



MEETING  
STREET  
SCHOOLS

# MSA-Spartanburg

## Scholar & Family Handbook



Updated September 12, 2024



Dear **MSA-Spartanburg** Scholars and Families / Guardians,

Welcome to school year 2024-2025!

Whether you are a returning scholar, family member, or guardian, or whether you are brand new to MSA-Spartanburg, we are delighted to have you as part of our community.

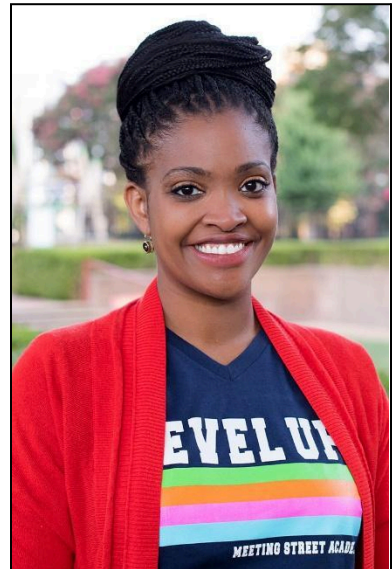
At MSA-Spartanburg, we believe in the power of a rigorous and inspiring educational experience to put young people from all economic backgrounds on the path to success.

To achieve that goal, we are driven by a strong focus on student achievement, evidence-based instruction, and relentless support of our scholars and their families.

**But we can't do it alone!**

We are committed to forging a close relationship with our scholars' families so that, together, we can ensure your scholar is put on the path to success.

This Handbook is intended to give you an overview of what policies to expect as an MSA-Spartanburg scholar, family member or guardian. It includes important information on the application and enrollment process, attendance, our code of conduct, arrival and dismissal, dress code and more.



We urge you to set aside time to read through this guide carefully, as knowing these policies and expectations will allow you and your scholar to thrive at MSA-Spartanburg.

Let's have a great school year!

Sincerely,

*Kyndran Hilton*

Kyndran Hilton  
Principal, MSA-Spartanburg



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## About Us

### About Meeting Street Schools

Meeting Street Schools (MSS) is an innovative non-profit where schools, families, and the community collaborate to create environments where all children can achieve their full potential. With a network of schools across South Carolina, including MSA-Charleston (Charleston, SC), MSA-Spartanburg (Spartanburg, SC), MS-Brentwood (North Charleston, SC), MS-Burns (North Charleston, SC), and MS-Jasper & Beaufort (Jasper, SC), we are committed to providing students with the rigorous education they deserve.

Founded on the principle that every child deserves an excellent education regardless of their socio-economic background, Meeting Street Schools has been a beacon of hope and a testament to what's possible in education. Our schools are driven by a strong focus on student achievement, evidence-based instruction, and relentless support of our students and their families.

While united by our shared mission, each MSS campus is unique in its character, tapping into the local spirit of the communities they serve.

### Our Mission

Empowering young people in South Carolina to become confident, productive and principled members of society through excellence in academics.

### Our Vision

At Meeting Street Academy, we believe in the power of a rigorous and inspiring educational experience to put young people from all economic backgrounds on the path to success. Our model of excellence is built upon academic challenge, development of character and partnership with family. We provide families with a life-changing opportunity for their children to learn what it takes to succeed both inside and outside of the classroom.



## Admissions

### Statement of Nondiscrimination

Meeting Street Academy- Spartanburg (“MSA”) does not discriminate in its educational programs and services, on the basis of sex or gender, race, religion, color, national origin, age, or disability. MSA complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

### Admissions and Acceptance Procedures for Pre-K 3 and Pre-K 4

MSA-S is a tuition-free public charter school and therefore any student in South Carolina may apply. Scholars wanting to attend MSA-S must submit an application, with all required student documents, by approved deadlines. Applications can be submitted online. The open application period is from January 6, 2025 thru February 28, 2025. Students applying for 3K and 4K must turn 3 and 4 respectively by September 1st. Pre-K applicants will be notified through a letter in the mail if students have been accepted or placed on the waitlist. Students must be fully potty trained upon acceptance. If all required documents and forms are not completed by the established deadline, your child’s spot will be offered to the next potential applicant or scholar on the waiting list.

### Admissions and Acceptance Procedures for K thru 5<sup>th</sup> Grade

MSA-S is a tuition-free public charter school and therefore any student in South Carolina may apply. Scholars wanting to attend MSA-S must submit an application, with all required student documents, by approved deadlines. The open application period is from January 6, 2025 thru February 28, 2025. Applicants placed on our waitlist must re-submit an admissions application each school year within the timeline set by MSA-S.

Application preferences may be given as permitted by MSA-S policy and state law allowing preference to be given to the siblings of currently enrolled scholars as well as children of staff members and board directors in an eligible grade level being served by the school. Please note, siblings and staff members must still submit an application by the deadline published.

If fewer applications than spots available are received, scholars will be admitted on a first-come, first-served basis. If MSA-S receives more applications than it has spots available, MSA-S might first offer available spots to applicants with preference (see paragraph above). For any remaining open spots, MSA-S will then conduct a random lottery the week of March 3, 2025. Once all remaining open spots have been filled through the lottery process, the lottery will continue, and applicants will be placed on a



waiting list in the order in which they were drawn. If an application is received after the lottery deadline has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied in the order in which they are received (timestamped).

All families who applied will receive by mail a letter of acceptance or waitlist.

Acceptance letters will instruct parents to call the school and schedule a family meeting by the published deadline to secure enrollment. If an enrollment offer is declined, your child's seat will be offered to the next potential applicant or scholar on the waiting list. **If you do not follow the application and enrollment process, which includes a family meeting, your child will not be eligible for enrollment.** Families who receive a waitlist letter will be provided information regarding the waitlist and their position on the waitlist.

## Verifying Enrollment Eligibility

MSA-S ensures that appropriate measures are taken to verify, on enrollment, that a scholar is entitled to enroll. If the scholar was previously enrolled at any school, a scholar admitted to MSA-S must have school records from the previous school attended to verify his or her academic standing.

Every scholar enrolling in MSA-S for the first time must also present documentation of immunizations or exemption (see below), long form birth certification, medical insurance card, and two (2) proofs of residency (see below).

No later than 30 days after enrolling in MSA-S, the parent and public school in which the scholar was previously enrolled shall furnish records that verify the identity of the scholar.

Verification of residency: as part of the application process, schools must obtain evidence that a person is eligible to attend public schools in South Carolina. To be eligible for continued enrollment at MSA-S, each scholar's parent must show two (2) proofs of residency at the time of enrollment each year. The following documents are accepted proofs of residency: driver's license, current power bill, current water bill, current gas bill, current mortgage statement, current lease agreement, or property tax bill indicating homeownership. If a parent does not have any bills in their name, a driver's license matching the address will be accepted as the only proof of residency.

Verification of immunizations: the State of South Carolina requires that every child in the state be immunized against vaccine-preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your scholar, please refer to the South Carolina Code of Laws. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. MSA-S shall ensure compliance with immunization laws and regulations and comply with laws and regulations regarding reportable diseases.

A scholar may be enrolled provisionally if the scholar has an immunization record that indicates an immunization program is in progress. To remain enrolled, the scholar must complete the required





subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. MSA-S shall review the immunization status of a provisionally enrolled scholar every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a scholar has not received a subsequent dose of vaccine, then the scholar is not in compliance, and MSA-S shall exclude the scholar from school attendance until the required dose is administered. A scholar who is homeless, as defined by the McKinney-Vento Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. MSA-S shall promptly refer the scholar to appropriate public health programs to obtain the required vaccinations.

Should a scholar seek educational instruction at a different institution, MSA-S will forward a scholar's records on request to such institution in which a scholar seeks or intends to enroll without the necessity of the parents' consent.

## Withdrawals

A scholar under 18 years of age may be withdrawn from MSA-S only by a parent. MSA-S requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the scholar will be enrolled and must sign the withdrawal request to document that the scholar will continue to be enrolled in a school as required by compulsory attendance laws.

Withdrawing scholars and parents are expected to:

- Return all textbooks and checked-out materials and equipment (computing device and accessories);
- Complete any make-up work assigned;
- Pay any unpaid balance for scholar fees, if any; and
- Sign a release of scholar records.

In all cases, withdrawal forms must be appropriately completed and signed before a withdrawal is complete.

MSA-S may initiate withdrawal of any scholar if:

- The scholar has been absent for ten (10) consecutive unexcused absences;
- The scholar has 15 unexcused absences and has been declared truant by a court; or
- The scholar fails to adhere to the school rules and/or discipline policies as provided in the Code of Conduct.



## Fees

- Optional Technology Device Insurance: \$25 per child
- Additional uniforms if desired: at cost
- Replacement placards: \$5
- Extracurricular activities: varies by club
- Field Trips: varies by activity
- Late pick-up fee: after 3 late pick-ups, there will be a \$3/minute late pick-up fee
- Borrowed and not returned uniform fee: at cost



## Attendance

### Tardiness

Nearly all tardiness is avoidable and is excusable only in cases of illness, emergency, or with a doctor's note. Warning letters will be given for excessive tardies and absences. Repeated tardiness will result in disciplinary consequences as allowed by the Scholar Code of Conduct. Specifically, 5 unexcused tardies will result in a Tardy Intervention Plan (TIP) meeting. Subsequent violations of the TIP will result in the Attendance Intervention Plan ("AIP") procedures being followed that include reporting to DSS. **Please note: scholars who walk through the front office door after 7:30 am will be marked tardy.** Please make sure you get your scholar to school between 7:10-7:27am to avoid having the student marked as tardy.

### Attendance

MSA-S complies with all laws, regulations, and South Carolina Department of Education rules governing attendance. Absenteeism unavoidably affects the quality of a scholar's work, interferes with normal instructional procedures in the classroom, interferes with your scholar building a positive culture with their class, can create unwanted social and emotional problems, and places additional demands on the teacher to provide remedial assistance. For scholars to be counted present for the day they must be present for at least half the day (3.5 hours / 210 minutes) and the scholar must be signed in/out before/after 11am.

Given the importance of regular attendance, MSA-S will address absenteeism in the following manner:

- 3 unexcused absences - phone call made to family
- 4 unexcused absences - excessive absence letter sent home
- 5 unexcused absences or 3 consecutive unexcused absences - truancy letter sent home with intervention meeting date
- As absences continue, additional interventions are as follows:
  - 1st Violation
    - Follow up phone call to parent/guardian
    - Home visit from appointed person from MSA-S / mandatory conference with MSA-S
  - 2nd Violation
    - AIP Revised, Office Referral #2, DSS Notified and potential Board Appearance
  - 3rd Violation
    - Referral to Family Court/Attendance Order
- **10 or More Unexcused Absences – scholar will be retained in current grade**



## Pre-K 3 and Pre-K 4 Attendance Policy

There is a direct correlation between school performance and a scholar's attendance. As a result, all parents/guardians who have a scholar in the PreK (3K or 4K) program will be responsible for adhering to the following attendance policy:

- Scholars who accumulate 20 tardies will be removed from the PreK program.
- Scholars who accumulate 10 total unexcused absences will be removed from the program.
- Scholars who accumulate 20 early sign-outs (leaving before 3:00), will be removed from the program.
- Scholars who have accumulated more than 10 late pickups (more than 15 minutes after dismissal begins) will be removed from the program.

## Lawful Absences

The following absences will be considered lawful:

- Absences caused by a scholar's own illness and whose attendance in school would endanger his or her health or the health of others. \*Verified by a written statement from a physician within two days of the student's return to school.\* Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's written statement.
- Absences due to an illness or death in the student's immediate family verified by a written statement from the parent within two days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five (5) days of excused absences provided that 1) the absence is pre approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
- Absences due to activities that are approved in advance by the principal.

## Unlawful Absences

Unlawful absences include but are not limited to:

- Absences of a scholar without the knowledge of his or her parents; and
- Absences of a scholar without acceptable cause with the knowledge of his or her parents.

Suspension is not to be counted as an unlawful absence for truancy purposes.

Recognizing the importance of daily attendance, parents/guardians should know that:

- Children from ages 5-17 are required to attend school on all days that school is in session, including half-days. Absences are to be used only for sickness and emergency situations.



- A note from the parent/guardian or doctor should be sent to the school immediately following each absence (only ten parent notes are accepted as an excused absence per school year). Any notes or excuses that are submitted after three (3) days of absence will not be valid.
- Parents will be contacted after three (3) consecutive or five (5) total unexcused absences.

**Vacations are not an acceptable cause for an excused absence from school.**

## Written Excuses

A scholar absent from school, upon his or her return, must provide a written note to the school that explains the absence within the timeframe indicated above. The excuse note should include the scholar's first and last name, date(s) of absence, the reason for the absence, telephone number of parent/legal guardian, a parent signature, or the official doctor note. An excuse improperly submitted may result in the absence being recorded as unexcused. Please note, only the dates the doctor puts on the excuse will be marked as excused. Any other dates associated with your scholar missing school due to that same illness will be considered unexcused.

## Chronic Absenteeism

In accordance with the Office of Civil Rights (OCR), schools are required to capture the exact amount of instructional time that a scholar is missing. A scholar is deemed chronically absent if they miss 50 percent or more of the instructional day for any reason for 10% or more of the enrollment period. 10% of the school year is the equivalent of 18 days. Any and all absences contribute to chronic absenteeism (lawful, unlawful, or suspensions).



## Code of Conduct

### Grievances

MSA-S prides itself on the quality of the teaching and care provided to its scholars. Staff, scholars, and/or parents/legal guardians may raise concerns about any issue that could affect a scholar's well-being and/or academic performance and work together to resolve the problem. In rare cases where the issue cannot be resolved informally, an official written complaint can be registered by a parent/legal guardian with the school's administration. Complaints will be processed through the proper administrative channels for a solution before evolving into an investigation or action taken by the MSA-S Governing Board. Exceptions are complaints that concern Governing Board actions or operations.

The proper channeling of complaints concerning instruction, discipline, or learning materials is as follows:

1. Teachers
2. Deans
3. Assistant Principal
4. Principal
5. Meeting Street School
6. The Board

### Expectations for Scholar Conduct

Every community has expectations of behavior to keep members safe, learning, and to help the community reach its goals. At MSA-S, we expect all members of our school community to be respectful and kind to others, care for supplies and our building, cooperate with authority figures, and to make choices that keep themselves and others safe. This Code of Conduct outlines behaviors that conflict with those expectations. Our goal in holding high expectations is to help our scholars develop the internal motivation and self-discipline needed to achieve excellence not only in academics but also in how they interact with their peers, authority figures and the community as a whole.

True discipline must effectively discourage negative behavior and actively teach how to do things right the next time. We strive to meet scholars where they are, help them grow through mistakes and develop skills to make better choices in the future. We also believe in the importance of consistently reinforcing the fact that inappropriate and/or unsafe behaviors negatively affect the individual and the community as a whole. When scholars fail to meet behavioral expectations, we use positive interventions alongside negative consequences to balance these two aspects of discipline.

The interventions and strategies we use will be based on the needs of the individual student and may include but are not limited to:

- Time with Behavior Interventionist or School Counselor to reteach expectations and build skills
- Check In/Check Out



- Skill building group
- Restorative Justice Circles
- Planning how to make amends
- Assignment of school duties such as cleaning or picking up litter
- Scholar Fair Plan
- Take a Break
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- Expulsion
- Permanent or temporary suspension from Extra-curricular Activities and field trips
- Detention
- Parent Conferences
- Withdrawal of Privileges
- Contracts/Final Warnings
- Other strategies and consequences as determined by school officials, including, but not limited to, requests that parents “shadow” their children at school for a specified period of time.

The detailed guide in **Appendix B: Supplement to Code of Conduct** of this document will be used to determine appropriate consequences when a behavior intervention referral is required to maintain order and safety in the classroom or school community. This code of conduct will aid in decision making but cannot possibly cover every incident that could occur or circumstance that could increase or decrease the severity of an offense. For this reason, all final disciplinary decisions are at the sole discretion of the administration and while not mentioned, scholars may be suspended for first time occurrences.

## Suspensions

Scholars who receive ISS (In-School Suspension) must be picked-up at dismissal and are not eligible for any after school programs/activities on the day they serve ISS.

Scholars who receive OSS (Out of School Suspension) must have a re-entry meeting with a parent/guardian. This means the day the scholar can return to school, a parent/guardian must bring their scholar into school and have a meeting with school staff to help create a plan to prevent further suspensions. If during a scholar’s suspension (OSS) school is canceled due to inclement weather, that inclement weather day does NOT count as one of their OSS days.

## Expulsion Policy and Procedures

If a scholar commits an expellable offense, as outlined in the Code of Conduct, administrators may expel the scholar only after due process has been afforded the scholar, as otherwise provided by State law, and a committee or responsible administrator has determined that expulsion is the appropriate consequence. All recommendations for expulsion shall be referred to a hearing officer appointed by MSA-S and a hearing shall be in accordance with the district’s guidelines.



## School Day

### How We Communicate

The main communication channel at MSA-S is available through SchoolStatus Connect, formerly known as ClassTag. Through ClassTag we make regular announcements regarding upcoming events, important school news/policy, inclement weather, and much more. If you have not signed up or updated your account, please contact the school immediately. Please note, we cannot update your account but are more than happy to walk you through the steps of how too.

### School Hours

Doors open at 7:10 a.m. and school starts at 7:30 a.m. Scholars who arrive through the front door after 7:30 a.m. will be marked tardy. Dismissal is between 2:30 p.m. and 2:45 p.m.

### Car Line / Drop Off Procedures

Car line drop off is between 7:10 a.m. and 7:27 a.m. in the parking garage and scholars must stay in their car until a staff member opens the car door (note the front loop is for bus transportation only). Car line staff will leave carline without notice at 7:28 a.m. Should you arrive at 7:27 a.m. or later, you must park in the parking garage (do not leave your car parked in the drive) and walk your scholar in. Scholars who arrive after 7:30 a.m. must be signed in by an adult and will be marked tardy. Please note classrooms start instruction at 7:30 a.m. and late scholars are missing fundamental time to set their day up for success along with core instruction.

### Car Line / Dismissal Procedures

Car line pick up is between 2:30 p.m. and 2:45 p.m. in the parking garage. Parents/guardians must sign scholars out if you arrive after 2:45 p.m. After three late pick-ups your scholars account will be charged \$3/minute. Your child's placard must be present to pick your child up. Failure to have their placard will result in you having to park and showing your identification at the front desk. Replacement or additional carline placards will result in a fee of \$5.00.

Older siblings will dismiss with their younger sibling at their established dismissal location. Scholars in Pre-K thru Kindergarten will be dismissed on the second level only. 1st-5th grade scholars without siblings in Pre-K & Kindergarten will be dismissed on the third level only.

All arrangements for changes for end of the day transportation must be completed by 1:30 p.m. No scholar will be allowed to be picked up 30 minutes (2:00 p.m.) before dismissal and early dismissals will be classified as either excused or unexcused. Please understand that we teach to the end of the day and early dismissal results in your scholar not receiving their entire instruction for the day. All individuals





picking up a scholar must present a photo ID and be on the scholar's pick-up paperwork.

## After School Program

MSA-S partners with the after-school program, Kids Club, for students in grades 1st-5th for a weekly fee per scholar. Kids Club starts at 2:30 p.m. and dismissal is at 5:30 p.m. Please note that MSA-S is merely the host for Kids Club and Kids Club is responsible for their staff and scholars during this time.

## Extracurricular Activities

Extracurricular activities play an important role with student development. They give our scholars the opportunity to excel outside the classroom, provide the opportunity for scholars to develop a connection to MSA-S, bring joy, and provide opportunities to develop communication and life skills. In order to capitalize on these opportunities, we need scholars, parents, coaches, and directors to be aligned on expectations and work as a team. Extracurricular activities are a privilege that is earned and maintained.

All parents and scholars must agree, sign and adhere to MSA's Extracurricular Code of Conduct, which will be provided by MSA-S staff.

## Transportation

Some returning scholars (5K-5th grade) may be eligible for transportation to and from school. To see if your scholar is still eligible, reach out to the front office. Please note, if your child is eligible for transportation to and from school, the parent or guardian and child must attend a mandatory bus safety meeting and sign off on the Code of Conduct before your scholar will be assigned to a bus. Should the child's main residence change in the middle of the school year, transportation will no longer be provided.

Scholars in 5K and 1st grade must have a parent/guardian walk them to and from the bus stop daily. If, at drop off, a parent or guardian is not available at the bus stop for the scholar, the scholar will be brought back to school and the parent or guardian must pick up the scholar at the school. After three (3) shows of a parent or guardian at the bus stop, scholars will no longer be eligible for transportation.

Transportation will only be provided to/from a scholar's verified address and place of residency.

The supplemental guide below, in **Appendix A: Supplement to Transportation Behavior Section**, will be used to determine appropriate consequences when a student's behavior violates established rules and/or interferes with the right of all students to travel safely to and from school. This code of conduct will aid in decision making but cannot possibly cover every incident that could occur or circumstance that could increase or decrease the severity of an offense. For this reason, all final disciplinary decisions are at the sole discretion of the administration. If a student's behavior results in a short- or long-term suspension from the bus, parents will be responsible for arranging alternate transportation to and from school. A bus suspension will not be accepted as a reason to excuse tardiness or absences.



## Inclement Weather

In the event of an anticipated severe/ inclement weather event (Tropical Storm, Hurricane, Winter Weather, etc.) MSA-S and the MSS Network will work in collaboration to determine the proper course of action according to local, state and federal guidance. Prompt and clear communication is critical during this time, as staff and families will need to make the necessary adjustments.



## Dress Code

### Uniform Code

As a uniform school, school uniforms are mandatory. School uniforms must be worn at all times, including the first day of school, unless the school is having a communicated dress down day. Each scholar is given 4 polos, 1 long sleeve polo, and 1 sweatshirt. If parents wish to order additional uniforms, please reach out to the front office.

Parents are responsible for providing khaki or navy pants (no denim/jeans/sweatpants/leggings) for their scholar. During the warmer months, scholars may wear shorts, skirts and dresses (khaki or navy) if they are an appropriate length (see below). During the cooler months, scholars may wear their MSA sweatshirt. If a non-MSA sweatshirt is brought to school, it can only be worn at recess and dismissal or under their school issued uniform. If scholars are asked several times to remove a hood from their head, and they do not comply, hoodies under their uniforms will not be permitted.

Heeley shoes, crocs, slides, and bedroom shoes are not allowed due to safety.

Uniform checks are conducted daily, and parents are contacted if there are any uniform violations made by their scholar.

Uniform Violation:

- If a student arrives at school without a uniform, the parent/guardian will receive a call asking that a uniform be brought to school for the student.
- If a student at drop off arrives at school without a uniform, Car line workers will ask the student to return home and come back in uniform. Please note if the scholar arrives after 7:30 a.m. the scholar will be marked tardy.
- If for some reason a scholar does not have access to a uniform, we will give the scholar a uniform to wear and their personal items will be kept in the front office. At the end of the day, the scholar will be asked to return the uniform and their personal items will be returned. If your scholar forgets to return the uniform, their account will be charged for a uniform top. Please note these items are pre-washed and donated to the school. If a uniform is not available for a scholar, a parent or guardian will be mandated to bring in a uniform, pick the scholar child up, or the scholar will have in school suspension ("ISS"). As a result of a scholar not being in uniform, the scholar will receive 1 uniform violation. After 3 uniform violations scholars will no longer be given a loaner uniform and will have ISS or be sent home. A parent conference will be mandatory with MSA-S administration.
- Students will NOT be allowed in class without a uniform.
- Additional uniforms may be purchased.



- After 3 uniform violations, the scholar and parent/guardian will be required to attend a meeting with MSA-S administration to create a Uniform Performance Plan and uniforms will not be loaned out.

	Allowed	Not Allowed
Tops	- MSA-S grade specific issued polo or sweatshirt	- Hoodies or non-MSA-S sweatshirts (if a non-MSA-S hoodie or sweatshirt is brought to school, it can only be worn at recess and dismissal). - Non MSA-S t-shirts
Bottoms	- Khaki or navy pants -Knee-length shorts, skorts, or skirts (shorts or leggings need to be worn under all skirts) -Leggings are allowed under shorts or skirts - Jumpers -Belt	- Pants made of denim or corduroy -Skirts without shorts or leggings underneath - Sweatpants or leggings - Pants below the waist - Ripped pants or pants with holes in them

### Extra Set of Clothing

3K-5K scholars must bring an extra set of uniform clothes (polo, underwear, pants, socks, and shoes) on the first day of school. 3K & 4K scholars will keep this extra set in their cubby in a ziplock bag in case of accidents or spills. 5K scholars will keep this extra uniform in their bookbag. While scholars may have occasional bathroom accidents, all scholars must be potty trained. If scholars do use their extra set of uniform, parents/guardians should send another clean set of clothing the following school day. Should a scholar have an accident/spill and does not have a change of clothes, parents will be called and asked to bring a change of clothes immediately to the school.

### Student Cell Phone / Watches

Scholars should not have a cell phone and/or smart watch at school. Should a parent feel it is necessary for the scholar to have a cell phone and/or smart watch, the device must be powered off and in their book bag throughout the entire school day. The school is not responsible for lost, damaged, or stolen devices. If a scholar removes their cell phone/smart watch from their book bag or it goes off/rings/vibrates a teacher or staff member will confiscate the item and the parent/guardian will need to pick it up.



## Jewelry

Scholars are permitted to wear a reasonable (determined by school staff) amount of jewelry at their own risk. Jewelry should not interfere with a scholar's ability to perform tasks or distract anyone from classroom instruction. If the jewelry causes a safety hazard, or distraction, scholars will be asked to remove the jewelry and place it inside of their bookbag. The school is not responsible for any jewelry that is damaged, lost, or stolen.

## Dress Code for Adults

MSA-S is a school of excellence. To help us model professional dress for our scholars, all visitors must adhere to the following dress code on the campus of MSA-S and at MSA-S sponsored events:

- Shirts that cover your midriff;
- Shorts, skirts and dresses that are an appropriate length; and
- Appropriate undergarments.

All visitors will refrain from wearing the following on campus:

- Inappropriate shorts, skirts, or dresses;
- Crop tops; Spaghetti strap tank tops or tube tops; and
- Rips in jeans/pants that show an excessive amount of skin

If an adult on campus or at an MSA-S sponsored event does not adhere to the dress code, the adult will be asked to modify their clothing in accordance with the dress code. If an adult on campus or at an MSA-S sponsored event does not modify their clothing, the adult may be asked to leave the MSA-S campus or the event. MSA-S wants to set a standard of success for our scholars, and it is important to MSA-S to facilitate a professional and respectful environment for our scholars, our employees, our community, and the guests of our school.

## Lost and Found

In order to be able to return lost items to their owner, it is recommended that the scholar's name be written on the tags of clothing articles or on water bottles, book bags, etc. All clothing that is left in common places, will be placed on the school's lost and found clothing rack located in the atrium. Please note, MSA-S is not responsible for lost or stolen items. Once a month we donate unclaimed items to charitable organizations. Families are welcome to check the lost and found rack for their scholar's missing items.



## Curriculum

### Our Curriculum

#### PRE-K 3 & PRE-K 4

- Yale Ruler (social/emotional)
- Creative Curriculum
- Eureka Math

#### K-5th Grade

- Yale Ruler (social/emotional)
- Eureka (Math - explore here: <https://gm.greatminds.org/math/parents>)
- Wit and Wisdom (English-Language Arts - explore here: <https://greatminds.org/english/parents>)
- UFLI Phonics (Foundational Literacy Skills - explore here: <https://ufli.education.ufl.edu/foundations>)
- Amplify Science (Science curriculum - explore here: <https://amplify.com/programs/amplify-science>)

#### Related Arts

- Spanish
- Physical Education
- Art
- Performing Arts

#### Physical Education Requirements

All scholars in grades K–5 will engage in at least 150 minutes of physical activity each week as part of the physical education curriculum. Short-term exemptions from physical education are possible for scholars who have fewer physical abilities, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Scholars who have a certificate of exemption are also exempt from participating in sport related clubs/teams. Each case is handled on an individual basis as follows:

- Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored but must be renewed each year.
- When the certificate allows modified activities in class, the scholar will remain in physical education class. The teachers adjust the activities of the scholar to the disability.
- An exempted scholar may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.



## Personal Mobile Computing Initiative

MSA-S has developed a supplementary technology guide, to be shared separately from this handbook, to help students and their parents/guardians understand the school's Personal Mobile Computing initiative. A brief overview of the initiative is included here, with more detail in the guide.

In August 2024, MSA-S introduced an innovative mobile learning initiative to revolutionize teaching and learning both inside and outside the classroom. MSA-S provided each student in grades K5 - 5th with an 11" laptop computer running Windows 11, a cutting-edge operating system, or iPad.

### Technology Transforms Teaching

The school's 1:1 mobile learning initiative aims to equip students with essential 21st-century skills necessary for success in higher education and future careers. Alongside academic subjects, students are encouraged to develop proficiency in communication, collaboration, critical thinking, and creativity.

The 1:1 mobile technology facilitates personalized learning experiences, enabling students to enhance their higher order thinking skills, self-paced learning, and mastery while focusing on crucial abilities like research, writing, and content creation. It also boosts engagement and access to a wealth of online information.

Ensuring student online safety is a top priority at every stage of implementation. All mobile devices are required to access the Internet through the school's web filter, blocking as much inappropriate content as possible. Please note that the firewalls are not 100% and students are only allowed to use teacher-recommended, school-approved apps or programs.

Please refer to the supplemental technology guide for more detail.

## Standardized Testing

SC READY (South Carolina Educational Assessment Program)

In addition to routine tests and other measures of achievement, scholars in grades 3–5 are required to participate in state-mandated assessments, such as the SC READY, in the following subjects:

- Mathematics, annually in grades 3–5;
- English and Language Arts, annually in grades 3–5; and
- Science & Social Studies, as required to be administered in grade 4.

The SC READY program also includes assessments that address scholars receiving special education services and English language learners who meet participation requirements set by the State.

All scholars grades K – 5 must also participate in the IREADY test administered multiple times each year which is designed to assess a scholar's growth over time and help determine what additional targets need to be set for a scholar to further increase proficiency standards.



## Homework

As the research clearly indicates, 10,000 hours of practice is what turns amateurs into masters of their craft. Michael Jordan, Beethoven, Picasso – all would agree that it was practicing the skills of their daily lessons that made the difference. Please support your scholar's learning by asking them daily "What are you practicing tonight?" They should be able to tell you and always, always, ALWAYS be reading a book! (15+ minutes a night). Missing or incomplete homework assignments will negatively affect their academic success and grades.

## Grading Scale

MSA-S observes the State grading scale.

For Pre-K 3 and Pre-K 4, the following is used to show student progress:

PreK 3 and 4 classrooms use Teaching Strategies GOLD to assess students. Teaching Strategies GOLD is an authentic, observational assessment system for children from birth through kindergarten. It blends ongoing observational assessment for all areas of development and learning (social emotional, physical, language, and cognitive) with performance tasks for selected predictors of school success in the areas of literacy and mathematics. Families will receive a Development and Learning Report to track progress. It provides narratives that explain the child's knowledge, skills, and behaviors in relation to each objective or dimension. Then, on the basis of the child's developmental levels, it recommends activities for the family to do at home to provide additional support.

For Kindergarten thru 1<sup>st</sup> Grade and Specials Classes, the following is used to show student progress:

- 1 = Does not meet grade level standard
- 2 = Approaching grade level standard
- 3 = Meets grade level standard
- 4 = Above grade level standard

For 2<sup>nd</sup> Grade thru 5<sup>th</sup> Grade, the following is used (numbers should appear on report card):

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

## Report Cards

Report cards are prepared every nine weeks and sent home four times a year. Report cards will be shared with families at student-led conferences (see below) at the end of the first three (3) grading periods. They should be signed by a family member. End of the year report cards are given out at our Path to Success walk at the end of each year and do not have to be signed or returned. The final report





card will not be given if there are any outstanding fees.

## Student-Led Conferences

Student-led conferences are conferences led by the scholars. Scholars communicate their academic and social/behavioral goals and progress towards meeting their goals to a designated family member and their teacher. Teachers will schedule conferences at the end of a nine-week grading period. Conferences are held three times a year. Families (at least 1 representative) are strongly encouraged and expected to attend all three conferences. We also encourage families to schedule conferences with teachers as needed throughout the year. An end of the year (4th quarter) conference is available upon request. Please contact your scholar's teacher if one is desired.

## Honor Roll

Scholars in 1st-5th grade may qualify for Honor Roll. Criteria for the Honor Roll:

- 1st grade: scholar must achieve Meets Grade Level standards or Above Grade Level standard rating in all subjects
- 2nd-5th grade: scholars must score 80 or above in all subjects

## Character Development

Our educational belief is that strength of character is equally as important as academic progress in the long-term success of a child growing into a responsible, productive citizen of our community. To that end, we have designed our character development curriculum to be interwoven into every aspect of our scholar's academic education.

## Our Path to Success

We focus on the development of grit, gratitude, optimism, empathy, citizenship, integrity, self-control, curiosity and academic achievement because strength in each of these areas is a high indicator for success in school, work and relationships. The character development curriculum that MSA-S has created is not a program. It's a mindset.

**We encourage parents/guardians to talk with their scholars about the path to success in school and in their futures.** One way to talk about success with your scholar is to ask the questions listed below and talk with your scholar about their answers and what they can do to ensure their success.

**Self-Control:** "How do you manage your emotions, thoughts, and behaviors to act respectfully?"

**Curiosity:** "How do you explore and question by listening to others? What things interest you?"

**Citizenship:** "How do you work respectfully and responsibly with others for our community?" **Gratitude:** "What opportunities and good things are happening around you?"



**Optimism:** “What do you expect for your future and how are you going to achieve that?”

**Integrity:** “How do you behave when no one is looking?”

**Empathy:** “How do you understand and share the feelings of others?”

**Grit:** “What will you do when things don’t go as expected?”

**Academic Achievement:** “What are your goals for school and testing this year? How will you reach them?”

## Retention

Scholars must meet grade level standards in the core content areas to be promoted to the next grade level. Scholars can be considered for retention in their current grade due to one or more of these factors:

- 10 unexcused absences
- iReady scores below the 20th percentile
- Not meeting the grade level SC Learning Standards for Literacy and Mathematics
- Failing report card grades or not making progress

Parents will be notified during second and third quarter report card conferences if their child is in danger of being retained in their current grade. The school’s decision regarding promotion and retention will be based on the totality of the circumstances and is final.

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).”

MSA-S reserves the right to make a decision for promotion or retention when standardized test scores do not match previous scholar achievement as seen through portfolios, anecdotal notes, or teacher assessments as defined by the promotional criteria.

Special Education Scholar Population Scholars with IEPs and those being evaluated for special education placement will be promoted/retained based on their individualized promotion criteria (consideration of grade level progress, mastery of IEP goals, and state test scores). A team meeting will be held to determine promotion or retention of the scholar.

Multilingual Learners will be promoted/retained based on consideration of language development (limited English proficiency alone is not the sole basis for retention), consideration of number of years enrolled in the United States School System, consideration of Grade level progress of all applicable criteria, state test scores, and WIDA scores. A team meeting will be held to determine promotion or retention of the scholar.



## Health

### Restroom Procedures

It is expected that all scholars will be fully potty-trained prior to enrollment at MSA-S. This means that scholars 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.

### Food Allergy Information

The parent of each scholar enrolled in MSA-S must complete a form provided by MSA-S that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to MSA-S to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction. For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. MSA-S may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's scholar records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Documentation must be signed by a primary physician and should be provided to the nurse for any scholar with known allergies. Documentation of known allergies will be shared with Food Services staff, teachers associated with scholars, and/or any staff appropriate to the scholar. Classrooms that have a scholar(s) with any type of NUT allergy will be marked both inside the classroom and outside the door with a placard indicating that it is a "Nut Free Zone". Any item brought to the school by staff, or families will be required to be purchased from a store, and must still have the label of ingredients attached and intact on the item. Incentive socials should have food items that adhere to all allergies within the classroom.

Also, our school song proclaims that we will promote "healthy bodies (and) healthy minds." We are proud to be a sugar-free school as we implement the daily practice of healthy eating.

We encourage all students to enjoy meals provided by the school. When students are given opportunities to try new foods in a group setting, they are more likely to adopt new and healthy eating habits. We provide foods that are paired together to provide the proper nutrition for healthy growing bodies and to fuel those growing brains. As a result, we are a sugar-free campus.



Being a sugar-free campus also includes holiday and birthday celebrations. While we want you to celebrate with us, please use the chart below to see what is allowed in the school.

Additionally, some parents have worked out with their classroom teachers for goodie bags and pizza parties in advance.

Meeting Street is a “nut aware” campus so that children who have severe allergies to nuts/peanuts can feel safe during mealtimes, snack times, and classroom activities that may involve food products.

Should you pack your scholar’s lunch, use the chart below to see what is acceptable and what is not. Please note, we do not have the option to heat up or keep packed lunches hot/warm/cold. Additionally, students are not allowed to order or accept door-dash/grub hub, restaurant, etc. deliveries for safety and accuracy reasons. If a student has an item/lunch that is prohibited, they will be asked to put it away and offered a school lunch.

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>- Whole grain products</li> <li>- Protein rich foods</li> <li>- Fresh fruits and vegetables (Including Salad, Green Leaf Items)</li> <li>- Dairy products such as yogurt, cheese, and milk</li> <li>- Water (plain with no additives)</li> <li>- WOW butter/SOY butter (Any alternative to Nut Butters)</li> <li>- Hummus</li> <li>- Pretzels</li> <li>- Trail Mix</li> <li>- BAKED Chips</li> <li>- Applesauce</li> <li>- Popcorn (For example, Smart Pop Popcorn)</li> <li>- Babybel, String Cheese, Mozzarella Sticks</li> </ul>	<ul style="list-style-type: none"> <li>- Candy</li> <li>- Chewing gum</li> <li>- Cupcakes/cakes</li> <li>- Peanut butter/Peanuts</li> <li>- Tree nuts</li> <li>- Soda</li> <li>- Flavored waters with dye</li> <li>- Juice boxes/Little “Jug” drinks</li> <li>- Gatorade/Powerade</li> <li>- Energy Drinks</li> <li>- Products containing caffeine</li> <li>- Chips</li> <li>- Treat bags containing any of the above</li> <li>- Products containing artificial sweeteners</li> <li>- Vanilla Wafers (Or any type of cookie)</li> <li>- Glass Products</li> </ul>

## Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school under the following circumstances:

- Prescription medication brought to school must be submitted by a parent, along with a physician's order. The medication must also be in the original and properly labeled container and given to the nurse. No other school employee is able to accept medication.



- Prescription medications administered during school hours must be prescribed by a licensed physician or dentist and filled by a pharmacist licensed in the State of South Carolina.
- Prescription medications must be submitted in a labeled container showing the scholar's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies, or unlabeled containers will NOT be administered.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the scholars Individualized Education Program ("IEP") or Section 504 plan for a scholar with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the scholar.
- Children require an over-the-counter written consent form signed by parent/guardian prior to administration of OTC ("over the counter") medications. Parents indicate on the OTC form which medications the school staff may administer when providing care to the child. Verbal consent will not be accepted.

Changes to daily medication require written instruction from the physician or dentist, and written permission from the parent. Parents are responsible for advising MSA-S that a medication has been discontinued.

Employees authorized by MSA-S to administer prescription medication include: registered nurse & staff members trained by the registered nurse.

## Visits to the Health Room

Scholars must obtain a pass from a teacher to visit the Health Room. If a scholar is injured or becomes sick at school, the scholar will be assessed and evaluated by the School Nurse. Scholars suffering from the following illnesses will be sent home for their own well-being and for the health of our scholars and staff:

- Active vomiting or diarrhea;
- A fever of 100 degrees Fahrenheit or above;
- Any condition that may be contagious; or
- Any injury/illness that requires further evaluation by a physician.

## Contacting Parents / Legal Guardians

If it is determined that a scholar must be sent home for health reasons, their parent/legal guardian will be contacted to pick them up. It is therefore essential that the school has current contact information for all scholars so that we may reach parents/legal guardians when necessary. If a scholar has a health situation and needs immediate care/pick-up, the emergency contacts listed for the scholar will be called



if we cannot reach a parent/legal guardian first.

## Emergency Medical Treatment

If a scholar has a medical emergency at school or a school-related activity and the parent cannot be reached, MSA-S staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Parents should keep emergency contact information current (e.g., name of doctor, emergency phone numbers, allergies, etc.). Neither MSA-S nor its staff assume any financial responsibility for treatment costs or transportation costs should your child require Emergency Medical Services (EMS) for any emergency situation that cannot be treated at the school.

## Illness Protocol

Parents/Legal Guardians must follow the following protocol before a scholar may return to school after having an illness:

- Students must be fever-free for 24 hours without the use of fever-reducing medication. Fever is defined as a temperature of 100 or greater.
- Students must be diarrhea-free for 24 hours without the use of diarrhea-suppressing medication. Diarrhea is defined as three or more episodes of loose stools in a 24-hour period.
- Students must remain out of school for 24 hours from the last vomiting occurrence and have eaten 1 or 2 meals without vomiting before returning to school.

## Communicable Disease

To protect other scholars from contagious illnesses, scholars infected with certain diseases are not allowed to come to school while contagious. Parents or legal guardians of scholars with a communicable or contagious disease should notify the school nurse or designee so that other scholars who might have been exposed to the disease can be alerted. Students who reveal that they have contracted a communicable disease will have their status safeguarded and their civil rights respected in accordance with federal and state law.

School authorities, including network staff, a principal, teacher, school health official, or counselor, will report those scholars who are suspected of having a reportable condition. A list of reportable conditions can be retrieved from the South Carolina Department of Health.

Any scholar excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or



- Meeting readmission criteria as established by the commissioner of health.

## Head Lice

If a student is discovered to have head lice, the following protocol will be observed:

- The parent/legal guardian will be notified, and the scholar will be sent home.
- The scholar must be treated for head lice before returning to school.
- Parents/legal guardians must notify the school that the scholar has been successfully treated.
- Before the scholar can be allowed back into school, the School Nurse must check the scholar's head with the parent/legal guardian present to ensure there are no live lice or excessive nits present.
- If necessary, scholars in an entire classroom may be checked for lice.
- Scholars experiencing chronic problems with lice will be checked frequently to avoid spreading them to others.

## Youth Suicide and Intervention Policy

MSA-S seeks to cultivate and sustain safe, effective, and collaborative schools. This involves creating learning environments where scholars, staff, and families feel valued, comfortable, and supported. Each of our schools must connect emotional, social, behavioral, cultural, and academic safety across all facets of the MSA-S community. All school personnel and scholars are asked to assist in creating a culture of respect and support in which students feel comfortable seeking help for themselves or friends.

Scholars are encouraged to tell a staff member if they or a friend are feeling suicidal or need help. While confidentiality and privacy are important, scholars should know that when there is risk of suicide, safety comes first. Designated school personnel are trained to identify possible risk to students who express suicidal thoughts and to provide appropriate intervention and referrals of the scholar to supportive services.

We strongly encourage anyone in need of help to reach out to the following resources for additional support:

**Spartanburg Department of Mental Health:** (864) 585-0366

**National Suicide Prevention Lifeline:** 1-800-273-8255 parentheses (TALK);

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

## Vision & Hearing Screenings

All children enrolled in South Carolina schools must be screened for possible vision and hearing problems in accordance with state law and regulation. Scholars in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. Parents/guardians will be notified of the results of any such screening.



A scholar is exempt from health screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the parent/guardian of a scholar must submit to the principal or designee an affidavit stating the objections to screening.

## Child Abuse Reporting & Programs

MSA-S provides training to its teachers and scholars in preventing and addressing incidents of abuse and other maltreatment of scholars, including knowledge of likely warning signs indicating that a scholar may be a victim of abuse or maltreatment. School administrators will cooperate with law enforcement investigations of child abuse, including investigations by the South Carolina Department of Social Services (“DSS”). School officials are required to allow investigators from the appropriate agency to interview or assess a scholar who may be at risk of abuse, neglect, or maltreatment. Investigating agencies will determine whether school personnel shall be present during an interview conducted at the school. Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the scholar's parents per the policy of the investigative agency.

Any MSA-S employee, volunteer, or agent who believes a child has been adversely affected by physical, sexual, or mental abuse or neglect shall make a report immediately upon first suspecting such abuse or neglect. The report shall be made to law enforcement or the South Carolina DSS. School personnel who reasonably suspect child abuse or neglect will make a report in good faith. A “reason to believe” is sufficient to make a good faith report. State law provides both civil and criminal immunity to those reporting suspected child abuse or neglect in good faith. It is not the responsibility of school personnel to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Any involvement of school personnel in investigation or treatment should be in conjunction with the local child protection unit of the department of social services.

Teachers and school staff who suspect that a child has been or may be abused or neglected have a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to the South Carolina DSS.





## Safety

### School Visitors

All visitors (including enrolled parents, mentors, volunteers) must park in the parking garage and sign-in at the front desk. All visitors must present a form of identification. MSA-S personnel process each visitor through the Navigate 360 and/or other database system which checks for sex offender status and any open warrants. All approved visitors will be issued a badge that is to be worn at all times while visiting the school campus. Upon departure, all visitors must sign-out at the front office. Visitors who do not submit a form of identification or their name and date of birth shall not be allowed on school grounds.

### Volunteers / Mentors

It takes a village to help our scholars succeed and we welcome volunteers/mentors to join in the goal of making our school the best that it can be. However, our paramount concern remains the safety of all scholars, and therefore a strict protocol must be followed anytime a volunteer/mentor visits our campuses or participates in any school activity involving our scholars, whether on campus or off. MSA-S welcomes parents/legal guardians as volunteers on campuses at times when their presence will not be disruptive to scholars and/or staff. All volunteers/mentors must have an updated SLED check on file in order to participate in activities within the school. If the volunteer/mentor does not have a clear SLED check, the volunteer may not participate in activities within the school. A volunteer/mentor is defined as a person who interacts with a student or group of students inside or outside of the classroom without direct supervision of a school staff member.

### Tobacco-Free School Notice

Scholars are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Scholar violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar Code of Conduct. Any form of smoking is prohibited on MSA-S grounds. This includes parents, staff, and visitors.

### Alcohol-Free School Notice

To provide a safe and alcohol-free environment for scholars and employees, all alcoholic beverages are prohibited on MSA-S property at all times and at all school-sanctioned activities occurring on or off school property. Scholar violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Code of Conduct.



## Drug-Free School Notice

MSA-S believes that scholar use of illicit drugs is both wrong and harmful. Consequently, MSA-S prohibits the use, sale, possession, or distribution of illicit drugs by scholars or any other individuals on school premises or any school activity, regardless of its location. MSA-S also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar Code of Conduct.

## Weapons & Concealed Handgun Prohibition

MSA-S prohibits the use or possession of any firearm, knife, club, or other weapon while on the premises of the school or any school grounds or at any school sponsored event or in any building in which a school activity is being conducted. Any scholar who possesses, uses, or transfers a firearm on school grounds or at a school-sponsored activity will be recommended for expulsion for one calendar year. A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The term firearm also includes any explosive, incendiary, poison gas, bomb, or grenade. On a case-by-case basis, the South Carolina Public Charter School District ("SCPCSD") Superintendent with the recommendation of the [school leader and/or school board] may modify the one calendar year expulsion recommendation.

## Searches

In the interest of promoting scholar safety and attempting to ensure that MSA-S is safe and drug-free, school officials may from time to time conduct searches. Searches are conducted without a warrant and as permitted by law. Administrators, teachers, and other professional personnel may question a scholar regarding the scholar's own conduct or the conduct of other scholars. In the context of school discipline, scholars have no claim to the right not to incriminate themselves. School officials may search a scholar's outer clothing, pockets, and property by establishing reasonable cause or securing the scholar's voluntary consent. Scholars should have no expectation of privacy in the contents of their lockers, desks, or other school property. Lockers/cubbies and desks assigned to scholars remain at all times under the control and jurisdiction of MSA-S. MSA-S will make periodic inspections of lockers and desks at any time, with or without notice or scholar consent. MSA-S may also use security safeguards such as a metal detector/wand at any given time/event. Anyone who refuses to go through the metal detector will not be allowed to enter the event or school campus.



## Corrections or Modifications

### Corrections or Modifications to this Handbook

MSA-S reserves the right to make changes or modifications to this Handbook as needed.

## Appendix A: Supplement to Transportation Behavior Section

### Transportation-Related Infractions & Interventions

Level of Offense	Included Infractions (Definitions Below)	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
<b>Level 1</b>	Contraband (minor) Dishonesty Disrespect Disrupting the Bus Horseplay Obscene Gesture Profanity Technology Misuse	Parent Contact Bus Suspension (1-2)	Parent Contact Bus Suspension (3-5)	Parent Conference Bus Contract Bus Suspension (5-10)	Final Notice Letter Bus Suspension through end of current quarter (If less than 2 weeks, suspension through end of next quarter)	Removal from the bus for the remainder of the school year
		<i>Possible additional consequence for Level 1 infractions, based on specific offense: Confiscate item, Clear backpack, No backpack</i>				
<b>Level 2</b>	Bite/Pinch/Spit Defiance Hit/Kick/Push Theft Threat to Student	Parent Contact Bus Suspension (3-5)	Parent Conference Bus Contract Bus Suspension (5-10)	Final Notice Letter Bus Suspension through end of current quarter (If less than 2 weeks, suspension through end of next quarter)	Removal from the bus for the remainder of the school year	
		<i>Possible additional consequences for Level 2 infractions, based on specific offense: Clear backpack, No backpack, Search of belongings, Confiscate Item, Risk Assessment</i>				



<b>Level 3</b>	Aggression toward Adult Bullying Contraband (major) Fighting Inappropriate Physical Contact Indecent Exposure Smoking/Vaping Threats to School/Bus Threat to Adult Toy Weapons Threat to Adult Toy Weapons	Parent Conference Bus Contract Bus Suspension (5-10)	Final Notice Letter Bus Suspension through end of current quarter (If less than 2 weeks, suspension through end of next quarter)	Removal from the bus for the remainder of the school year		
	<i>Possible additional consequences for Level 3 infractions, based on the specific offense:</i> Clear backpack, No backpack, Search of belongings, Confiscate Item, Restitution, Safety Contract, Risk Assessment, Mental Health Referral, Law Enforcement Involvement					
<b>Definitions of Infractions</b>						
<b>Level 1</b>	Contraband (Minor)	Possession or viewing items considered to be unsuitable for school or school related activities (inappropriate magazines, toys, gum, anything depicting drugs/violence)				
	Dishonesty	The intentional giving of false information, either verbally or in writing to a school employee				
	Disrespect	Demeaning or discriminatory language and/or insults towards another person				
	Disrupting the Bus	Behavior that interferes with a safe and orderly environment which includes but is not limited to: yelling, throwing things, kneeling up or standing in seat, leaving seat, moving seats during route				
	Horseplay	Rowdy and unsafe play between peers				
	Obscene Gesture	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion				
	Profanity	Abusive, vulgar or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward someone, ethnic/racial slurs				
	Technology Misuse	Displaying/using a cell phone while on the bus.				
<b>Level 2</b>	Bite/Pinch/Spit	To eject saliva from the mouth; to cut, wound, or tear with the teeth; to constrict or squeeze painfully				
	Defiance	Refusal to comply with directions from school personnel.				
	Hit/Kick/Push	To deal a blow to, to come into contact with, to trip, or strike; to strike with foot/feet; to push; to apply pressure with the intent to cause harm				
	Theft	To steal or possess property without the permission of the owner				
	Threat to Student	Making statements or gestures indicating an intent to do physical harm to a fellow student				



Level 3	Aggression toward Adult	Any intentional act of physical aggression toward an adult including but not limited to: hitting, kicking, pushing, biting, pinching, spitting, striking w/ objects, grabbing body or clothes and refusing to let go
	Bullying	A deliberate, repeated act with intent to hurt, insult, or threaten another person. <b>Includes:</b> Gestures, racial slurs, electronic communication, written, verbal, physical, or obscene acts <b>Where:</b> on school property, at any school-sponsored functions where the school is responsible for the child or on a school bus or other school-related vehicle, and at an official school bus stop.
	Contraband (Major)	Possession or viewing items considered to be unsuitable for school or school related activities. Major: the contraband item poses a medium to high level of risk to others or to property (lighters, matches, any prank item that would cause physical pain)
	Fighting	*Mutual participation in an incident involving physical violence where there is no major injury *Instigating a fight *If student is defending self but accelerating the fight (hitting back to get revenge, moving toward someone to continue fighting)
	Inappropriate Physical Contact	Touching another person in an unsuitable or improper manner for the location, setting, or activity
	Indecent Exposure	The deliberate exposure of one's genitalia or private area(s) of one's body
	Smoking/Vaping	Use or possession of any tobacco or vaping products on the school bus (to include Juul type devices, chargers, pods, etc.)
	Threat to School/Bus	Written or verbal threats against the school or bus including, but not limited to, indicating that you will: blow up the school/bus, make a false 911 call that instigates a police response to the school/bus, shoot up the school/bus
	Threat to Adult	Making statements or gestures of intent to do physical harm an adult
	Toy Weapons	Item that looks like a weapon but does not inflict injury (cap gun, nerf gun, rubber band gun, toy knife, etc.) or that represents a weapon and was not pointed/used to scare or threaten anyone



## Appendix B: Supplement to Code of Conduct

### Kindergarten and 1<sup>st</sup> Grade – Infractions (alphabetical order) & Interventions

Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Aggression Toward Adult	Any intentional act of physical aggression toward an adult including but not limited to hitting, kicking, pushing, biting, pinching, spitting, striking w/objects, grabbing body or clothes and refusing to let go	Contact Parent Removal from Class Parent Pick-up ISS and/or OSS (1-2 days)	Parent Conference Behavior Contract ISS and/or OSS (up to 3 days)	Parent Conference OSS (up to 5 days) Follow/Adjust Behavior Contract	OSS (up to 5 days) Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion	



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Bite/Pinch/Spit	To eject saliva from the mouth; to cut, wound, or tear with the teeth; to constrict or squeeze painfully	Contact Parent Removal from class Parent Pick-up	Contact Parent ISS and/or OSS (1-2 days)	Parent Conference Behavior Contract OSS (1-3 days)	Follow/Adjust Behavior Contract OSS (up to 5 days)	OSS (up to 10 days) Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion
Bullying	<p>A deliberate, repeated act with intent to hurt, insult, or threaten another person.</p> <p>Includes: Gestures, racial slurs, electronic communication, written, verbal, physical, or obscene acts</p> <p>Where: on school property, at any school-sponsored functions where the school is responsible for the child or on a school bus or other school-related vehicle, and at an official school bus stop.</p>	Parent Conference Loss of Privileges OSS (1-3 days) Behavior Contract Mental Health Referral	Parent Conference Follow/Adjust Behavior Contract ISS and/or OSS (up to 5 days) Mental Health Referral	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion		





Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Computer Violation	Searching for inappropriate websites/pictures; being on an unauthorized site; purposely bypassing the firewall; damaging or defacing technology; sending unauthorized emails or google documents; taking videos or pictures without school permission; sharing or using someone else's username and password	Device Warning Form IT Device search Loss of device (1+ days) Restitution	Device Warning Form IT Device search Loss of device (2+ days) Restitution Removal from Class Parent Pick-up	Device Warning Form IT Device search Loss of device (3+ days) Restitution ISS and/or OSS (1-2 days) Mental Health Referral	Device Warning Form IT Device search Parent Conference Loss of device (5+ days) Restitution ISS and/or OSS (1-3 days) Behavior Contract Mental Health Referral	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)
Contraband	Related to possession or viewing items considered to be unsuitable for school or school related activities (inappropriate magazines, lighters, etc)	Confiscate Item Contact Parent Parent Pick-up	Confiscate Item Contact Parent ISS and/or OSS (1-2 days) Clear Bookbag	Confiscate Item Parent Conference OSS (1-2 days) Clear bookbag Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	
Defiance	The act of not completing a consequence or sanction assigned by a teacher or multiple teacher managed offenses.  Refusal to comply with directions from school personnel.	Contact Parent Meet Original Expectation Verbal Warning Removal from Class	Contact Parent Meet Original Expectation Removal from class Parent Pick-up	Contact Parent Meet Original Expectation Parent Pick-up ISS and/or OSS (1-2 days)	Parent Conference Meet Original Expectation Behavior Contract ISS and/or OSS (1-3 days)	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)
Dishonesty	The intentional giving of false information, either verbally or in writing to a school employee	Contact Parent Reteach Expectations	Contact Parent Removal from Class	Contact Parent ISS (1-2 days)	Parent Conference Behavior Contract ISS and/or OSS (up to 3 days)	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)
Disrespect	Demeaning or discriminatory language and/or insults towards another person	Contact Parent Loss of Privileges Removal from Class Parent Pick-up	Contact Parent Loss of Privileges ISS and/or OSS (1 day)	Parent Conference Loss of Privileges ISS and/or OSS (1-2 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Disrupting class	Behavior that interferes with instruction, learning, and a safe and orderly environment which includes but not limited to, chronic talking, throwing objects, horseplay, refusal to stay in seat, rude/excessive noises	Contact Parent Reteach Expectations Removal from Class	Contact Parent Removal from class Parent Pick-up	Contact Parent Parent Pick-up ISS and/or OSS (1 day)	Parent Conference ISS and/or OSS (1-2 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days) Parent conference to discuss abbreviated day
Fighting	Mutual participation in an incident involving physical violence where there is no major injury  Instigating a fight  If student is defending self but accelerating the fight	Contact Parent Loss of Privileges Removal from Class Parent Pick-up ISS and/or OSS (1-2 days)	Contact Parent Loss of Privileges ISS and/or OSS (1-3 days)	Parent Conference Loss of Privileges Behavior Contract ISS and/or OSS (2-3 days)	OSS (up to 5 days) Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion	
Hit/Kick/Push	To deal a blow to, to come into contact with, to trip, or strike; to strike with foot/feet; to push; to apply pressure with the intent to cause harm	Contact Parent Removal from class Reteach Expectations	Contact Parent Loss of Privileges ISS (1-2 days)	Parent Conference Loss of Privileges Parent Pick-up ISS and/or OSS (1-3 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	
Horseplay	Rowdy and unsafe play between peers	Contact Parent Reteach Expectations Removal from Class	Contact Parent Removal from class Parent Pick-up	Contact Parent Parent Pick-up ISS and/or OSS (1 day)	Parent Conference ISS and/or OSS (1-2 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Inappropriate physical contact	Touching another person in an unsuitable or improper manner for the location, setting, or activity	Contact Parent Re-teach Boundaries Removal from Class Parent Pick-up ISS and/or OSS (1-2 days)	Parent Conference ISS and/or OSS (2-3 days) Mental Health Referral Behavior/Safety Contract	Follow/Adjust Behavior Contract OSS (up to 3 days)	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion	
Indecent exposure	The deliberate exposure of one's genitalia or private area(s) of one's body	Contact Parent Re-teach Boundaries Removal from Class Parent Pick-up ISS and/or OSS (1-2 days)	Parent Conference ISS and/or OSS (2-3 days) Mental Health Referral Behavior/Safety Contract	Follow/Adjust Behavior Contract OSS (up to 3 days)	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion	
Leaving class/assigned area	Departing from class/assigned area without permission	Contact Parent Verbal Warning Removal from Class	Contact Parent ISS (1 day)	Parent Conference Behavior Contract ISS (1-2 days)	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	OSS (up to 5 days) Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Obscene gesture	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	Contact Parent Verbal Warning Removal from class Parent Pick-up	Contact Parent Removal from class Parent Pick-up ISS and/or OSS (1 day)	Parent Conference Behavior Contract ISS and/or OSS (1-3 days)	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	
Profanity	Abusive, vulgar or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward someone, ethnic/racial slurs	Contact Parent Verbal Warning Removal from class Parent Pick-up	Contact Parent Removal from class Parent Pick-up ISS and/or OSS (1 day)	Parent Conference Behavior Contract ISS and/or OSS (1-2 days)	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	
Property Misuse	Minor damage or defacement of property belonging to the school or others (ex: destroying the bulletin board)	Contact Parent Loss of Privileges Restitution Removal from Class	Contact Parent Loss of Privileges Removal from Class Parent Pick-up Restitution	Contact Parent Loss of Privileges Restitution Meet w/ SRO ISS and/or OSS (1-2 days)	Parent Conference Restitution Meet w/ SRO Behavior Contract OSS (1-3 days)	Follow/Adjust Behavior Contract OSS (up to 3 days)
Smoking/Vaping	Use or possession of any tobacco or vaping products on school premises (to include Juul type devices, chargers, pods, etc.)	Confiscate Items Contact Parent Removal from Class Parent Pick-up	Confiscate Items Parent Conference Clear Bookbag Behavior Contract ISS and/or OSS (1 day)	Parent Conference Follow/Adjust Behavior Contract Daily Search ISS and/or OSS (up to 3 days) Mental Health Referral		
Technology Misuse	Displaying/using a cell phone during school hours. Misuse of school phones or any other technology belonging to the school.	Contact Parent Confiscate Item Removal from class Parent Pick-up	Contact Parent Confiscate Item Parent Pick-up ISS (1 day)	Parent Conference Confiscate Item ISS (1-3 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)	
Theft	To steal or possess property without the permission of the owner	Contact Parent Confiscate Item Restitution Removal from Class Parent Pick-up	Contact Parent Confiscate Item Restitution Loss of Privileges Clear bookbag ISS and/or OSS (1 day)	Parent Conference Confiscate Item Meet with SRO Restitution Loss of Privileges Behavior Contract Mental Health Referral ISS and/or OSS (1-2 days)	Follow/Adjust Behavior Contract OSS (up to 3 days)	



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Threat to an adult	Making statements or gestures of intent to do physical harm to someone	Contact Parent Removal from Class Parent Pick-up ISS and/or OSS (1-2 days) Risk Assessment	Parent Conference Behavior Contract ISS and/or OSS (up to 3 days) Risk Assessment	Parent Conference OSS (up to 5 days) Risk Assessment Follow/Adjust Behavior Contract	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion	
Threat to school	Written or verbal threats against the school including, but not limited to, blowing up the school, calling 9-1-1 to the school, shooting up the school	Contact Parent Search of student and student belongings Removal from Class Parent Pick-up ISS and/or OSS (1-2 days) Risk Assessment	Parent Conference Meet with SRO Search of student and student belongings Clear bookbag Behavior Contract ISS and/or OSS (up to 3 days) Risk Assessment	Parent Conference Meet with SRO Search of student and student belongings No bookbag Daily search OSS (up to 5 days) Risk Assessment Follow/Adjust Behavior Contract Mental Health Referral	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion	



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
Threat to student	Making statements or gestures of intent to do physical harm to someone	Contact Parent Risk Assessment Removal from Class Parent Pick-up	Contact Parent Risk Assessment Removal from class Parent pick-up ISS and/or OSS (1 day)	Parent Conference Risk Assessment Behavior Contract ISS and/or OSS (1-2 days) Mental Health Referral	Follow/Adjust Behavior Contract OSS (up to 3 days) Mental Health Referral	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion
Toy weapons that do not cause harm or representation of a weapon	Items that look like a weapon but do not inflict injury (cap gun, nerf gun, rubber band gun, toy knife, etc.) or that represents a weapon and was not pointed/used on anyone	Confiscate Item Contact Parent Search Student and Belongings Removal from Class Parent Pick-up	Confiscate Item Contact Parent Meet with SRO Search Student and belongings Clear Bookbag Parent Pick-up OSS (1 day)	Confiscate Item Parent Conference Meet with SRO Search Student and belongings No bookbag Daily Search OSS (1-2 days) Behavior Contract	Follow/Adjust Behavior Contract OSS (up to 3 days)	OSS (up to 5 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion
Unsafe Transition - Recess	Refusing to line up/transition back from recess after one redirection, running away while in transition	Contact Parent Loss of Recess (1 day)	Parent Contact Loss of Recess (2-3 days)	Parent Conference Loss of Recess (3-5 days) Behavior Contract	Follow Behavior Contract and/or adjust if needed	



## 2<sup>nd</sup> Grade thru 5<sup>th</sup> Grade – Infractions (alphabetical) & Interventions

Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Aggression Toward Adult	Any intentional act of physical aggression toward an adult including but not limited to: hitting, kicking, pushing, biting, pinching, spitting, striking w/ objects, grabbing body or clothes and refusing to let go	Parent Conference OSS (up to 5 days)	Parent Conference OSS (up to 10 days) Behavior Contract	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion	
Bite/Pinch/Spit	To eject saliva from the mouth; to cut, wound, or tear with the teeth; to constrict or squeeze painfully	Contact Parent Removal from class Parent Pick-up ISS and/or OSS (1-3 days)	Contact Parent OSS (1-3 days)	Parent Conference Behavior Contract OSS (up to 5 days)	OSS (up to 10 days) Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Bullying	<p>A deliberate, repeated act with intent to hurt, insult, or threaten another person.</p> <p>Includes: Gestures, racial slurs, electronic communication, written, verbal, physical, or obscene acts</p> <p>Where: on school property, at any school-sponsored functions where the school is responsible for the child or on a school bus or other school-related vehicle, and at an official school bus stop.</p>	<p>Parent Conference Loss of Privileges OSS (1-3 days) Behavior Contract Mental Health Referral</p>	<p>Parent Conference Follow/Adjust Behavior Contract OSS (3-5 days) Mental Health Referral</p>	<p>OSS (up to 10 days)</p> <p>Parent Conference to discuss next steps.</p> <p>Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion</p>	
Cheating/Plagiarizing	<p>Dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.</p> <p>Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source</p>	<p>Contact Parent Reteach Expectations Logical Consequences</p>	<p>Contact Parent Logical Consequences ISS (1 day)</p>	<p>Parent Conference ISS (1-2 days)</p>	<p>Parent Conference Academic Honesty Contract** OSS (up to 3 days)</p>





Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Computer Violation	Searching for inappropriate websites/pictures; being on an unauthorized site; purposely bypassing the firewall; damaging or defacing technology; sending unauthorized emails or google documents; taking videos or pictures without school permission; sharing or using someone else's username and password	Device Warning Form IT Device search Loss of device (1+ days) Restitution	Device Warning Form IT Device search Loss of device (3+ days) Restitution ISS and/or OSS (1-2 days)	Device Warning Form IT Device search Parent Conference Loss of device (5+ days) Restitution ISS and/or OSS (1-3 days) Behavior Contract Mental Health Referral	Restitution Follow/Adjust Behavior Contract ISS and/or OSS (up to 5 days)
Contraband	Related to possession or viewing items considered to be unsuitable for school or school related activities (inappropriate magazines, lighters, etc)	Confiscate Item Contact Parent Parent Pick-up ISS and/or OSS (1-2 days)	Confiscate Item Contact Parent ISS and/or OSS (1-2 days) Clear Bookbag	Confiscate Item Parent Conference OSS (2-3 days) Clear bookbag Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 5 days)



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Defiance	<p>The act of not completing a consequence or sanction assigned by a teacher or multiple teacher managed offenses.</p> <p>Refusal to comply with directions from school personnel.</p>	<p>Contact Parent Meet Original Expectation Removal from class Parent Pick-up ISS and/or OSS (1 day)</p>	<p>Contact Parent Meet Original Expectation ISS and/or OSS (1-3 days)</p>	<p>Parent Conference Meet Original Expectation Behavior Contract OSS (up to 5 days)</p>	<p>Follow/Adjust Behavior Contract ISS and/or OSS (up to 5 days)</p>
Dishonesty	<p>The intentional giving of false information, either verbally or in writing to a school employee</p>	<p>Contact Parent ISS (1 day)</p>	<p>Contact Parent ISS (1-2 days)</p>	<p>Parent Conference ISS (2-3 days) Behavior Contract</p>	<p>Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days)</p>



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Disrespect	Demeaning or discriminatory language and/or insults towards another person which includes but not limited to roasting	Contact Parent Loss of Privileges Parent Pick-up ISS and/or OSS (1-3 days)	Contact Parent Loss of Privileges ISS and/or OSS (1-3 days)	Parent Conference Loss of Privileges ISS and/or OSS (up to 5 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 10 days)
Disrupting class	Behavior that interferes with instruction, learning, and a safe and orderly environment which includes but not limited to, chronic talking, throwing objects, horseplay, refusal to stay in seat, rude/excessive noises	Contact Parent Removal from class Parent Pick-up	Contact Parent Parent Pick-up ISS (1 day)	Parent Conference ISS and/or OSS (1-2 days) Behavior Contract	Follow/Adjust Behavior Contract ISS and/or OSS (up to 3 days) Parent conference to discuss abbreviated day



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Fighting	Mutual participation in an incident involving physical violence where there is no major injury Instigating a fight If student is defending self but accelerating the fight	Contact Parent Loss of Privileges ISS and/or OSS (1-3 days)	Contact Parent Loss of Privileges ISS and/or OSS (3-5 days)	Parent Conference Loss of Privileges Behavior Contract OSS (up to 10 days)	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion
Hit/Kick/Push	To deal a blow to, to come into contact with, to trip, or strike; to strike with foot/feet; to push; to apply pressure with the intent to cause harm	Contact Parent Removal from class ISS (1 day)	Contact Parent Loss of Privileges ISS (1-3 days)	Parent Conference Loss of Privileges Parent Pick-up ISS and/or OSS (1-3 days) Behavior Contract	Follow/Adjust Behavior Contract OSS (up to 3 days)



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Horseplay	Rowdy and unsafe play between peers	Parent Contact Reteach Expectations Verbal Warning Logical Consequences Loss of Privileges	Parent Contact Reteach Expectations Removal from class Logical Consequences Loss of Privileges	Parent Contact Reteach Expectations ISS (1 day)	Parent Conference Reteach Expectations Behavior Contract ISS/OSS (1-2 days)
Inappropriate physical contact/Violation of privacy	Touching another person in an unsuitable or improper manner for the location, setting, or activity  Violating someone's privacy in the bathroom or similar setting.	Contact Parent Re-teach Boundaries ISS and/or OSS (1-3 days)	Parent Conference OSS (2-5 days) Mental Health Referral Behavior/Safety Contract	Follow/Adjust Behavior Contract OSS (up to 10 days)	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Indecent exposure	The deliberate exposure of one's genitalia or private area(s) of one's body	Parent Conference Behavior Contract ISS and/or OSS (1-3 days)	Parent Conference Follow/Adjust Behavior Contract ISS and/or OSS (2-5 days) Mental Health Referral	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion	
Leaving class/assigned area	Departing from class/assigned area without permission	Contact Parent Verbal Warning ISS (1 day)	Contact Parent ISS and/or OSS (up to 3 days)	Parent Conference Behavior Contract OSS (up to 5 days)	OSS (up to 10 days) Parent Conference to discuss next steps. Discussion could include: Abbreviated Day Mental Health Services Updating Behavior/Safety Contract Recommendation for Expulsion



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Obscene gesture	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	Contact Parent Verbal Warning Removal from class Parent Pick-up ISS (1 day)	Contact Parent Removal from class Parent Pick-up ISS and/or OSS (1-3 days)	Parent Conference Behavior Contract ISS and/or OSS (1-3 days)	Follow/Adjust Behavior Contract ISS and/or OSS (2-3 days)
Profanity	Abusive, vulgar or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward someone, ethnic/racial slurs	Contact Parent Verbal Warning Removal from class Parent Pick-up ISS (1 day)	Contact Parent Removal from class Parent Pick-up ISS and/or OSS (1-3 days)	Parent Conference Behavior Contract ISS and/or OSS (1-3 days)	Follow/Adjust Behavior Contract ISS and/or OSS (2-3 days)



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Property Misuse	Minor damage or defacement of property belonging to the school or others (ex: destroying the bulletin board)	Contact Parent Loss of Privileges Removal from Class Parent Pick-up Restitution	Contact Parent Loss of Privileges Restitution Meet w/ SRO ISS and/or OSS (1-2 days)	Parent Conference Restitution Meet w/ SRO Behavior Contract OSS (1-3 days)	Follow/Adjust Behavior Contract OSS (up to 5 days)
Threat to school	Written or verbal threats against the school including, but not limited to, blowing up the school, calling 9-1-1 to the school, shooting up the school	Parent Conference Meet with SRO Search of student and student belongings Clear bookbag OSS (up to 5 days) Risk Assessment	Parent Conference Meet with SRO Search of student and student belongings No bookbag Daily search OSS (up to 10 days) Risk Assessment Behavior Contract Mental Health Referral	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion	





Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Threat to student	Making statements or gestures of intent to do physical harm to someone	Contact Parent Risk Assessment Removal from class Parent pick-up ISS and/or OSS (1 day)	Parent Conference Risk Assessment Behavior Contract ISS and/or OSS (1-2 days)	Follow/Adjust Behavior Contract OSS (up to 5 days) Mental Health Referral	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion
Toy weapons that do not cause harm or representation of a weapon	Items that look like a weapon but do not inflict injury (cap gun, nerf gun, rubber band gun, toy knife, etc.) or that represents a weapon and was not pointed/used on anyone	Confiscate Item Contact Parent Meet with SRO Search Student and belongings Clear Bookbag Parent Pick-up OSS (1 day)	Confiscate Item Parent Conference Meet with SRO Search Student and belongings No bookbag Daily Search OSS (1-2 days) Behavior Contract	Follow/Adjust Behavior Contract OSS (up to 3 days)	OSS (up to 10 days)  Parent Conference to discuss next steps. Discussion could include: *Abbreviated Day *Mental Health Services *Updating Behavior/Safety Contract *Recommendation for Expulsion



Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Unsafe Transition - Recess	Refusing to line up/transition back from recess after one redirection, running away while in transition	Parent Contact Loss of Recess (3-5 days)	Parent Contact Loss of Recess (5 days) Behavior Contract	Parent Conference Follow Behavior Contract and/or adjust if needed	[Redacted]



## Appendix C: Family Educational Rights and Privacy Act (FERPA)

Outlined below is MSA-S's plan for storing academic, attendance, and discipline records as well as state records and retention schedules and regulations that is compliant with the Family Educational Rights and Privacy Act (FERPA).

### **INFORMING PARENTS OF STUDENTS AND ELIGIBLE STUDENTS OF THEIR RIGHTS**

At the beginning of each school year, and upon the transfer of a student into MSA-S, the Academy Director will inform parents and eligible students in writing of their rights to inspect and review student education records.

### **IMPORTANT NOTE ABOUT "DIRECTORY" INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) allows schools to release "directory information" i.e, scholar's name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. MSA-S considers photographs to include digital images, including digital photographs and recordings related to school or school-sponsored events, activities, and special recognition, as "directory information."

During the course of your child's educational career at MSA-S, he or she will participate in a variety of academic, fine arts, and other events and activities in which he or she may be photographed or interviewed by school staff or news media. Information about your child may appear in newspaper articles, on television, in radio broadcasts, on displays, on the website, on social media, or in school promotional pieces (yearbooks, awards programs, newsletter, etc.). The release of "directory information" allows us to publicize your scholar's accomplishments.

Please note that individual scholar records, including scholastic information, standardized test data, health records, and other similar information are not available for public inspection. This information is only available to scholar's parents/guardians or to the student of legal age.

If you object to the release of the directory information, please notify me in writing at 201 E Broad St #110, Spartanburg, SC 29306, within 15 days of receipt of this notice. If you do not submit a written objection, the school will be able to release the directory information as appropriate.

The use of any "directory information" by MSA-S is for the promotion of our scholars and the school. Any questions concerning scholar records can be addressed to the MSA-S team.

### **PERMITTING PARENTS OF STUDENTS AND ELIGIBLE STUDENTS TO INSPECT AND REVIEW EDUCATION RECORDS**

A student's cumulative education record contains directory information, scholastic information, standardized test data, health records, and other similar information. Individual student records are not available for public inspection; however, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

- To inspect and review the student's education records within 45 days of receipt of written request for access
  - Parents or eligible students should write to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.



- To request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading (FERPA provisions do not apply to grades and educational decisions made by school personnel)
  - Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write to the school principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
  - In case of a divorce or legal separation, both parents may have access to a child's education record, unless an appropriate court order to the contrary has been filed with the school. Accordingly, a stepparent has rights under FERPA where the stepparent is present on a day-to-day basis with the natural parent and child and the other parent is absent from the home. In such cases, the stepparents have the same rights under FERPA as the natural parents. Conversely, a stepparent who is not present on a day-to-day basis in the home of the child does not have rights under FERPA with respect to the child's educational records.
  - Compliance with a request to inspect and review a student's education record should be done as quickly as administratively feasible; under no circumstances should the time element exceed thirty (30) days after the receipt of the request by the school. If the school decides not to amend the record as requested by the parent or eligible student, the administration will notify the parent or eligible student of the decision and of the right to a hearing regarding the request for amendment. With this notification, the school will provide additional information regarding hearing procedures.
- To consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent
  - One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a senior leader, school leader, teacher, teaching fellow, or support staff (including health or medical staff and law enforcement personnel); a person serving on the school board; a person/company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as disciplinary or grievance committee) or assisting a school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the school discloses education records to officials of another school district in which a student seeks or intends to enroll.
- To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA
  - Contact information for the office that administers FERPA is:
    - Family Policy Compliance Office
    - US Department of Education
    - 400 Maryland Avenue, SW
    - Washington, DC 20202-4605

## **STUDENT EDUCATION RECORDS**

At MSA-S, the major component of a student's education records is the cumulative record, originating with a student's entrance into the school. The personally identifiable information contained in these records might include the information below.



Category A - Permanent Information (This classification includes verified information of clear educational importance which shall be retained permanently.) It consists of:

- Student's full legal name;
- Authenticated birth date, place of birth, race, ethnicity, and sex;
- Last known address of student;
- Names of student's parents or guardians;
- Name and location of last school attended;
- Number of days present and absent, date enrolled, date withdrawn;
- Courses taken and record of achievement, such as grades, units, or certification of competence;
- Date of graduation or program completion; and
- Records of requests for access to and disclosure of personally identifiable information from the education records of the student as required by FERPA.

Category B - Temporary Information (This classification includes verified information of clear educational importance which may be destroyed five (5) years after the student or his/her class graduates.) It may include but is not limited to:

- Health information
- Family background data
- Standardized test scores
- Educational and career plans
- Honors and activities
- Work experience reports
- Teacher comments
- Reports of special services
- Correspondence from community agencies or private individuals
- Driver education certificates
- List of schools attended
- Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.

### **SCHOOL PERSONNEL RESPONSIBILITIES**

The MSA-S Operations Team is responsible for establishing a system for the creation, security, care, and use of the cumulative records, and shall ensure the following is adhered to:

- place records in a safe, central location accessible to the principal, faculty, and other authorized personnel. The principal ensures that the following security measures are maintained:
  - all records are to be kept in the school building at all times;
  - if allowed to leave records' storage area, records must be signed out by appropriate school staff;
  - students and volunteers are not allowed to handle cumulative records;
- provide in-service for teachers on the maintenance and confidentiality of records, where applicable;
- provide time, space, and opportunity for teachers to review and update information, as needed;
- establish a checking system for the maintenance and completeness of records at the end of each school year;
- assure that all records are transmitted to receiving schools upon request.



The MSA-S Operations Team is responsible for initiating and maintaining cumulative records and shall utilize the following procedures for the transfer of cumulative records.

- Requesting/receiving records for enrolling students:
  - submit requests for records from
    - in-county school;
    - other public schools
  - obtain administrative assistance in procuring student records after a third request
  - maintain a log of all student records requested and received
  - notify teacher (s) and other relevant staff member (s) upon receipt of records from other schools; and
  - conduct periodic reviews to identify:
    - cumulative records that have not been received;
    - cumulative records that have been received for students projected but have not enrolled, and follow up to identify where to send the record

#### **TRANSFERRING EXITING GRADE CUMULATIVE RECORDS AT END OF YEAR**

Sending/transferring records of withdrawing students

The transfer of records shall be made immediately upon receipt of a proper request. Under no condition shall the transfer of a student's record be delayed or denied for failure to pay a fine or fee assessment by the school. All reasonable efforts shall be made to collect for damaged or lost library books, textbooks, or other school materials. An official request for transfer of records from a receiving school will be considered prima facie evidence of the parent's knowledge of the transfer of records (including psycho-educational reports and exceptional education program information) and shall be honored without parent permission. Other requests for transfer of student records must be authorized in writing by the parent or eligible student. The signed release form will be filed in the student's record at the school.

- Upon notification that a student is withdrawing, the student withdrawal form is completed.
  - The teacher records partial grades, report card period attendance, and tardies on the withdrawal form.
  - The teacher follows established procedures for submitting withdrawal forms.
- File a copy of the withdrawal form in the cumulative record and provide a copy to the withdrawing student.
- For in-county public schools, send cumulative record to receiving school upon written or verbal request.
- For out-of-county or private schools, send copies of cumulative record, including copies of Exceptional Student Education records, if applicable (most recent psycho-educational evaluation, I.E.P, and social history, if available).
- Maintain a log of all student records requested and released.
- If the school gives a copy of the cumulative record to parents/guardians, it must be in a sealed school envelope, with a school stamp or signature of clerk over the sealed flap. Parents may hand-carry records to the receiving school, eliminating delays.



## MSA-Spartanburg Parent / Guardian Contract

### Please Sign, Indicating Your Commitment to MSA-S Policies & Procedures

As an MSA-Spartanburg parent or guardian, I pledge to take ACTION to succeed in the following ways:

- I will teach, model, and live by the MSA-Spartanburg values every day. I will inspire my scholar to love learning and I will regularly talk with my scholar about the MSA-Spartanburg Path to Success.
- I will ensure that my scholar attends school every day, on-time, in uniform, and is school ready.
- I will ensure that my scholar observes the MSA-Spartanburg Code of Conduct, upholds the highest level of academic integrity, and follows the guidelines for expected behavior.
- I will regularly and carefully read all information provided by MSA-Spartanburg.
- I will respond within 24 hours.
- I will work with MSA-Spartanburg to provide my scholar with all of the support they need to be successful.
- I will ensure that my scholar applies themselves during at-home learning and turns in thoughtful, high-quality homework assignments on time.
- I will attend all required virtual and/or on-campus family meetings and academic events.
- I will treat all members of the MSA-Spartanburg community with respect.
- I will treat the device provided to me by MSA-Spartanburg with the utmost care and respect, and abide by the MSA-Spartanburg technology and acceptable use policy. In the event that my scholar withdraws from MSA-Spartanburg, I will return my scholar's device.
- If my scholar is participating in clubs or after-school programs, I agree to the expectations and eligibility requirements that are outlined in the club handbooks. I will ensure that my scholar does the same.

Parent / Guardian Name (Printed): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Scholar's Name: \_\_\_\_\_

Date: \_\_\_\_\_