



**Memminger School of Global
Studies 2015-2016
Student Handbook**

INTRODUCTION

School Personnel	3
Message from the Principal	3
Mission Statement	4
Goals	4
Values	4
Global Studies Focal Points	4
School Colors	4
School Hours	4

THINGS TO KNOW

After School Care	6
Attendance	6
Lawful absences	6
Unlawful absences	6
Tardiness	6
Perfect Attendance	7
Criteria for Students Remaining	
Home Due to Illness	7
Celebrations	7
Class Preparation	7
Communications	7
Weekly Progress Folders/reports	8
Conferences	8
Conflict / Problem Resolutions	8
Daily Schedule	8
Discipline & Behavior Expectations	8
STAR expectations	9
Offenses Not Tolerated	9
CCSE Code of Conduct:	
Offenses & Possible Actions	10
School Bus Behavior Code	11
Dress Code	12
Drills	12

Drop-off & Pick-up Area	12
Early Dismissal Days	12
Early Out Procedure	12
Grading Scale	13
Guidance	13
Homebound Instruction	13
Homework Policy	13
Lost and Found	13
Meals: Breakfast & Lunch	13
Meals: Prices	14
Media Center	14
Medication	14
Non-students on Campus	14
Pictures	14
Playground	14
Promotion/Retention Policy	14
PTO	15
School Improvement Council & Title I Planning Team	15
Student Records Policy	15
Student Search Policy	16
Supplies	16
Testing	16
Textbooks	16
Toys & Electronic Equipment	17
Vandalism	17
Visitors	17
Volunteers	17
Withdrawal Procedures	17

MEMMINGER ELEMENTARY SCHOOL
20 BEAUFAIN STREET, CHARLESTON, SC 29401

<http://memminger.ccsdschool.com>

Phone: 843-724-7778

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TEACHER: _____

PRINCIPAL.....Dr. Abigail Woods

ASSISTANT PRINCIPAL.....Ms. Natasha Jones

Secretary / Bookkeeper Mrs. Jeana M. Ferron

Attendance & Data Clerk..... Mrs. Andrea Grampus

Guidance Counselor..... Mrs. Heather Anderson

IB Coordinator..... Mrs. Katie Houser

Communities in Schools LiaisonMr. Raymond Nelson

School Nurse.....Nurse Kelly/Hall

School Psychologist Mrs. Dawn Houpe

Parent Advocate Mrs. Darcell White

A MESSAGE TO PARENTS FROM THE PRINCIPAL

Dear Mariners,

The purpose of this handbook is to answer many common questions that you may have regarding our procedures, policies and the school in general. Please read this handbook carefully as it addresses many areas including: arrival, dismissal, start times, bus riders, car riders, food policy, uniform policy, important upcoming dates, and much more. We look forward to having a successful school year!

Dr. Abigail Woods, Principal
Memminger Elementary School: A University Partnership

Mission Statement

The mission for Memminger Elementary is to educate students using a personalized learning approach in a challenging environment which emphasizes academic excellence and encourages respect for individual differences.

Vision Statement

We envision one school where caring, knowledgeable adults teach all children to love learning; to become honorable and responsible citizens; where academic excellence and respect for others are the standards; where teachers and students are positive contributors to the local and global communities; where teachers, parents and children have a voice and a choice in their educational environment and curriculum.

Memminger Elementary School Commitments

1. We will integrate South Carolina's Standards for the 21st Century using a personalized learning approach through the implementation of our Global Studies partial magnet program.
2. Using the PBIS model, we will provide students a safe, positive, and challenging climate that is necessary for learning through positive recognition of appropriate behavior.
3. We will welcome and involve all parents, community volunteers, and University partners to create a collaborative learning community that support the school vision.

Memminger Elementary School Focal Points

MEMMINGER STUDENT LEARNER PROFILE:

- Inquirers
- Knowledgeable
- Risk-Takers
- Reflective
- Principled
- Caring
- Well-Balanced
- Thinkers
- Communicators
- Open-Minded

KNOWLEDGE- 6 Transdisciplinary Themes:

1. Who we are
2. Where we are in time and place
3. How we express ourselves
4. How the world works
5. How we organize ourselves
6. Sharing the planet

SKILLS

- Social
- Research
- Thinking
- Communication
- Self-Management

CONCEPTS Inquiry based on:

- Form: What is it like?
- Function: How does it work?
- Causation: Why is it like it is?
- Change: How is it changing?
- Connection: How is it connected to other things?
- Perspective: What are the points of view?
- Responsibility: What is our responsibility?
- Reflection: How do we know?

ATTITUDES: Needed to build the Student Profile

- Appreciation
- Commitment
- Confidence
- Cooperation
- Creativity
- Curiosity
- Empathy
- Enthusiasm
- Independence
- Integrity
- Respect

ACTION: Reflect, Choose, Act

ASSESSMENT: Formative, Summative, Reflective, Evaluation

School Hours: Students – 7:45 a.m. – 3:00 p.m.

Early Release Hours: 8:00 a.m. - 1:00 p.m.

Half Day Hours: 8:00 a.m. – 11:00 a.m.

AFTER SCHOOL CARE:

- **PRESCHOOL AFTERCARE-** an afterschool program that serves 3-5 year old students from 3pm-6pm. (\$5.00 a day)
- **WINGS** – an afterschool program that serves K-5th grades in character building from 3-6p.m. WINGS Program Director, **Ms. Mallory Dorsey** 843-724-7778.
- **KALEIDOSCOPE** –afterschool childcare that serves 1-6 grades (\$20 a day* Please reference Kaleidoscope handout.)

ATTENDANCE

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.**

Written explanation of absences must include the student's name, parent/guardian's full name, address and telephone numbers(s), dates of absences(s), and documentation of the reason for absence.

Example of a valid written excuse:

Dear Mrs. Jones,

Please excuse Janae Sullivan from school on 8/24/10. She had a sore throat and fever.

Thank you,

Mrs. Kathy Jones

555-1234 or 555-5678

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. Any student that accumulates more than ten absences faces the possibility of being retained.

Lawful absences:

- Illness of the student
- Medical or dental appointment
- Court appearance
- Death in the immediate family
- Observance of a religious holiday
- Activities approved by the administrative team Extenuating circumstances as determined by the principal

Unlawful absences:

Absences from school, including absence for any portion of the day, shall be considered unlawful under the following circumstances:

- Absence from school without the knowledge of the parents.
- Absence from school without acceptable cause with the knowledge of the parents.
- Home bound or home based students who are not available for planned sessions.

Important notes:

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

Students are not considered absent in the following cases:

- Approved school field trips
- Students late due to bus problems
- Students assigned to in-school suspension program

Students previously enrolled in the district and those residing in the state that are entering for the first time shall be counted unlawfully absent (for promotion and credit consideration) for each day missed due to the late enrollment.

Tardiness:

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 8:20 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.

Excessive tardiness will result in disciplinary action. **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 will result in attendance interventions develop by the guidance counselor and attendance clerk. **Ten unexcused tardies will equal ONE absence.**

PERFECT ATTENDANCE

Students who have 3 or more tardies (excused or unexcused) in a nine-week period will not be considered for a **PERFECT ATTENDANCE** award.

CRITERIA FOR STUDENTS REMAINING HOME DUE TO ILLNESS

There are times when a student should remain at home for his/her own welfare and for the protection of other students. Students should remain at home if they have any of the following symptoms:

1. Fever, temperature of 100 degrees or higher within the past 24 hours, with or without other symptoms
2. A cold in the contagious stages, severe nasal discharge that is not clear in color
3. Any communicable disease such as chicken pox, measles, etc.
4. An undiagnosed rash or skin eruptions
5. Vomiting or diarrhea within the last 12 hours
6. Untreated head lice or scabies

CELEBRATIONS

Protecting our instructional day is our priority. Teachers are not permitted to stop instruction for birthday celebrations. However, a healthy treat can be sent to school to be shared with the class at lunchtime or snack time. Make prior arrangements with the teacher before sending in a treat.

COMMUNICATIONS

From time to time, notices are sent home with all students. Please encourage your child to bring home all notices from school. During the year, school newsletters and a monthly calendar will be sent home.

Teachers will send papers and communications **home every Wednesday**.

You may also access the school through the school website:

<http://memminger.ccsdschools.com>

Links to teacher websites may also be accessed through this website. You may also communicate with your child's teacher through CCSD's e-mail. If you need to speak directly with your child's teacher, you may call the school and leave a message. **Telephone calls are not permitted during instructional time; however, the teacher will return your call at the earliest opportunity.**

CONFERENCES

Conferences are valuable and desirable for the benefit of the students. Parents are encouraged to call for an appointment. Teachers often request a conference to discuss a student's academic performance and behavior before it becomes a major concern. **Conferences are scheduled before or after school hours by appointment only.** We do not normally have conferences during the school day since it takes the teacher away from the class. Parents should call the school office or request a conference in this communicator to set up an appointment. Telephone calls are an excellent means of having an informal conference. From time to time, your child's

teacher may call to update you on your child's work. **However, telephone conferences are not permitted during instructional time.**

CONFLICT / PROBLEM RESOLUTIONS

In an effort to teach conflict resolution and to reduce referrals, a student who has a problem with another student is expected to resolve the difficulty in a peaceful way. If necessary, the student should address the problem to the teacher or guidance counselor who can help resolve the conflict.

DAILY SCHEDULE

School starts at 8:00 a.m. **Students are not to arrive before 7:45 a.m.** because school doors will be locked and teachers and staff are not on duty until that time. **The school cannot be responsible for the supervision of your child before 7:45a.m.** Children are to go directly to classroom once the doors open at 7:45 a.m. Students arriving by bus will enter the school through the doors by the cafeteria. All other students will enter through the primary grades entrance located in the front of the building. Students are expected to be settled into the classroom and ready to learn at 8:00 a.m., the beginning of the school day.

Dismissal begins at 3:00 p.m. **If a student needs to leave school using a different mode of transportation than usual, the parent/guardian must submit a request in writing the morning of that specific day to the teacher. The teacher will then submit the request to the front office.**

DISCIPLINE & BEHAVIOR EXPECTATIONS

We believe that a strong discipline program is necessary for the instructional environment to flourish. It is also every student's right to be able to learn in a properly disciplined school, without excessive loss of instructional time due to the teacher having to discipline others. Please remind your child that he/she is in control of his/her own behavior. **Classroom behavior that interferes with learning will not be tolerated.**

Memminger STEERING Behavior Expectations

In order to be productive, students need to come to school prepared to learn and do their best. Positive Behavior Intervention and Support (PBIS) is a process for creating school environments that are more effective, efficient, and relevant to the education process. At Memminger, simple behavior expectations for students have been created for all areas of the school. Students will refer to a matrix of behaviors in order to maintain positive school behavior.

Memminger Elementary has five major expectations of behavior in school. At MSGS, our students will STEER themselves in the right direction.

School Pledge

I'm an Explorer at MES,

These actions will steer me to do my best!

Safety first!

Teamwork next!

Eager to learn!

Expect the best!

Reflect, Choose, Act!

*At Memminger we are "STEER"-ing
ourselves in the right direction!*

The following offenses will not be tolerated at Memminger School of Global Studies:

1. Knives, guns (including toys), drugs, alcohol, or tobacco products.
2. Verbal disrespect to any adult or student.
3. Using profane or abusive language or gestures at school or at school activities.
4. Bullying, harassing, or threatening others (verbally, physically, or in writing).
5. Willful and malicious destruction or defacing school property including writing on desks, walls, etc. Parents will be held responsible for the cost of the damage incurred.
6. Attempted assault or assault of personnel. This includes verbal or written threats.
7. Fighting at school.
8. Possession of obscene or pornographic materials.
9. Possession of any electronic games, lasers, radio, CD players, I-Pods, etc. These will be taken from students and returned to the parent upon request.
10. During school hours all phones, pagers, or other communication devices must be off and in the student's book bag. If on or in use, the item will be taken from the student and returned to the parent upon request.
11. Offensive touching.
12. Cutting class or school.
13. Horseplay.
14. Chewing gum.

School Bus Behavior Code

Charleston County School District provides a countywide system of school bus transportation. Appropriate behavior by students at bus stops and on the school bus is essential to maintaining safe transportation. Students who do not follow bus rules may face the loss of bus privileges. All disciplinary actions listed in this document are applicable to misconduct on the bus or while in sight of the driver at the bus stop.

The principal or designee has authority over all buses operating to or from school, to include loading or unloading, and the conduct of the student being transported.

Inappropriate behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to the appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff review, appropriate disciplinary action will follow.

Each student is expected to ride his/her assigned bus every day unless permission to do otherwise has been given in writing and approved by the school.

Students are expected to observe the following rules for safety and courtesy on the bus. The Student Code of Conduct applies on all CCSD buses and at all CCSD bus stops.

1. AT THE BUS STOP

- Arrive at the assigned stop before bus pick up time
- Be respectful and aware of traffic
- Wait in a quiet and orderly manner
- Wait for the bus in a safe place, clear of traffic and away from where the bus stops
- Stay off private property

2. WHEN THE BUS ARRIVES

- Allow the bus to come to a complete stop
- When boarding, wait until the bus has stopped with warning lights flashing and all traffic has come to a stop. If crossing the street is necessary, cross in front of the bus
- only
- Board the bus in single file
- Board the bus in a quiet and orderly manner

3. ON THE BUS

- Follow the instructions of the bus personnel
- Be respectful of all people, including all bus personnel. Keep hands, feet, and objects to self – physical contact of any kind is prohibited
- Use language appropriate for the school setting
- Keep the bus neat and clean
- Do not eat or drink
- Talk quietly and politely
- Sit in assigned seat if applicable
- Stay in seat while bus is moving
- Cell phones, radios, and CD players should remain off and out of sight
- Do not throw objects out of or inside the bus
- Do not deface property with writing, drawing, or marks

4. EXITING THE BUS

- Remain seated until the bus comes to a complete stop
- Exit at your assigned bus stop
- Exit the bus and bus stop in an orderly manner
- Cross in front of the bus only

CONSEQUENCES FOR INFRACTIONS related to transportation for all students include, but are not limited to...

1st offense:

- Parent notification / conference
- Student conference
- Seat change Bus probation Bus suspension
- School suspension (when applicable)

Additional offenses:

- Bus suspension
- Additional bus or school suspension which corresponds to the offense
- Implement the Student Code of Conduct as appropriate
- Serious disruptive behavior may result in bus suspension for the remainder of the year

DRILLS

(Fire, Earthquake, Tornado, and Intruder)

The school will routinely conduct fire, earthquake, tornado, and intruder drills. Parents are encouraged to stress the importance of these drills to their children.

DROP-OFF AND PICK-UP AREA

The drop-off and pick-up area for students at Memminger is at the front of the school. Students may be dropped off no earlier than 7:45 a.m. You may also pick-up your child in this area at the 3:00 p.m. dismissal. Stay in your car at all times. Drop-offs and pick-ups will be allowed along the curb in the front of the building only.

EARLY DISMISSAL DAYS

Several times throughout the year, Charleston County School District has scheduled an Early Dismissal Day. **The dates for Early Dismissal Days are: September 23, October 28, February 24, March 16, and April 27.** Additionally, a notice will be sent home several days in advance as a reminder.

EARLY OUT PROCEDURES

Memminger believes that instructional time is very important to our students' growth as learners. It is important that students are here in school every day. Parents are strongly encouraged not to sign students out of school unless the student has a medical, dental, legal appointment or a death in the family. Early sign-out for reasons other than the above shall be considered unexcused unless there is prior approval by the school administration. In case of an emergency or unusual need to leave campus, students should follow the procedures outlined below:

1. A note written by the parents should be presented to the main office by 8:20 a.m.
2. Each note should include the student's full name, grade, parent signature, and a telephone number where the parent can be reached for verification of the early dismissal if necessary. In addition, the reason or purpose of the request must be stated.
3. **No student will be allowed to be dismissed from class between 2:15 p.m and 3:00 p.m.**

4. Parents or designee must sign out students in the main office before leaving the school grounds. We respectfully request that all visitors provide a picture identification to ensure the safety of all students.

Please do not call ahead of time requesting that we have the student at the office waiting for your arrival.

GRADING SCALE

Pupil progress will be reported halfway through the quarter (Interim/Progress Reports) and at the end of each quarter. For the core academic subjects, numerical averages are reports for grades three through five:

A = 93-100

B = 85-92

C = 77-84

D = 70-76

F = 69 or below

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

R = Rarely or Never Demonstrated - student's work does not meet grade-level expectations

S = Sometimes Demonstrated - student's work is inconsistent and does not always meet grade-level expectations

C = Consistently Demonstrated - student's work meets grade-level expectations



GUIDANCE

Guidance services are available to parents, students, and faculty members within the school setting. The purpose of guidance is to serve as a support and resource service. The program includes small/large group and individual counseling, as well as parenting and safety programs. You may contact the school counselor.

HOMEBOUND INSTRUCTION

Homebound instruction shall be offered to those students of the Charleston County School District who are unable to attend school due to mental or physical illness or injury. To be eligible for instruction, a licensed physician must certify that the student is unable to attend school. Application forms are available at the school.

HOMEWORK POLICY

Homework for students at Memminger is designed as a constructive tool in the teaching/learning process. Properly handled, homework can be an aid to learning.

The general objectives of homework are:

- To help students develop independent work-study habits
- To reinforce learning that has taken place at school being learned at school

To achieve its goal, homework must be utilized in such a manner as to complement the learning process. Please encourage your child to

complete any homework assignments and return them to school for review and/or grading.

The following tips are offered to help with homework:

1. Set up an organized place for your child to use daily to complete homework assignments.
2. Establish a scheduled time daily for completing homework assignments.
3. Encourage your child to successfully complete homework assignments independently – **the work should be completed by the student.**
4. Contact the teacher if your child is unable to routinely complete homework assignments.

LOST AND FOUND

We strongly urge parents to mark items of clothing, lunch boxes, glasses, etc., with the student's name. If a child's identification is on an article, we can locate the student and return the item. Unidentified lost and found articles will be kept in a designated area. If an item is missing, please stop by the area to check for the item. Unclaimed items are donated to a charity in January and June.

MEALS

We have a "grade A" cafeteria. During the 2015-2016 Memminger will participate in the CEP initiative which allows **ALL students to eat breakfast and lunch free of charge.** No child is ever denied breakfast or lunch for any reason.

2015-2016 Meal Prices

Prices are subject to change. For Cafeteria questions, please contact the cafeteria manager.

	Adult Price
Breakfast	\$2.25
Lunch	\$3.75

MEDIA CENTER

The Memminger Elementary School Media Center is open from 7:45 a.m. – 3:00p.m. each school day. Students can come to the library any time **(providing a class is not in session)** during these hours to check out new books. They do not have to wait until their regular library day to check out books. Students can check out materials from the media center for two weeks at a time and can renew materials twice. **There are no fines for overdue materials, but students must pay the cost of the material if it is lost or damaged.**

Students in Pre-K and kindergarten can check out one book at a time, students in first and second grade can check out two books at a time, and students in third through fifth grade can check out three books at a time. Parents can also check out three books at a time.

MEDICATION

School personnel will administer medications only pursuant to district policy and regulation. The principal or designee may administer oral or inhaled medications to students during school hours or during authorized events upon the written request of the physician and parents or guardians. **Medical forms MUST be signed by parent or guardian.**

The school nurse administers medications before school, lunchtime, and near the end of the school day. The nurse is available from 8:00 to 2:30 each day.

No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Permission will be granted only after careful review by the School District in consultation with the registered professional prescriber. A Health Management Plan must be completed. Any medication found in a student's possession (except as described above) will be confiscated by school officials. At the principal's discretion, the student may be sent home, a police report made, and disciplinary action taken as stated in the CCSD Policy JICH (Substance Abuse).

NON-STUDENTS ON CAMPUS

The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other property of Charleston County School District. Such action will include the right to call the police and swear out warrants.

PLAYGROUND

Teachers will actively supervise students during school hours on the playground. Contact sports such as wrestling, football, and boxing are prohibited. Hard balls and bats are also prohibited.

PROMOTION / RETENTION POLICY

The Charleston County School District will provide each student an opportunity to progress in a continuous growth pattern of academic achievement in harmony with normal chronological, intellectual, social, and emotional development. The district affirms academic excellence for students in our expectations for their learning and that those expectations are defined by the curriculum standards adopted by the state board of education and the Charleston County School District in the core discipline areas of English/language arts, mathematics, science, and social studies.

While the retention of students is not a total solution to address sub-standard student performance, it is recognized that retention may allow some students the necessary additional instructional time at a grade level to achieve a minimal level of competency in skills that are essential for success at the next grade level.

All students with disabilities, as defined and identified by federal and state statutes and regulations, will be subject to the promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by a duly assembled IEP committee, addresses and defines alternative learning goals and promotion standards.

In the event of catastrophic illness, injury, or psychological trauma for a child, the school principal may waive promotion criteria for the child provided that the incident has a demonstrated negative effect on the child's Academic performance when compared to prior achievement. The school principal will notify the associate superintendent for learning services for this action and the circumstances prompting the action.

A student should not be retained more than once in kindergarten through grade two, and no more than twice in third through grade eight, unless approved by the superintendent or his/her designee.

PTA

The Parent-Teacher Association (PTA) provides many important services to our school. The annual dues per membership will be announced at the first PTO meeting of the school year. Plan now to join and support the PTA in meeting school goals. Meeting dates are on the school calendar.

SCHOOL IMPROVEMENT COUNCIL & TITLE I PLANNING TEAM

Memminger Elementary School has established a School Improvement Council and Title I Planning Team. These committees play a key role in educating our state's children, bringing together parents, educators, and our community stakeholders to collaborate on the improvement of our school. These committees are made up of a group of parents, community members, and teachers who work together to advise administration. Meetings are held on the last Tuesday of the month and are open to the public. Please contact the school office (843) 724-7778 for more information.

STUDENT RECORDS POLICY

Schools will treat each student's educational records as confidential and primarily for local school use. The exception to this rule is for directory information, which the district may disclose. This information includes:

- The student's name
- Address
- Telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Dates of attendance
- Diploma or certificate and awards received
- The most recent previous educational agency or institution attended

Other similar information

The district will not release directory information to any person or agency for commercial use. Parents have the right to review and contest material in a student permanent record folder.

Anyone who wishes to inspect the records must make the request for inspection (or an explanation or interpretation) of a student's record to the principal of the school in which the student is enrolled or where the record is housed.

Principals or designated district office administrators will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 days after the request has been made. At the inspection, the principal will have appropriate personnel available to interpret information on the records.

If the parent(s), guardian(s) or eligible student believe that the information in the educational record is inaccurate, misleading, or violates the privacy or other rights of the student, he/she can request an amendment to the record.

STUDENT SEARCH POLICY

As authorized by State law, district and school administrators and officials may conduct reasonable searches on district property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirement of district policy.

Any person, including students, entering the premises of any school in the district will be deemed to have consented to a reasonable search of his/her person and effects. A reasonable search is based on a reasonable suspicion and is reasonably related in scope.

Any weapons, alcohol, stolen property, contraband, or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student recommended for disciplinary actions. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified.

TESTING

Various assessments are administered throughout the school year to provide teachers and parents with information about student progress: quarterly benchmark tests, **Measures of Academic Progress (MAP), AIMS web literacy skills, Cognitive Abilities Test (CogAT), Iowa Test of Basic Skills (ITBS), and State assessments.** It is important that during testing dates, students are present at school. We recommend that any necessary appointments be made after testing for that day. A schedule for testing will be listed on newsletters / calendars.

MAP testing is administered three (3) times throughout the year (August-September, January, and April). Students in grades one through five will be tested in reading and math.

AIMS web assessments are also administered three (3) times throughout the year (August/September, December/January, and April/May). Students will be assessed on essential literacy skills.

Students are tested by the state- mandated state assessment. The school will use the results of the test to strengthen the instructional program and to assess academic needs.

TEXTBOOKS

Textbooks are furnished rent-free by the state of South Carolina. Students are responsible for the loss, destruction, or damage to books issued to them under such conditions. The school will not accept responsibility for any lost or damaged textbooks. Students who do not pay

damage or replacement fees for textbooks will not be allowed to participate in any extracurricular activities. This is considered an overdue account with the school. Damage fees are charged when abuse or damage occurs. Lost books must be paid for. **Charges must be paid before a transfer or report card is issued.**

TOYS AND ELECTRONIC EQUIPMENT

Toys and audio equipment of any description and for any age group are not to be brought to school. In the event that such items are brought to school, they will be collected by the teacher and returned to the student at the end of the day. If this becomes a persistent problem, the student and the device(s) will be sent to the administration for disciplinary action.

VANDALISM

It is the policy of the Charleston County School Board to eradicate vandalism in Charleston County. A reward system is in effect which should help apprehend the person(s) who commit(s) vandalism in a structure belonging to the school district.

VISITORS

Parents and other members of the community are encouraged to visit the school at any time. We ask that you park in the Wentworth Deck or a metered-space across from the school. The school is not responsible for paying parking fees. Enter the building through the main entrance. For security, before going to any area of the building, all visitors **MUST** sign-in with a drivers' license at the office to obtain a visitors pass that is to be worn while in the building.

According to South Carolina law, any person entering the premises of any school in South Carolina shall be deemed to have consented to a reasonable search of his/her person and effects. Anyone failing to comply with the "check-in" procedures with the office will be asked to leave our campus. After a warning, the police will be called and the violators will be prosecuted.

We encourage you to come visit your child's classroom. A short period of observation in the class will give you insight into your child's educational process. **Parents may observe classes by making an appointment in advance with the individual teacher.** Children respond well to a parent's interest. A conference can be scheduled later when the teacher is not instructing the class. Student visitors are not permitted. State law decrees that class interruptions be held to a minimum.

VOLUNTEERS

Volunteers are a great help with our instructional program and assist with other activities. Volunteers may be used in many capacities, including the following:

- Reading stories to students
- Listening to students read aloud
- Providing exhibits

- Assisting with field trips
- Helping in learning centers, in the library, the cafeteria, offices, etc.
- Mentoring
- Lecturing on special topics
- Operating audio-visual equipment Making graphs, charts, maps, flash cards, transparencies, etc. for classroom use
- Inventorying
- Working in the health room
- Working in the front office
- Organizing parents for special projects
- Acting as a hostess or assisting as a hostess/ host for school functions
- Helping with classroom housekeeping activities

Memminger Uniform Policy 2015-2016

Memminger Student Body
<p>Accessories are not permissible including but not limited to:</p> <ul style="list-style-type: none"> Jewelry that distracts from learning during instructional hours will be confiscated by teachers and returned at the end of the instructional day. Purses will not be permissible in grades CD-3. Purses in grades 4-5 must be kept in bookbags and will not be allowed out during the instructional day including recess, meals, and activities outside of the classroom during these hours. Winter accessories, gloves, scarves, hats, mittens must be put away when instruction begins No wristbands, armbands No sunglasses or non-prescription eyewear accessories are permissible Headphones Headbands, ribbons and other hair accessories must be burgundy, white, or black All students must have an extra uniform that stays at school for toileting, health, and other incidents
Boys Grades CD-5
<p>Shirts:</p> <ul style="list-style-type: none"> White, black, or burgundy Polo shirts <p>*Shirts must be long enough to stay tucked into pants with a belt at all times</p>
<p>Pants or Shorts:</p> <ul style="list-style-type: none"> khaki classic cut long pants, no cargo pockets khaki classic cut knee-length shorts, no cargo pockets
<p>Outerwear:</p> <ul style="list-style-type: none"> burgundy sweatshirts without hoods, collars must show burgundy sweaters and button up cardigans, collars must show burgundy sweater vests heavy winter coats may be worn to school but not worn throughout the building and during instruction in the classroom light jackets outside of the uniform policy are not permissible in the classroom or building during instructional hours, please see above for approved outerwear
<p>Belts:</p> <ul style="list-style-type: none"> brown leather with no embellished buckle black leather with no embellished buckle
<p>Socks and Shoes:</p> <ul style="list-style-type: none"> no knee socks with shorts ankle or crew cut white, burgundy, or black socks closed toed and closed heeled shoes, no light up shoes, shoes must be ankle height or shorter with traditional black, white, or burgundy laces

Girls CD-5	
<p>Blouses:</p> <ul style="list-style-type: none"> White, black, or burgundy Polo shirts <p>*Shirts worn with Bermuda shorts and pants must be long enough to stay tucked into pants with a belt at all times</p>	
<p>CD-3rd Grades Bottoms:</p> <ul style="list-style-type: none"> Khaki knee length jumper <ul style="list-style-type: none"> *Jumpers with hems that are more than two inches above the knee will not be allowed Khaki knee length Bermuda shorts <ul style="list-style-type: none"> *shorts with hems that are more than two inches above the knee will not be allowed Khaki classic cut pants <ul style="list-style-type: none"> *no capris *no skinny pants *no cargo pockets 	<p>4th – 6th Grades Bottoms</p> <ul style="list-style-type: none"> Khaki knee length skirt <ul style="list-style-type: none"> *Skirts with hems that are more than two inches above the knee will not be allowed Khaki knee length Bermuda shorts <ul style="list-style-type: none"> *shorts with hems that are more than two inches above the knee will not be allowed Khaki classic cut pants <ul style="list-style-type: none"> *no capris *no skinny pants *no cargo pockets
<p>Outerwear:</p> <ul style="list-style-type: none"> burgundy sweatshirts without hoods, collars must show burgundy sweaters or button up cardigans, collars must show burgundy sweater vests heavy winter coats may be worn to school but not worn throughout the building and during instruction in the classroom light jackets are not permissible in the classroom or building during instructional hours, please see above for approved outerwear 	
<p>Socks and Tights:</p> <ul style="list-style-type: none"> Solid black, burgundy, white ankle or crew cut socks with shorts, pants, jumpers, and skirts <p>OPTIONAL</p> <ul style="list-style-type: none"> Black, burgundy, white tights under jumpers and skirts Solid black, burgundy, white knee socks with jumpers and skirts <p>*Leggings will not be permitted, all socks and tights must have feet</p>	
<p>Shoes:</p> <ul style="list-style-type: none"> Closed toed and closed heeled shoes No sandals, flip flops, slippers, slip-on ballerina flats without a strap for safety reasons Shoes may not be above the ankle, no light up or sequined shoes <p>Lace up shoes must have traditional black, white, or burgundy laces.</p>	