



MEETING STREET

BRENTWOOD

Meeting Street Brentwood
Family & Student Handbook
2024-2025

School Contact Info

Phone: (843) 529-3130

Fax: (843) 566-1838

Website: <http://mseb.ccsdschools.com>

Facebook Page: www.facebook.com/MSEBrentwood

Twitter: @MSE_Brentwood

Instagram: brentwoodbulldogs

School Hours

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

***Elementary Students will not be dismissed between 2:00-3:00 PM for early dismissal.**

***Middle School Students will not be dismissed between 2:30-3:30 PM for early dismissal.**

We ask that parents/guardians wait with their children before school until the school's doors are opened at 7:45am, as the children will be unsupervised until this time.

I. School and Organization Overview

School Overview

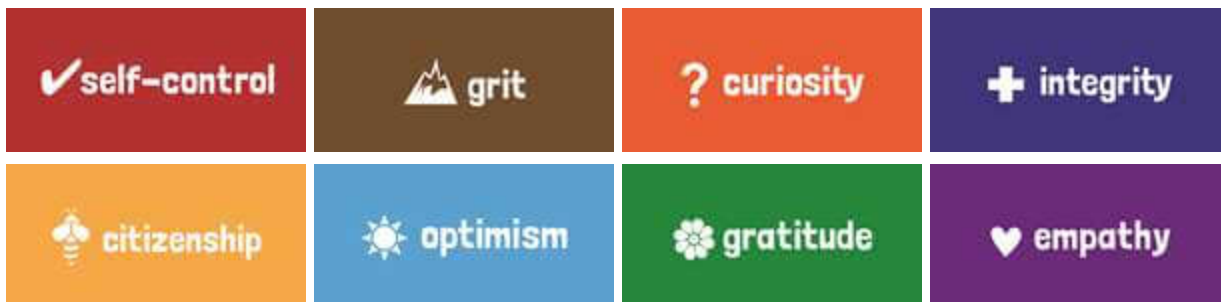
Meeting Street at Brentwood is a free, Charleston County public school, open to families living in the Brentwood attendance zone. We serve students in PreK-3 all the way through 8th grade.

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 at Brentwood partners with families and community members to promote positive opportunities for our students.

Meeting Street Brentwood offers our community a high-quality school of excellence. The school also offers the Brentwood' 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 Brentwood will ignite positive change across the local community and our school district.

Path to Success Skills for PK-8th 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: empathy, grit, citizenship, integrity, gratitude, curiosity, optimism, and self-control.



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

1. Ensure that your child gets to school on time every day (after 8:00am ES, 8:30am MS you are late), and allow them to stay the whole day, every day.
2. Pick your child up on time (by 3:15pm ES and 3:45pm MS).
3. Send your child to school in their Brentwood school uniform every day.
4. Read with your child every night for 30 minutes, ensure they complete all homework assignments, and check backpacks for teacher communication every night.
5. Read all notices that are sent home, return requested paperwork the next day, and return our calls as soon as possible.
6. Contact your child's teacher if there ever is a problem or a way that we can better care for your child.
7. Attend all four report card conferences during the year.
8. Attend as many fun and informative events at school as possible (Community Celebrations, Fun Parent Events, chaperone field trips, etc.).
9. Ensure that your child gets at least 10 hours of sleep each night.

10. Commit to living the Path to Success Skills along with our children.

For teachers and staff, this means we promise to...

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 with a smile, a handshake or hug, and positivity.
4. Return your phone calls and emails within 1 business day.
5. Listen to your suggestions to make our school better for your children.
6. Keep you updated about school information and events through notices sent home, phone calls, our website, social media, bi-weekly newsletter and posted signs at school.
7. Ensure that your student has a good selection of books in their small green book bag or their backpack to read at home 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 -8th 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. 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 iReady 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	2nd Step, Responsive Classroom, Meditation	N/A	N/A
Kinder-1st	UFLI (Phonics program), Wit & Wisdom (core), daily small group lessons, Independent Reading, Michael Heggerty Phonemic Awareness	Eureka ² Math, Guided Math	RULER, Responsive Classroom, Meditation	iReady	Amplify Science
2nd-3rd	UFLI (Phonics program), Wit & Wisdom (core), daily small group lessons, Independent Reading, Michael Heggerty Phonemic Awareness, Independent Reading, Close	Eureka ² Math, Guided Math	RULER, Responsive Classroom, Meditation	iReady	Amplify Science

	Reading				
4th-5th	Wit & Wisdom (core), daily small group reading lessons, Independent Reading, Close Reading	Eureka ² Math, Guided Math	RULER, Responsive Classroom, Meditation	MAP Accelerator, Common Lit NewsELA	Amplify Science
6th-8th	Wit & Wisdom (core), daily small group reading lessons, Independent Reading	Eureka ² Math, MAP Accelerator, Guided Math	RULER, Responsive Classroom, Meditation	MAP Accelerator, Common Lit, NewsELA	Amplify Science Social Studies: TBD

Assessments

At Meeting Street at Brentwood, 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. iReady (PK-5th), MAP (6th-8th), and SAEBRS 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, and SC Ready.

Extended School Year

Meeting Street at Brentwood 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 at Brentwood 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 Brentwood 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-8th 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 Meeting Street at Brentwood, 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. Brentwood 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 literacy interventionists, math interventionists, 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 Meeting Street at Brentwood, 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.

Multilingual Services

Students who speak English as a second or other language may qualify to receive additional services from our multilingual teachers. ML 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

Meeting Street at Brentwood 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
- iReady/MAP math or reading scores below the 10th 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

Meeting Street at Brentwood 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. Meeting Street at Brentwood 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 Meeting Street at Brentwood 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 at Brentwood, we have a behavior management system that is designed to help students learn and grow with our Path to Success Skills. 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 daily report that shows if they 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.

Student Cell Phones and Electronics

Our school will continue to uphold our Cell Phone Policy. The policy will be sent home to parents this week in a separate letter. This policy is being put in place to ensure that our students are focused and engaged. There have been an excessive amount of videos and photos being taken during the school day and then shared on social media. Our priority while in the school building needs to be learning and safety. The use of phones during the day is taking away from this commitment.

Video, Audio Recording, and Photographs

Students may only take photos, record videos, or record audio files as part of Meeting Street at Brentwood school assignments, using Meeting Street at Brentwood/CCSD school technology. These photos, videos, and audio files taken by students may only be displayed or published by Meeting Street at Brentwood employees in

or on MSS/Meeting Street at Brentwood/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 Meeting Street at Brentwood 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

Meeting Street at Brentwood 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. Meeting Street at Brentwood 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-4th	5th-8th	
Tops	<ul style="list-style-type: none"> - MS Brentwood uniform t-shirt, sweatshirt - A solid colored blue, green or white long sleeve shirt under an MS@Brentwood uniform t-shirt - Grade level specific solid color sweatshirt 	<ul style="list-style-type: none"> - MS Brentwood uniform polo, cardigan - A solid colored blue, green or white long sleeve shirt under an MS @Brentwood uniform - Grade level specific solid color sweatshirt 	<ul style="list-style-type: none"> - Non-MS Brentwood t-shirts/polos (if a non-MS @Brentwood 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 	<ul style="list-style-type: none"> - Navy blue or khaki pants - Navy blue or khaki knee-length shorts, skorts, or skirts (shorts or leggings need to be worn 	<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

	skirts) - Leggings are allowed under shorts or skirts - Jumpers	under all skirts) - Leggings are allowed under shorts or skirts - Jumpers	them
Shoes	- Sneakers - Shoelaces for Kinder and up, if students can tie and untie their shoes	- Sneakers	- Non-sneakers - Boots - Shoes with heels, rain boots, sandals - Shoelaces for Pre-K - Crocs, foam runners
Other Accessories	The school recommends students do not wear accessories to school for safety reasons, but the following are permitted: - Small earrings (smaller than a quarter) - One small ring, necklace, or bracelet - Small bows or hair accessories (smaller than a dollar bill)	The school recommends students do not wear accessories to school for safety reasons, but the following are permitted: - Small earrings (smaller than a quarter) - One small ring, necklace, or bracelet - Small bows or hair accessories (smaller than a dollar bill)	- Large jewelry - More than one ring, bracelet, or necklace - Large hair accessories - Hats - Belts in Pre-K - Any accessories that distract the student or other students in their class
Backpack	- MS Brentwood Backpack (If lost or broken you can purchase a replacement in the main office for \$15)	- A backpack that is appropriate for school	- Any backpack besides the school issued one
Make-up or Fragrances	- Chapstick - 1oz personal hand sanitizer (violating appropriate usage will result in the loss of privileges)	- Chapstick - 1oz personal hand sanitizer (violating appropriate usage will result in the loss of privileges)	- Any makeup that has pigment or color - Any perfume, cologne, or any beauty product that has a heavy smell - Any lip gloss with shine, color, or sparkles
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, your child's teacher will ask you to go to the school's front office to purchase a uniform
- 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 and your child will receive 1 uniform violation.
- The uniform shirt will remain at school after the school day.
- After 3 uniform violations, you will be required to attend a meeting with your child's teacher to create a uniform performance plan.

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 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. Elementary School (Grades PK-5th) Attendance

Office Hours - Our front office is open daily from 7:45am - 4:00pm. Any students arriving at school at 8:00am ES, or later will need to be signed into the front office by a guardian.

Arrival (After 8:00 ES, you are late!)

MS Brentwood doors will be opened at 7:45am (ES) and students will be greeted and welcomed into the building. If you walk your student to school, they will be welcomed in the back of the building at the carpool area. **Arrival ends at 8:00am (ES)**. Students arriving after 8:00am (ES) are marked as tardy and need to be signed into the front office by a guardian.

Dismissal

Please bring your student's gray dismissal tag each afternoon. Anyone attempting to pick up a student without the proper dismissal tag must be listed on the student's emergency card and have a valid state issued ID to present to our office staff before a student can be released. No persons under the age of 12 are permitted to pick up a student from school. Students will be dismissed from 3:00pm-3:15pm (ES) for regular day dismissal. Please be on time! Pickups after 3:15pm (ES) for regular day dismissal will need to park and come into the front office to sign out students. Always bring the students' dismissal tags into the front office for pickup or a valid state issued ID. **Any late pickups will be recorded and a parent conference will be scheduled if any family has more than 3 late pickups. If late pickups surpass 3, the NCPD will be notified.**

Attendance

Regular, timely school attendance is important for a student's overall growth and development. 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

8:00am (ES) will be considered tardy. Students must be in school for a total of 4 hours for them to be counted as present for the day. Families will be called if their student is not at school and MS@Brentwood will follow CCSD guidelines for contacting the Department of Social Services (DSS) for excessive tardies, excessive early dismissals, or multiple absences. **Please see CCSD Code of Conduct for the full policy.**

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 20 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 Brentwood bell schedule. Parents of students ages 3-13 must come into the school to sign their children in if they are late to school. 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.

Tardiness

It is very important that students be on time at the beginning of the school day. Students are required to follow their school's tardy policy. Excessive tardiness will result in disciplinary action.

Early Sign-Outs

Signing students out of school early on an ongoing basis establishes a pattern of non-attendance that negatively impacts academic performance. **Students will not be able to be signed out between 2:00-3:00pm ES and 2:30-3:30pm MS.**

MSE Brentwood will implement the following plan for excessive tardies or early sign-outs.

- If a student has 5 tardies or early sign-outs, the school will call the family.
- If a student has 10 tardies or early sign-outs, the school will call the family and a letter will be sent home.
- If a student has 15 tardies or early sign-outs, a member of the administration will meet with the family and an attendance contract will be signed.
- If a Pre-K student has 20 tardies or early sign-outs, the student could be removed from the Pre-K program.
- A student with excessive tardies or early sign outs may be a candidate for retention.

Late Pickups or Bus Returns

If a student returns to the school on the bus, they will be considered late pickup. If this occurs more than 3 times, the student can lose bus privileges.

VI. Middle School School (Grades 6th - 8th) Attendance

Office Hours - Our front office is open daily from 7:45am - 4:00pm. Any students arriving at school at 8:30am or later will need to be signed into the front office by a guardian.

Arrival (After 8:30 you are late!)

Meeting Street Brentwood doors will be opened for middle school at 8:15am and students will be greeted and welcomed into the building. If you walk your student to school, they will be welcomed in the back of the building at the carpool area. **Arrival ends at 8:30am.** Students arriving after 8:30am are marked as tardy and need to be signed into the front office by a guardian.

Dismissal

Please bring your student's gray dismissal tag each afternoon. Anyone attempting to pick up a student without the proper gray dismissal tag must be listed on the student's emergency card and have a valid state issued ID to present to our office staff before a student can be released. No persons under the age of 12 are permitted to pick up a student from school. Students will be dismissed from 3:30pm-3:45pm for regular day dismissal. Please be on time! Pickups after 3:45pm for regular day dismissal will need to park and come into the front office to sign out students. Always bring the students' gray dismissal tags into the cafe' for pickup or a valid state issued ID. **Any late pickups will be recorded and a parent conference will be scheduled if any family has more than 5 late pickups per quarter.**

Attendance

Regular, timely school attendance is important for a student's overall growth and development. 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 8:30am will be considered tardy and any student leaving school before 3:30pm 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. Families will be called if their student is not at school and MS Brentwood will follow CCSD guidelines for contacting the Department of Social Services (DSS) for excessive tardies, excessive early dismissals, or multiple

absences. **Please see CCSD Code of Conduct for the full policy.**

Tardiness

It is very important that students be on time at the beginning of the school day. Students are required to follow their school's tardy policy. Excessive tardiness will result in disciplinary action.

3:30pm Early Sign-Outs

Signing students out of school early on an ongoing basis establishes a pattern of non-attendance that negatively impacts academic performance. **Students will not be able to be signed out between 2:30pm and 3:30pm.**

Meeting Street Brentwood will implement the following plan for excessive tardies or early sign-outs.

- If a student has 5 tardies or early sign-outs, the school will call the family.
- If a student has 10 tardies or early sign-outs, the school will call the family and a letter will be sent home.
- If a student has 15 tardies or early sign-outs, a member of the administration will meet with the family and an attendance contract will be signed.
- If a Pre-K student has 20 tardies or early sign-outs, the student could be removed from the Pre-K program.
- A student with excessive tardies or early sign outs may be a candidate for retention.

3:45 Late Pickups or Bus Returns

The expectation is that students are picked up between 3:30pm-3:45pm. Any pickups after 3:30pm are considered a late pickup. If a student is picked up late more than 5 times, the family will be called in for a conference and the student will be placed on an attendance plan. An adult is expected to be at the bus stop on time to pick up students from the bus. Late bus pickups are defined as a student returning on the bus or the bus coming around to the bus stop a second time. If a student has 3 bus returns to school, the student can lose bus privileges.

VII. Transportation Details

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

Bus transportation is available to students four years of age or older. 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 are 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. MS Brentwood follows CCSD's policy on bus conduct and bus violations.

An 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. Students 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.

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.

Special Education transportation is provided through First Student and is determined by the IEP/504 team. Please contact the Director of Special Education with questions about Special Education bus transportation.

Carpool

Parents/guardians who provide transportation for their children are expected to pick up their children in a timely manner at the end of each school day. Afternoon pickup will take place in the back carpool loop in the back of the building off of Primrose. There is no entry to carpool from Adonis.

Morning Carpool Drop Off

For AM carpool, please remember the following items to help carpool run smoothly and keep our students safe:

- Please do not use your cell phone when driving on school premises.
- Please have students put down any toys as soon as you enter the parking lot.
- Please drive forward to the next available staff member at the curb to drop off your student(s).

Afternoon Carpool Pickup

For PM carpool, please remember the following items to help carpool run smoothly and keep our students safe:

- Please display your gray dismissal tag in your car window (the keychain number is only for parents to walk and pick up your student from the back of the school).
- If you do not have a Meeting Street gray dismissal tag, please check in with your picture ID at the front office to get a new one.

Walker Dropoff and Pickup

When walking to drop off or pick up students, please do so at the corner of Primrose, in the carpool area outside of main carpool gates. Please be sure to have your yellow tags in order to pick up your student.

Parents/Families are not permitted to drive to the carpool area to park and pick up students as walkers.

Student Walkers

If you would like your 4th - 8th grade student to walk to or from school alone, please write a note to the front office and send it in your students backpack. Please include the details and the best contact number for you. You will receive a call regarding the request and walking will not be allowed until you have gotten confirmation from school Leadership.

Change of Transportation Procedure:

All transportation changes must be made through the main office before 11:00am. **We cannot accept any changes after this time, except for emergencies.** Your child's safety is our top priority.

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

VIII. Parent Connections

Volunteers

Volunteers provide a valuable service to MS Brentwood 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 security plan. If you would like to volunteer at MS @Brentwood, please contact the main office.

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

We welcome parent chaperones (people over 18) on our field lessons throughout the year. All Chaperones will need to be pre-approved by the Operations team. For parents who need to bring a sibling on the trip, we will allow you to bring one additional sibling below the age of three years and you must provide your own transportation to and from the field trip. Depending on the field trip, sometimes we are able to accommodate more parents than the designated number of chaperones. The Leadership Team member in charge of the field trip will need to approve these requests.

Free & Full Access for Parents

Parents or guardians of a child enrolled at Meeting Street Brentwood 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 with a Brentwood Staff Guide. Classroom visitations should be limited to 30 minute sessions per day. 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: breakfast and lunch fees, 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 Meeting Street at Brentwood 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 at Brentwood. Therefore, it is their responsibility to care for the device and exercise good judgment when using the device at school. We are all being asked to be extremely trustworthy regarding how we use our technology devices. Improper use of the iPad or Chromebook could result in the loss of your device privileges.

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 at Brentwood 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 \$300 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 \$30 fee.

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.

IX. Food Service & Nutrition

Cafeteria

Meeting Street Brentwood's food service is provided through CCSD's food service program. Meeting Street at Brentwood provides breakfast, a snack, and lunch.

Food Allergies and Other Special Dietary Needs

If students have a food allergy or other special dietary needs, parents must submit a letter to the cafeteria manager including 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 7:45-8:00am in the elementary school and 8:15-8:30am in the middle school. In the event of a late-arriving school bus, students who rode that 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 be allowed water breaks during the day and will be provided water or milk at lunch. Students are not permitted to carry water bottles or other beverages during the day. Water bottles or other beverages are only permitted during lunch if a student is bringing their own lunch.

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.

In class birthday celebrations can be held on the actual birthday or on a Friday or Monday if the birthday falls on a weekend. 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 at the end of the day 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.

X. 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 called immediately. If the parent or guardian cannot be reached, the emergency contacts (per the Medical Emergency Authorization Form) will be called. Meeting Street Brentwood nurses 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

Meeting Street at Brentwood 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 Meeting Street at Brentwood 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.

XI. 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: Lockdown, Lockout, 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

Meeting Street Brentwood will follow Charleston County Public Schools' inclement weather policy and decisions. Please watch the local news and visit CCSD's website for school closures. Meeting Street at Brentwood 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 Meeting Street at Brentwood 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 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

Meeting Street at Brentwood 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

Meeting Street Brentwood has liability insurance. If at any time Meeting Street at Brentwood does not have liability insurance, parents will be notified in writing of this change.

XII. Preschool Specific Information

License to Operate a Preschool

Meeting Street Brentwood 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 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.

Meeting Street Brentwood is licensed to serve up to 17 students in our Pre-Kindergarten classes of three and four year olds Monday through Friday from 7:45am-5:30pm Meeting Street at Brentwood 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.

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

Meeting Street Brentwood requires that all children who are accepted into the program to be toilet trained by the first day of school. If your child is not toilet-trained they will be excluded from the Pre-K program until toilet training is completed. The first week of school will be a grace period for students to acclimate to school routines and procedures before the Toilet Training Policy is applied.

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 to create a potty plan.

1. Guardian will be required to come to school and meet with teachers to create potty plan
2. Teachers will explain the time and causes of the repeated bathroom accidents
3. Teachers and guardian will collaboratively come up with strategies and set goals to reduce the number of accidents

If your student has 3 or more bathroom accidents in a 5 day period after a potty plan has been put in place, they will be temporarily removed from the Pre-K program to complete toilet training at home. Your student's roster spot will be held for up to 6 weeks while toilet training is completed at home.

The guardian 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.

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 7:45am-3:00pm 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, Meeting Street at Brentwood will try our best to cover that vacancy with another Meeting Street at Brentwood & 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 Meeting Street at Brentwood 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 Meeting Street at Brentwood 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 grey 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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Meeting Street Brentwood Handbook Acceptance Form 2024-2025

I have received the 2024-2025 Meeting Street Brentwood 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 Meeting Street Brentwood 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 Meeting Street Brentwood Pre-K Program.

Parent Signature _____