

MEMMINGER ELEMENTARY

IB WORLD SCHOOL

Parent/Student Handbook

2018-2019



20 Beaufain Street

Charleston, SC 29401

Dr. Abigail Woods, Principal

(843)724-7778

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 supports the school vision.

Mariner 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!

Memminger Elementary IB Focal Points

MEMMINGER STUDENT LEARNER PROFILE:

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

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?

SKILLS

Social
Research
Thinking
Communicating
Self-management

ACTION: Reflect, Choose, Act

KNOWLEDGE-

6 Transdisciplinary Themes:
Who we are?
Where we are in time and place?
How we express ourselves?
How the world works?
How we organize ourselves?
Sharing the planet?

ATTITUDES: Needed to build the Student Profile

Appreciation
Commitment
Confidence
Cooperation
Creativity
Curiosity
Empathy
Enthusiasm
Independence
Integrity
Respect

ASSESSMENT: Formative, Summative, Reflective, Evaluation

2018-2019 FACULTY & STAFF MEMBERS

Dr. Abigail Woods, **Principal**
 Jeana Ferron, **Secretary/Bookkeeper**
 Patricia Moore, **Nurse**
 Dawn Houpe, **School Psychologist**

Stephen Thomas, **Assistant Principal**
 Andrea Grampus, **Data Clerk**
 Allison Hudson, **Guidance**
 Joetta Brown, **Cafeteria Manager**

CD Jodi Gibson/Debra Vann Jeehan Dinwiddie/ Lisa Prioleau/Veronica Gaillard Kelly Graves/ Alaina Bapties/Laura Veal Emily Taylor/Shyra Jenkins	Kindergarten Katherine Zais/Bethany Shingler-Brown Patricia Ard/Lakendria Muldrew Kelly Vossler/	First Grade Leigh Amrhein Amber Inabinet Abigail Pribble
Second Grade David Bonezzi Erin Laughlin Katherine Chapman	Third Grade Elizabeth Eden Kari Lentz	Fourth Grade Kara Butcher Mary Vilcheck
Fifth Grade Allison Tayloe Shannon O'Donnell	Special Education Kathryn McGing/Gail Farr Erin Fennell, Resource Karen Szlosek, Resource Andrea Maksimowitz, Speech TBD, ESOL Ann O'Leary, SAIL	Related Arts Laura Melfi, Media Caroline Radcliffe, Spanish Rachel Walls, Music Suzanne Baranoski, Art Keith Ackler, PE Dana Rape, Computer
Support Staff Maggie McClary, IB Coordinator Marlo Mayshack, Reading Coach Maygan Green, Master Reading Teacher Kelly Milford, Instructional Coach	Support Staff Molly Young, Math Interventionist Lou Hudson, Guidance Counselor Kelly Rhodes, SE Counselor Lauren Jones, Reading Interventionist Andrea Maksimowitz, Speech	Support Staff Ellison Lafferty, Mental Health Shawnieka Miller, Reading Interventionist Ann O'Leary, SAIL TBA/ESOL Cherelle Bryan, Kaleidoscope

MEMMINGER ELEMENTARY IB WORLD SCHOOL

<http://memminger.ccsdschool.com>

Phone: 843-724-7778 Fax: 843-720-3142

School Hours: 7:45 a.m. - 3:00 p.m.

Tardy Bell rings at 8:10 a.m.

Classes begin at 8:10 a.m

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

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

Students should not arrive before 7:45 A.M. There will be no supervision before 7:45 A.M.

AFTER SCHOOL CARE:

KALEIDOSCOPE -afterschool childcare that serves grades CD-5 (* Please reference Kaleidoscope handout for fees and additional information.)

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. The school will not be allowed to accept text messages or phone calls for written absence excuses.** 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 ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by an official medical or legal documentation. Any student that accumulates more than ten absences faces the possibility of being retained.** The following must be included in the note:

- First and last name of the student
- Teacher's name, grade, and section
- Date of the note and date(s) of absence
- Reason for absence
- Signature of parent or guardian

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 8:10 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 developed by the guidance counselor and attendance clerk.

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.

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.

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.

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.**

EARLY RELEASE DISMISSAL DAYS

Several times throughout the year, Charleston County School District has scheduled an Early Release Dismissal Day. **The dates for Early Dismissal Days are: September 27, October 19, and March 14.** Additionally, a notice/phone call 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 2:00 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:

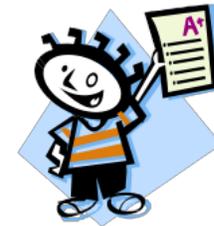
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 or below

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

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. 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.

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 2018-2019 school year, Memminger will participate in the **Community Eligibility Provision (CEP)** initiative which allows **ALL students to eat breakfast and lunch free of charge**. Families will not have to complete a lunch form. No child is ever denied breakfast or lunch for any reason. Please contact Ms. Brown our school cafeteria manager for pricing if you wish to join your child for lunch.

MEDIA CENTER

The Memminger Elementary School Media Center is open from 7:45 a.m. - 3:00 p.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.

PERSONALIZED LEARNING

Personalized Learning is a personalized way of teaching and learning where students learn at their own rate and pace. Students are guided by feedback to and from their teacher about their learning. All classrooms are learner-centered with a focus on collaboration and connection to student's individual interests. They are teacher facilitated with student-led exploration of content, selection of resources, and development of collaborative solutions and outcomes. Classrooms also incorporate digital online resources that accommodates "anywhere, anytime" learning in order to maximize student growth.

Ultimately, Personalized Learning is the development of lifelong learners who actively participate in their own academic and behavioral growth, to become independent, goal-oriented, reflective individuals prepared for the 21st Century global workforce.

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 PTA 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.

SECOND STEPS

Social-emotional skills—like math skills—build on each other. The Second Step program is a universal classroom-based program designed to teach children how to understand and manage their emotions, control their reactions, be aware of others' feelings, and have the skills to problem-solve and make responsible decisions.

The **Second Step program** is a developmental and sequential curriculum designed to promote school and life success and to prevent problem behaviors. Skills are reviewed and expanded on each year, gradually becoming more complex as students get older. The program is supported by the American School Counselor Association (ASCA), aligning with their standards and mindsets.

The school counselor, support staff and teacher will co- teach the lesson with "follow through" lessons integrated throughout the week by the classroom teachers.

Some Facts About Social-Emotional Learning

Here are a few reasons why teaching social-emotional learning is so important to us:

- Students who participate in SEL programs have **grade point averages that are 11 percent higher** than their peers (Zins, Weissberg, Wang, & Walberg, 2004).

- Students who participate in SEL programs **score higher on standardized tests** (Payton et al., 2008).
- Students who participate in SEL programs are **less likely to engage in high-risk behaviors** that interfere with learning, such as violence and drug and alcohol use (Hawkins et al., 1997).
- Schools that teach SEL have **fewer suspensions and expulsions** and better student attendance (Dymnicki, 2007).

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

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, December-January, and April-May). Students in grades one through five will be tested in reading and math. Kindergarten students will only take MAP 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.

UNIFORM POLICY

Tops: White, black or burgundy polo shirts (long or short sleeved). Memminger shirts are also a part of the uniform.

Bottoms: Khaki (no cargo pockets)

Shirts are to be neatly tucked in at all times. Shorts, skirts, and dresses must not be shorter than finger length (i.e., standing with arms down by your side). Belts should be worn on pants with belt loops.

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 commits 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 driver's 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.