they are escorted to the carpool waiting area where they are supervised until a positively identified adult has been approved to pick them up.
- If a student has to leave the program before dismissal time, the adult picking them up has to submit identification and be positively verified as an approved contact. Students will be escorted to the main office and released to the approved adult.

Release of Children

Parents, guardians, or other authorized persons must come to the school office to sign-out children. A state issued photo ID will be required to pick up the student if the dismissal tag is not present, and the person must be listed on the emergency card. If you do not want a particular individual to pick up your child, the school must be notified in writing. If a child is to be released to only one parent, a copy of the court order appointing that parent the only legal custodian and/or restraining order prohibiting a parent from having contact with the child, must be on file with the school.

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MS @Burns Handbook Acceptance Form 2022-2023

I have received the 2022-2023 MS @Burns Handbook. I understand that this handbook captures the policies and procedures of our school, but that policies and procedures will need to change from time to time. I understand that the school will update this handbook periodically and will notify me of any changes.

I understand that MS @Burns follows the CCSD code of conduct and does not use corporal punishment.

Student Name: _____

Parent Name (print): _____

Parent Signature: _____

Date: _____

Pre-K Families Only

I understand that my student needs to follow potty training policy, uniform policy, and attendance policy in order to maintain enrollment in the MS @Burns Pre-K Program.

Parent

Signature _____