



**MEETING STREET**  
**A C A D E M Y**  

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**CHARLESTON**

**Meeting Street Academy**  
Family & Student Guidebook  
2018-2019

**School Contact Info**

Phone: (843) 735-7102

Fax: (843) 735-7107

Website: <http://www.meetingstreetacademy.com/Home.aspx>

Facebook Page: <https://www.facebook.com/Meeting-Street-Academy-164205860644/>

Facebook Page for Families: MSA Families

Twitter: @MtgStAcademy

Instagram: msa\_charleston

**School Hours**

Our school day is as follows:

7:30-7:55am – Breakfast

8:00am-3:30pm – School Day

3:30-6:00pm – Extended School Day

We ask that parents/guardians wait with their children before school until the school's doors are opened at 7:30am, as the children will be unsupervised until this time.

## Who do I go to?

Topic	Primary Contact	Secondary Contact
<b>Tuition/ Tax Letter</b>	Mrs. Keisha	Mr. Worthy
<b>Attendance/ Tardies</b>	Mr. Worthy	Mrs. Keisha
<b>Uniforms</b>	Mr. Worthy	Mrs. Keisha
<b>Family Update (e-mail)</b>	Ms. King	Mr. Worthy
<b>School Messenger (phone call)</b>	Mr. Worthy	Mrs. Keisha
<b>Information on MSAC Events</b>	Mrs. King	Mr. Worthy
<b>Important School Dates</b>	MSAC Calendar, Family Update, Social Media, Weekly Newsletters	Mrs. King
<b>Field Trip Information</b>	Classroom Teacher, Family Update, Weekly Newsletter	Mr. Worthy
<b>Be a Mentor</b>	Mrs. Meg	Mrs. Jennings
<b>Resources for OT, Speech, Therapy, or Guidance for the student</b>	Mrs. Jennings	Any member of the SST
<b>Resources for support or a special need for the family or student</b>	Mrs. Jennings	Mrs. King
<b>Health Needs</b>	Nurse Carrie	Mrs. Jennings
<b>Request of Student Records</b>	Mrs. Keisha	Mrs. B
<b>Athletics</b>	Coach R	Coach Hardy
<b>Extended Day Clubs</b>	Mrs. Tiffany (Pre-K- 1 <sup>st</sup> ) or Mrs. Davis- Milford (2 <sup>nd</sup> -5 <sup>th</sup> )	
<b>Watoto</b>	Mr. O' Connor or Mrs. Della	Mrs. Tiffany or Mrs. Davis-Milford
<b>Lost &amp; Found</b>	Mrs. Keisha	Mrs. B
<b>Admissions</b>	Ms. King	Mrs. Keisha or Mrs. B
<b>Lunch Menu</b>	School Website	

Dear Meeting Street Academy Families,

Welcome to Meeting Street Academy – Charleston! We are so excited to that you are a part of our MSA Family!

At MSA we set really big goals and work hard every single day to support your children in reaching those goals by creating a safe, joyful, and challenging environment for your children. We know that, with your partnership, every single one of our students can meet these goals.

We are committed to doing whatever it takes to help your child build strong early literacy and math skills and help them practice the Path to Success skills they will need to be successful. We use college ready standards that have been embraced nationwide to help ensure that your child is getting the very BEST this country has to offer.

In order for your child to achieve these goals—staff, families, and students must partner together and each of us must do our part to create and maintain an environment in which every child can succeed. This guidebook has been designed to communicate important information about our school and the fundamental practices that we must follow to ensure that each student can thrive. Please review this guidebook and keep the it handy so that you may refer to it as necessary. Also, please note that we are always working to improve and get better. Because of that, this guidebook will be updated and revised each year and will be improved throughout the year as needed.

We are so honored to be a part of your family and your child’s journey through life! Please contact us at any time if you have any questions about the information in this guidebook or anything else!

Sincerely,

A handwritten signature in black ink, appearing to read 'Dirk Bedford', written in a cursive style.

Dirk Bedford  
Principal

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## **I. School and Organization Overview**

### **Mission**

Empowering young people from under-resourced neighborhoods to become confident, productive and principled members of society through excellence in academics.

### **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 under-resourced families with a life-changing opportunity for their children to learn what it takes to succeed both inside and outside of the classroom.

### **Path to Success**

At Meeting Street Academy, we are committed to providing all children with the educational opportunity that we believe is a fundamental right. Our mission insists that our schools support academic achievement. Students' academic achievement depends on our ability to teach a strong academic curriculum and develop the personal skills of our students. At MSA we focus on the development of grit, gratitude, optimism, empathy, citizenship, integrity, self-control, and curiosity because strength in each of these areas is a high indicator for success in school, work and relationships. At MSA our academic and social skills curriculum is putting children on the path to success.

### **Our Approach**

MSA's approach is replicable and rooted in best practices. Through successful implementation of the MSA model, we know it is possible to change the projected academic trajectories of our students. MSA leaders possess uncompromising vision and will accept nothing less than extraordinary results. When our students leave MSA, they will be well prepared to thrive in the best middle and high schools, gain entrance to great colleges and universities, and enter the workforce as positive contributors to society.

## II. Family Partnership Agreement

*We believe that by working together as partners our school staff and families can create a safe, joyful, and challenging school environment that opens the doors of possibility for all of our students at MSA. We commit to this partnership.*

### We commit to our children's health and learning

#### *Families will...*

- make sure children arrive at MSA no later than 8:00 am everyday
- pick up children from school at our designated dismissal time each day
- prepare children for learning by sending them to school well-rested, with their necessary supplies, and dressed according to MSA's uniform dress code
- adhere to the health policies as stated in the Family Handbook, including picking up children in a timely manner should he/she become ill during the school day

#### *Meeting Street Academy will...*

- have a healthy breakfast and lunch in a clean and welcoming cafeteria each morning
- provide two healthy snacks each day
- have well-trained professionals caring for all children throughout the entire school day
- have a clean and welcoming building in order to provide an optimal learning environment
- provide routine health screenings (vision, dental, hearing), TeleMed doctor's visits through MUSC, and a flu clinic

### We commit to our children's academic progress

#### *Families will...*

- review homework daily and sign homework contracts and agenda, as required
- reinforce learning at home by making a place and a time for learning; reading to or with children, practicing math facts, and giving children opportunities to learn outside of school by visiting libraries or museums, attending cultural events, etc.); making wise choices about TV time and programming; talking, playing games and sports
- carefully read emails and sign papers MSA sends home in take-home folders
- take good care of all books and materials borrowed from the school, return them as requested, and replace them if necessary
- promote academic progress during summer break by providing daily time for reading and completion of assigned summer work

#### *Meeting Street Academy will...*

- plan and execute rigorous lessons every hour of every school day to prepare our students for success in middle/high school, college, career and community
- use research-based teaching and a team approach to make sure every child is growing and do whatever it takes for every single one of our students to learn
- assign meaningful, developmentally appropriate homework
- communicate school experiences and how families can support children at school through conferences, newsletters, emails, phone calls, and notes home
- provide high quality books and materials to support learning
- provide an extended school year and school day so that students have increased educational opportunities and don't experience summer loss of learning

## We commit to our children's social and emotional behavior and well-being

### *Families will...*

- work together with MSA teachers and staff to teach children to be good citizens of MSA by reinforcing the MSA school rules and the Path to Success character skills
- work with the school teachers and staff to develop an appropriate plan for the intervention and support required to help your child
- understand that extreme or repeated behaviors can result in out of school suspension, and behaviors which compromise the physical or emotional safety of our learning environment will result in dismissal

### *Meeting Street Academy will...*

- provide an education that supports a child's social, emotional and academic skills. At MSA we focus on the 8 character skills and academic achievement. These skills are our Path to Success: **grit, gratitude, optimism, empathy, citizenship, integrity, self-control, curiosity, and academic achievement**; strength in each of these areas is a high indicator for success in school, work and relationships
- communicate quickly and clearly with families when behavior concerns arise
- maintain an emotionally and physically safe learning environment where all students have the ability to learn and grow with the support of staff and peers

## We commit to our families in the MSA Community

### *Families will...*

- attend scheduled Family -Teacher conferences, scheduled home visits, and essential meetings
- volunteer at MSA for at least ten (10) hours per school year; 5 hours before Winter Break and 5 hours prior to May 15.
- Attend celebrations and exhibitions of student academic, artistic and athletic accomplishments

### *Meeting Street Academy will...*

- provide a fully trained staff to help with volunteers and coordinate more than a thousand volunteer hours each year
- make ourselves available to the questions, concerns, and suggestions of our families through scheduled meetings and phone calls
- respond to families' and student's questions, concerns, and requests in a timely manner
- establish opportunities to celebrate the success of our students

## We commit to our communication

### *Families will...*

- provide (and update) MSA with 2 working phone numbers and mailing and email addresses so that you can be reached when needed
- keep MSA informed about future progress by granting access to future report cards and standardized test scores; and to give MSA regular updates on progress throughout middle school, high school, college and entry into the work force

### *Meeting Street Academy will...*

- provide regular updates to families on student reports, and report cards
- communicate with and make consistent efforts to inform families of students' strengths and challenges
- support families in finding the right match for middle school when it is time to graduate from MSA.

### III. Tuition

Meeting Street Academy uses an outside company (**FACTS Management**) to manage our tuition payments plans for all students. There is no charge to MSA families for this service. FACTS can be reached at 866-441-4637

#### Enrollment for New and Returning Students:

- **Enrolling/Updating FACTS:** You may enroll/update information in FACTS on-line at <http://online.factsmgmt.com>. **All families are required to enroll and update information in FACTS.** You will need to have either a bank account or credit/debit card (there will be a **2.75%** convenience fee for credit card payments) in order to pay your tuition.
- **FACTS will automatically draft** your checking, savings or debit/credit card account based on your payment plan.
- **Tuition payment due date:** All tuition payments are due on the 15<sup>th</sup> of each month. If you desire another payment date, please update on your FACTS account
- **Payment Plan Options:**  
Tuition is paid through an automatic draft of bank accounts, credit card, or debit card using one of the following options:
  1. **Annually:** One full payment due July 15, 2018
  2. **Semi-Annually:** Two equal payments due July 15, 2018 and December 15, 2018
  3. **Monthly:** Ten equal payments due the 15<sup>th</sup> of each month July, 2018-April, 2019
- **Security:** Your payments are processed securely through a bank to bank transaction. This information is not shared.

#### Frequently Asked Questions

- **How can I reschedule my payment date?** Contact Keisha Hawes (Front Office Manager) [khawes@meetingstreetschools.org](mailto:khawes@meetingstreetschools.org) or Seane Worthy (Director of School Operations) [sworthy@meetingstreetschools.org](mailto:sworthy@meetingstreetschools.org)
- **What is the deadline to reschedule a payment?** Please reach out at least 48 – 72 hours for any change to a payment date. Once a payment is in process, no changes can be made.
- **I was charged a fee for a missed payment?** If you have a scheduled payment that was rejected due to insufficient funds, FACTS will apply a \$30 return payment fee. Additional fees may be applied by your banking institution.
- **I would like my student to take part in Extended Day?** A fee of \$200 will be applied to your tuition account. MSAC has the option to charge a onetime payment or distribute the charge evenly for the entirety of your tuition balance.
- **Can I bring a payment to MSAC?** Payments can only be made through FACTS using a credit or debit card. Cash payments and money orders cannot be accepted at the school.
- **I am unable to make a payment, what are my options?** Please contact Seane Worthy to discuss options.

#### **IV. Student Support Policy**

***We believe strongly that love and limits have a great deal to do with maintaining a happy, problem-free room.***

Discipline is thought of as part of the learning process. When there is an issue, supports are given to students on an individual basis. In every instance MSA Staff are expected to be firm and consistent but calm and loving.

If problems arise between or among the children, staff may stop the problem using one of the following:

- a. Reminder of expectations
- b. Redirect toward expected behavior
- c. Adjust learning environment (i.e. relocate desk or teacher proximity)
- d. Have a problem-solving conversation
- e. Ask child to take a "break" (allow time and space to reset in specified location)
- f. Loss of privilege

If repeated offenses occur and the above strategies have been tried without success, parent will be contacted and an individual plan will be co-created between school and family.

If a safety issue arises, certified staff members may implement Crisis Prevention Intervention (CPI) techniques in order to keep student from harming self or others. A safety issue may include, but is not limited to, prolonged tantrums, physical aggression to staff, students or property (i.e., kicking, throwing, hitting, or breaking objects), leaving or attempting to leave the classroom or school building, disruption, threatening others, and noncompliance. (<https://www.crisisprevention.com/>)

Meeting Street Academy currently has a Student Support Team that includes the Director of Student Support, Guidance Counselor, Child and Family Therapist, Occupational Therapist, Speech Therapist, and Behavior Interventionist.

The Student Support Team aims to provide proactive solutions-based support to all students. The Team will evaluate and work with your child as needed to help them be more successful in school. This includes but is not limited to speaking with your child's teachers, observing and evaluating in class behavior and interactions, viewing records, and pulling for individual conversations and sessions.

As a part of student interventions, the Student Support Team will contact parents to discuss behavior plans, and recommendations for individualized supports if necessary throughout the school year.

Thank you for your support of your child and for your involvement in their successful achievement of goals.

Thank you!

**Director of Student Support**, Gina Jennings  
**Guidance Counselor**, Meg Fischer, LMSW  
**Child and Family Therapist**, Christy Doucette, LPC  
**Occupational Therapist**, Leigh Crowder-Bearman  
**Speech Therapist**, Vicki Guerry  
**Behavior Interventionist**, Sterling Savage

## V. Student Uniform Policy

MSA's student dress code policy is listed below:

	Allowed	Not Allowed
Tops	<ul style="list-style-type: none"> <li>Any MSA uniform t-shirt, long sleeve shirt, or sweatshirt</li> <li>A solid colored long sleeve shirt under a t-shirt</li> </ul>	<ul style="list-style-type: none"> <li>Non-MSA t-shirts, sweatshirts, or long sleeve shirts</li> <li>Race or activity shirts, unless explicitly stated</li> <li>Ripped uniform shirts or shirts with holes in them (we keep a uniform closet with gently used uniforms if you need extra)</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>Khaki bottoms: shorts, skorts, pants</li> <li>Uniform sweat pants or PE shorts</li> <li>Leggings are allowed under shorts, dresses or skirts</li> </ul>	<ul style="list-style-type: none"> <li>Pants made of denim or corduroy</li> <li>Skirts without shorts or leggings underneath (so student can participate in all activities)</li> <li>Pants below the waist</li> <li>Ripped pants or pants with holes in them</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Sneakers</li> <li>Shoelaces for Kinder-3rd grade if students can tie and untie their shoes</li> <li>Sturdy sandals</li> <li>Comfortable boots</li> </ul>	<ul style="list-style-type: none"> <li>Our students have a lot of outside time, please make sure they are wearing sturdy shoes for PE and other activities*</li> <li>Flip Flops</li> <li>Slippers</li> </ul>
Other Accessories	<ul style="list-style-type: none"> <li>The school recommends that students wear items that are not distracting to the learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>Large jewelry</li> <li>Hats</li> <li>Belts in Pre-K</li> <li>Any accessories that distract the student or other students in their class</li> </ul>
Other	<ul style="list-style-type: none"> <li>Winter hats, scarves, and jackets can be worn to and from school and at recess</li> </ul>	<ul style="list-style-type: none"> <li>Any personal item that is distracting or not appropriate for school (fidget spinners)</li> <li>Winter hats, scarves, and jackets are not allowed to be worn during the day in the building</li> </ul>

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

\* Please label your child's clothing. Lost & Found will be located in the Front Office. After a designated period of time, the items will be donated.

The school will not be responsible for lost or damaged clothing or accessories.

We reserve the right to change or modify the dress code and will notify families should any changes arise.

## **Purchasing Uniforms**

Meeting Street Academy uses 2 Oceans Promotions to provide all uniform needs. Prior to the beginning of each school year, MSA will provide a \$75 stipend toward your uniform purchase **per child**. Feel free to purchase items beyond the \$75 amount.

For the 2018-19 school year, MSAC created its first webstore shopping link <https://www.shopmss.com/> to process all uniform purchases. This site allows MSAC to process all uniform purchases internally, which reduces delays for shipping and item exchanges.

### **Prior to each school year:**

- Meeting Street Academy will begin sending uniform information prior to the end of the current school year. This information will contain:
  - The link for the online store for placing orders
  - Unique coupon code to receive the \$75 stipend
  - Information concerning important deadlines for ordering. To receive orders by the start of the school year, orders will need to be placed by specific date (TBD). All orders placed after the initial date will be received after the school year begins.
- Orders received prior to the start of the school year, will arrive at MSA. You will be contacted to come to the school to pick up your child's uniform

### **During the school year:**

- If you need to order any MSA uniforms, you may do so at any time using the MSA Store site
- All purchases can be made on the site with a debit/credit card
- Depending on inventory, some items may be in stock
- If not, please allow 2 – 3 weeks for delivery of out of stock items
- You may also order adult size clothing for yourself

**VI Attendance Policy**  
**Arrival (7:30-8:00am)**

Staff will be in the carline ready to assist with student drop off. MSA doors will be opened at 7:30am each morning. Children will not be supervised or allowed into the building before that time. At 7:30am, students will be greeted and welcomed into the building. Arrival ends at 8:00am.

Students arriving after 8:00am are marked as tardy and need to be escorted by a guardian into the building to be signed in.

MSAC understands the challenges of arriving at school consistently on time. Being a private school in downtown Charleston that serves families all throughout the Lowcountry can often present delays in a growing community. MSAC provides a rigorous academic schedule for all students PreK – 5<sup>th</sup> grade. To ensure that our students are successful and prepared for instruction, we ask that all students arrive on time by or before 8:00am daily and remain on campus until 3:30pm

*Why is this important:*

- Regular, timely school attendance is important for a student’s overall growth and development
- MSAC teachers begin each day with “Morning Meetings”, which lay the foundation for the day, and provide a comfortable setting for teachers and students to share amongst each other. Late arriving students cause a distraction for both classmates and on time students taking part in these meetings.
- Per the MSA Family Partnership, regular attendance is an expectation for all students at Meeting Street Academy

**Meeting Street Academy Attendance Policy**

Number of days absent	Notification
3	<b>Email or Phone Call</b> – Parent or guardian will receive an email or phone call from the student’s teacher indicating that the student has missed three days of school.
5	<b>Phone Call and Letter</b> – Parent or guardian will receive a call and letter from the school explaining that the student has missed five days of school.
10	<b>Phone Call and Meeting</b> – Parent of guardian will receive a call from the school informing them that their student has missed ten days of school. An appointment will be made with Principal Bedford to discuss supports that can be provided to improve attendance

**Lawful Absences (Excused)**

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

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

### **Unlawful Absences (Unexcused)**

- Absence from school for any portion of the day without notification from family that the student will not attend school

### **Documentation of Absences**

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

### **Tardiness**

It is very important that students be on time at the beginning of the school day. Students are required to follow their school's tardy policy. Excessive tardiness will result in disciplinary action. Students who arrive after 8:00am are required to report to the front office before being admitted to any classroom or other school area to assure that the student is recorded as present. MSA will take the following steps to partner with families with excessive tardiness.

- If a student has 5 tardies, the school will call the family about the student's arrival times.
- If a student has 10 tardies, the school will call the family and a letter will be sent home.
- If a student has 15 tardies, a member of the administration team will meet with the family and an attendance contract will be signed.

### **3:30pm Early Sign-Outs**

Parents/guardians are strongly encouraged to ensure that children in their care are in school for the full day every day. Signing students out of school early on an ongoing basis establishes a pattern of non-attendance that negatively impacts academic performance. When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Students shall not be released within the final 30 minutes of the school day unless the principal or designee determines that it is an emergency, the student has a medical/dental appointment that cannot be reasonably scheduled at another time, or the teacher is notified in advance.

- If a student has 5 early dismissals, the school will call the family about the student's dismissal times.
- If a student has 10 early dismissals, the school will call the family and a letter will be sent home.
- If a student has 15 early dismissals, a member of the administration team will meet with the family and an attendance contract will be signed.

## **VII. Extended Day**

### **Extended Day Overview**

Our Extended Day program is designed to enrich our rigorous curriculum with life-changing opportunities and experiences, as well as academic support. Over the course of the school year, your child will be able to choose from a variety of activities that allows them to grow in a current interest or develop a passion for something new.

### **Pick Up Times**

For your convenience there are two pickup times during Extended Day. First car line is from 4:45pm – 4:55pm and an additional car line will be from 5:30pm – 5:55pm. Please make sure your green card is visible on the dashboard so we can safely dismiss our students. If you choose to pick up your child before the designated times, you must come inside and pick up your child.

### **Late Pick Up Policy**

To honor our staff schedules, we will be implementing a Late Pick Up policy. The latest pick up time is 5:55pm. The second occurrence of your child/children being picked up after 6:00pm will result in your child/children not being able to attend Extended Day the following school day. If this occurs 3 times in a quarter, your child/children will not be able to attend Extended Day until the following quarter. If there's anything we can do to support you with this policy, please contact Tiffany Williams (PreK – 1<sup>st</sup> Grade) or Shavawn Milford (2<sup>nd</sup> – 5<sup>th</sup> Grade).

### **Behavior**

To offer our students a consistent and safe Extended Day program, our staff will continue to follow the behavior policies of the school day. If your child/children is not adhering to the school behavior policies, he/she may lose Extended Day opportunities.

## **VIII. Transportation**

### **Car Line**

The car line begins on Nassau Street and ends on Cool Blow Street. Please be aware that our carline is shared with normal street traffic, in the form of walkers, bike riders and other vehicles. Please ensure that you are aware of traffic movement prior to your student exiting the vehicle.

### **Morning Car Line Drop-off**

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

- Please drive forward to the next available staff member at the orange cone to drop off your children.
- Please do not park your car or get out of the car line. If you want to walk your children in, park in the back lot or along the grass.
- Please do not drop your children off behind the school on Nassau Street.
- Please do not use your cell phone when driving in the car line.
- Please have your children put down any toys as soon as your drive onto Cool Blow Street prior to drop-off.

### **Afternoon Carpool Pickup**

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

- Please display your child's green name card in your car window
- Please do not come into the lobby to pick up your child during car line
- Please do not park in or block the car line

### **Pickup Safety**

Parents, guardians, or other authorized persons must come to the school office to sign-out children. A state issued photo ID will be required to pick up the student, and the person must be listed on the emergency card. If you do not want a particular individual to pick up your child, the school must be notified in writing. If a child is to be released to only one parent, a copy of the court order appointing that parent the only legal custodian and/or restraining order prohibiting a parent from having contact with the child, must be on file with the school. If another designated pickup contact needs to be added, you must contact Keisha Hawes ([khawes@meetingstreetschools.org](mailto:khawes@meetingstreetschools.org)) so we can immediately update the approved pick up list.

## **IX. Food and Nutrition**

### **Cafeteria**

MSA's food service is provided through The Crazy Dutchman Catering Company. MSA provides breakfast, snack, and lunch. Snack is provided for students who participate in our Extended Day Program. **No outside food is allowed at MSA** due to extreme allergies.

### **Food Allergies and Other Special Dietary Needs**

If students have a food allergy or other special dietary needs, guardians must submit documentation to the school nurse Carrie Bean ([cbean@meetingstreetschools.org](mailto:cbean@meetingstreetschools.org)) including the following information:

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

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

### **Food Service Programs**

#### **Breakfast**

- Breakfast is served from 7:30am – 7:55am
- Students are not permitted to bring their own breakfast
- Students arriving late will not have access to breakfast after 7:55am

#### **Lunch**

- Students are provided a well-rounded and balanced meal. Lunch hours are:
  - PreK – 10:45am – 11:05am
  - K – 1<sup>st</sup> – 11:00am – 11:20am
  - 2<sup>nd</sup> – 3<sup>rd</sup> – 11:35am – 11:55am
  - 4<sup>th</sup> – 5<sup>th</sup> – 12:05pm – 12:25pm
- A copy of the menu can be provided upon request

#### **Snacks**

- Students will have a built-in snack block each school day
- Snack will be provided by the school
- Students are not permitted to bring their own snack

#### **Hydration**

- Students will be allowed water breaks during the day and will be provided water or milk at lunch
- Students are not permitted to carry water bottles unless explicitly allowed and communicated by their classroom teacher

#### **Birthday Celebrations**

We recognize the importance of birthdays in a student's life and will do our best to make each student's birthday special. The Student Support Team will ensure that all children are recognized on their actual birthday. Please do not bring any food items to celebrate as this is not in line with our outside food policy.

If a parent wishes to distribute home birthday party invitations at school, the invitations must be distributed to all students in the class. The only exception is for gender-specific parties; in these cases, invitations must be

distributed to all the boys in the class for boy-only parties, and to all the girls in the class for girl-only parties. Parents may not distribute invitations at school to a select group of students.

## **X. Health & Wellness**

### **Health Records & Immunizations**

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

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

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

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

### **Injuries & Illness at School**

Any student illness or injuries (or suspected illness or injuries) are to be reported to the nurse as soon as possible. The nurse will decide the best course of action and plan for treatment. The nurse will contact the parent, either via a phone call, email, or note home, to notify them of the concern, injury, and/or treatment if deemed necessary upon nurse's assessment.

### **MUSC Telehealth**

Your child can be examined, diagnosed, and treated by MUSC healthcare providers while at school via telemedicine. Students must be evaluated by the nurse and consents must be signed prior to visit. Please contact the nurse's office with any questions or concerns.

### **Emergency Situations**

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

All children's medical records are located in the school nurse's office. If a parent cannot be reached and it becomes apparent that the child requires medical attention, EMS will be called. The child will be taken to MUSC's Children's Hospital for treatment unless another hospital has been noted on the Emergency Medical

Form. The school would supply any emergency medical records or health information to the EMS so that those records would accompany the child with the medical personnel. If a parent is not able to get to school in time to accompany the child, the school designated person will accompany the student to the hospital until a parent/guardian arrives.

### **Management of Communicable Diseases & Mildly Ill Children**

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

All of our staff members will also abide by our health policy, respecting your children’s health when they demonstrate symptoms of cold or flu. If a child shows signs of illness, the parent or guardian will be contacted, and the child will be sent home. Symptoms that are cause for sending a child home are: diarrhea, severe coughing, fever of 100° F or higher, difficulty or rapid breathing, yellowish skin or eyes, conjunctivitis, untreated skin eruptions, unusually dark urine and/or gray or white stool, stiff neck, sore throat, runny nose, earache, unusual spots or rashes, nausea or vomiting, or evidence of lice, scabies, or other parasitic infections.

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

If a child becomes ill at school, he or she will be isolated from the other children in the nurse’s office and the parents or guardians will be called. The nurse or other staff member will attend to the child at all times until the child is discharged. A child with any of the following signs or symptoms of illness will be sent to the nurse’s office immediately: unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, vomiting, evidence of lice, scabies, or other parasitic infections. The nurse or other staff member will monitor the child until the parent or guardian can take the child home. The student must be picked up within an hour of being notified by the nurse, and the person must be listed on the emergency card.

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

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

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

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

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

### **Administration of Medications**

MSA follows a medication protocol for the administration of medications to students. This policy includes that medication will not be administered unless there is a signed and dated parental consent form and a physician order on file.

Please contact the nurse at [cbean@meetingstreetschools.org](mailto:cbean@meetingstreetschools.org) or 843-735-7102 with any questions or concerns.

### **Restroom Procedures**

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

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

## **XI. Safety & Security**

### **General Health & Safety**

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

### **Emergency Procedures**

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

### **Inclement Weather**

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

### **Visitors**

All visitors in the building, including family members, Meeting Street Schools' employees, vendors, and volunteers, are required to check in at the front office. A State issued driver's license or identification card must be presented and scanned into Raptor Technologies' vSoft system. All visitors must wear a visitor's badge, including volunteers. The only door to obtain entrance into MSA is our front buzzer/security door. Visitors who do not follow our building security/visitor's policy will be asked to leave immediately. If any visitor displays behavior that is endangering students, using inappropriate language, threatening others in the building, etc. MSA reserves the right to remove them.

### **Mandated Reporting**

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