



Family & Student Handbook 2024-2025

Address: 642 Meeting Street, Charleston, SC 29403

Website: www.meetingstreetacademy.org

Main Office Phone: 843.735.7102

How to use this Document:

The Meeting Street Academy Family and Student Handbook is a resource guide to help our families and students understand the basic expectations and operations of our school.

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Dear Meeting Street Academy Families,

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

At MSA we set really big goals to ensure that our students leave MSA with the knowledge, skills, and experiences to be confident, competitive, and to experience success along the various paths they choose to take beyond MSA. We do this by creating a safe, joyful, and challenging environment for your children. We also know that the ultimate experience for our students is dependent upon a quality partnership. The staff at MSA takes on this important work with the mindset that every one of our students can achieve the goals set for them. Our ultimate goal is to equip students with the tools they need to boldly take on challenges, be ambitious, and committed to pursuing their dreams .

We are committed to ensuring that we do whatever it takes to serve your child and provide high-quality instruction, high-quality curriculum, an emphasis on life skills through our Paths to Success and support to address individual needs of students. We know the ultimate experience along this journey from Pre-K through 5th grade is created when staff, families, and students partner together. We all must do our part to create and maintain an environment in which every child can learn, grow, and experience success.

This handbook has been designed to communicate important information about MSA and the practices that we believe are fundamental to making certain that each student can thrive. Please review this handbook and keep it handy so that you may refer to it as necessary for general information. I encourage our families to learn more about MSA by being actively involved in the Owl Family experience.

Please note that we are always working to improve and get better. Because of that, this handbook 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 handbook or anything else!

We are looking forward to this 2024-2025 school year. We are excited to extend a warm welcome to our new families and teammates. Best wishes as we kick off this school year and continue to develop our incredible Owls as history makers, barrier breakers and world changers.

Best,



Tamil Goodson
PreK - 2nd Principal



Shavawn Davis-Milford
3rd - 5th Principal

General School Information

Name and Address	Meeting Street Academy 642 Meeting Street Charleston, SC 29403
Phone and Fax	Phone: 843.735.7102 Fax: 843.735.7107
School Website	www.meetingstreetacademy.org
School Hours (PreK - 5th Grade)	Monday - Friday 7:30 AM - 3:15 PM
Office Hours	Monday - Friday 7:30 AM - 3:30 PM
Extended Day	Monday - Friday 3:30 PM - 5:30 PM
Breakfast PreK - 5th Grade	Arrival -7:55 AM
Drop off & Pick up PreK - 5th Grade	Drop off 7:30-8:00 AM Pick up 3:15-3:30 PM
School Mascot	Owl
Grade Levels	PreK(3) - 5th Grade
MSAC 24 - 25 School Calendar	2024 - 2025 School Calendar

MSAC Administration

Title	Administrator
3-5 School Principal	Shavawn Milford
K-2 Principal	Tamil Goodson
Director of Special Projects	Mollie Grant
Dean of Student Support	Gina Jennings
Preschool Director	Megan Coles
Director of School Operations	Seane Worthy
Director of Alumni & Family Partnerships	Kathleen King
Program Specialist (Extended Day Director)	Taylor Frick

MSAC Faculty and Staff

PreK		
PreK Director Megan Coles	Assistant to PreK Director/Admissions Tiffany Clifton	Early Childhood Specialist Natalie Sprinkle
Teachers		
Nequi Cargile Danielle Watson	Tiffany Clifton Jade McDowell	Michelle Meuli Krista Bruce
Vanessa Grenier Christina DeTagle	Laronna Pinckney Shelby Sims	Deana Pizzutello Emily Clark
PreK Teaching Assistant		
Ericka Van Dyke		
Kindergarten	First	Second
Monica Mensch Brooke Tompkins Kayli White Ellie Tanko	Shekinah White Kayleigh Mentnech Amara Griffin Hope Glover	Alexis Knowlin Melissa Rhode Ericka Taylor Ashlinn Norton
Third	Fourth	Fifth
Lyndsay Morgan Sophia Brown	Molly Kuhn Emily Godwin	Everette Platt Khriy Brown
MSA Specials Teachers		
Watoto (PreK-5) Donald O'Conner Rhonda O'Conner Mylyr Earnest	Physical Education (PreK-5) Nick White	Art (K-5) Jenna Laubner
Science/Social Studies (K-5) Lasheia Oubre and Georgia Nubia	Public Speaking/Computer Science/ Invention (5) Lasheia Oubre	Entrepreneurship (3,4)/ STEM (K-2) Georgia Nubia
Middle School Prep (3-5) Meg Fischer Kat King Mollie Grant		
Partner Specials Teachers (Contracted from outside of MSA)		
Theraun Mixon (Karate), Charleston Academy of Music, City Stage, MADPARK, Dynamic Sports, Greenheart, Charleston Community Sailing, Coastal Expeditions, Redux Art		

Student Support	Operations	Family Engagement / Admissions / Alumni / Extended Day
<p>Dean of Student Support Gina Jennings</p> <p>MTSS Coordinator Alaina Amos</p> <p>Nurse (M-Th) Carrie Bean</p> <p>Nurse (Fri) Brenda Ostermann</p> <p>Guidance Counselor Kristin Doggett</p> <p>Behavioral Interventionists Vanessa Gaillard-Jefferson</p> <p>Speech Therapist Tessa Gonye</p> <p>Occupational Therapist Leigh Bearman</p> <p>Academic Interventionist (K-2) Nicole Hayes</p>	<p>Director of School Operations Seane Worthy</p> <p>Office Manager/Front Desk Mary Doctor</p> <p>Business Manager Caitlin Beard</p> <p>Data/IT Manager Gene Foppe</p> <p>IT Assistant and Data Clerk Frances Richardson</p> <p>Kitchen Manager Angie Duvall</p> <p>Kitchen Assistants Lizza Lopez Caroline Bradner</p> <p>Day Porters Julie Morales Gladys Santiago</p> <p>Building Support Specialist Deborah Middleton</p>	<p>Director of Family + Alumni Partnerships Kat King</p> <p>Alumni Transition Coordinator Meg Fischer</p> <p>Operations/Admissions Specialist Simone Simmons</p> <p>Extended Day Specialist Taylor Frick</p>

Communication Guidelines

Meeting Street Academy understands the importance of communicating the most up to date information to our families. Depending on the subject matter and audience, MSA will use several different methods to communicate with families. [Who should I contact?](#)

School Wide(All Families)	Partnership(Individual Families)
<p>School Messenger- School wide communication in the form of phone all calls. Principals Milford and Goodson use this to provide important updates and reminders.</p>	<p>Student Agendas - 3rd - 5th Grade teachers use agendas to document daily learning objectives, schedules and goals for academic success.</p>
<p>Class Tag - Class specific communication between classroom teachers and families in addition to school wide notifications relevant to all families.</p>	<p>Attendance Outreach- Communication in the form of letters and phone calls will be made to families when student attendance meets certain thresholds.</p>

<p>Family Update - Weekly school-wide newsletter sent to MSA Families every Friday.</p>	<p>Tuition Outreach - Communication in the form of letters and phone calls will be made to families to discuss non-payment or delinquent tuition.</p>
<p>Social Media - MSAC uses social media to connect with families.</p> <ul style="list-style-type: none"> Facebook Page - https://www.facebook.com/Meeting-Street-Academy-164205860644/ Instagram - @msa_charleston 	<p>Meeting Street Academy Website - School wide information.</p>

Wondering who to contact for certain things? Here you go!

Topic	Primary Contact	Secondary Contact
Academic Needs	Classroom Teachers	Megan Coles (PreK) Tamil Goodson(K-2) Shavawn Davis-Milford (3-5)
Admissions	Kathleen King	Simone Simmons
Athletics	Nick White	Mollie Grant
Attendance/Tardies	Frances Richardson	Mary Doctor
Be a Mentor (K-5th)	Gina Jennings	Mary Doctor
Extended Day Clubs	Taylor Frick	Mary Doctor
Family Update (Email)	Simone Simmons	
Field Trip Information	Mollie	Classroom Teacher, Class Tag, Family Update, Newsletter
Food Service Feedback	Seane Worthy	
Health Needs	Carrie Bean	Mary Doctor
Important School Dates	MSAC Calendar, Family Update, Social Media, Weekly Newsletters	Simone Simmons
Information on MSAC Events	Simone Simmons	Seane Worthy
Lost & Found	Mary Doctor	Classroom Teachers
Lunch Menu	School Website	
Resources for OT, Speech, Therapy, or Guidance for the student	Megan Coles (PreK) Gina Jennings (K-5th)	Alaina Amos
Resources for support or a special need for the family or student	Megan Coles (PreK) Gina Jennings (K-5th)	Alaina Amos
Request of Student Records	Frances Richardson	Gene Foppe

Social Emotional/ Behavioral Supports	Classroom Teachers	Megan Coles (PreK) Gina Jennings (K-5th)
Tuition/Tax Letter	Caitlin Beard	Seane Worthy
Uniforms	Caitlin Beard	Simone Simmons
Watoto	Donald O'Connor	Mylyr Earnest

School and Organization Overview

Mission

Empowering children with the excellent, life-changing education that they deserve.

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.

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

Through the implementation of research-based based practices, we know it is possible to change the projected academic trajectories of our students. We possess an unwavering belief in our students' abilities. When our students leave MSA, they will have choice and 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.

Family Partnership Agreement

We commit to developing a strong academic record for the student		
<i>Meeting Street Academy will...</i> <ul style="list-style-type: none"> ● Provide rigorous, data-driven, grade-level 	<i>Families will...</i> <ul style="list-style-type: none"> ● Ensure that students complete all homework to 	<i>Students will...</i> <ul style="list-style-type: none"> ● Give their best to their academics every day and

<p>instruction aligned to state and national standards.</p> <ul style="list-style-type: none"> ● Provide critical academic, behavioral, and/or social-emotional support as needed. ● Offer a variety of courses designed to develop the whole child. ● Ensure that all students are well-placed for the most competitive middle schools, high schools, and colleges through our alumni support work. 	<p>their highest and best ability every night.</p> <ul style="list-style-type: none"> ● Read regularly with the student. ● Work with the school to uphold all ways to support the student in their academic pursuits. ● Stay in regular communication with the school and the student's teacher. ● Attend all informational/collaborative sessions offered by the school regarding the student's academic path and uphold all agreements made at such meetings. 	<p>in every class.</p> <ul style="list-style-type: none"> ● Share their work and progress with their family every day. ● Show up on time to class, ready to thrive. ● Complete all work and assessments to the highest and best of their ability. ● Follow their teacher's and the school's rules and directions the first time, every time.
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We commit to the student's health and well-being

<p><i>Meeting Street Academy will...</i></p> <ul style="list-style-type: none"> ● Provide a healthy breakfast, lunch and snacks. ● Provide a clean and welcoming building in order to provide an optimal learning environment. ● Provide a school nurse five (5) days a week with access to vision, dental, and hearing screenings. ● 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. 	<p><i>Families will...</i></p> <ul style="list-style-type: none"> ● Ensure children are getting adequate sleep for their age range. ● Make sure that children are prepared for their day (including but not limited to homework, bookbag, uniform.) ● Keep students home when students are sick. Students may return after being fever free for 24 hours without medication. ● Model a healthy lifestyle. 	<p><i>Students will...</i></p> <ul style="list-style-type: none"> ● Eat healthy foods and drink healthy drinks. ● Commit to getting a good night's sleep every night. ● Exercise regularly.
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We commit to our students' social emotional development

<p><i>Meeting Street Academy will...</i></p> <ul style="list-style-type: none"> ● Prioritize our students' social and emotional development ● Use research-based curriculum and a team approach to ensure every child is growing socially and emotionally as well as academically.. 	<p><i>Families will...</i></p> <ul style="list-style-type: none"> ● Ensure children are present during all school hours each day. ● Reinforce learning at home by creating a balance between screen time, meaningful conversations, 	<p><i>Students will...</i></p> <ul style="list-style-type: none"> ● Work diligently and respectfully with members of the school staff to ensure their social and emotional growth. ● Participate fully in all school activities designed to improve social-emotional well-being. ● Be a positive and helpful colleague to all students, and a positive and
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<ul style="list-style-type: none"> Proactively support the individual needs of students and families utilizing specialists from our Student Support Team. 	<p>reading, and extracurricular activities.</p> <ul style="list-style-type: none"> Support and be responsive to feedback regarding social emotional and academic success and uphold all agreements made at collaborative support meetings. 	<p>helpful student to MSA teachers and staff at all times.</p>
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We commit to open, regular, and respectful communication

<p><i>Meeting Street Academy will...</i></p> <ul style="list-style-type: none"> Assume the best when communicating with students and families. Provide regular updates to families on student successes and areas for growth. Respond to families' and student's questions, concerns, and requests in a timely manner. 	<p><i>Families will...</i></p> <ul style="list-style-type: none"> Assume the best when communicating with MSA teachers and staff and communicate respectfully at all times over all modes of communication. Routinely and carefully read emails, ClassTags and sign agendas/newsletters that are sent home. Ensure all parties responsible for the child are aware and committed to MSAC policies (ie. carline and/or pickup procedures, sick policies). Consistently update the front desk with any changes to contact information in order to be reached when needed. 	<p><i>Students will...</i></p> <ul style="list-style-type: none"> Be respectful at all times when communicating with family and MSA teachers and staff. Deliver any documents to the family as directed by school.
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Arrival and Dismissal Procedures

MSAC understands the challenges of arriving at school consistently on time. Being an independent 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 - 5th grade. To ensure that our students are successful and prepared for instruction, **we ask that all students (Prek-5th) are seated in class by or before 8:00am daily and remain on campus until 3:00pm.**

PreK - 5th Morning arrival begins at 7:30am daily.

Our doors open at 7:30am and we ask that parents/guardians wait with their children until that time and not leave unsupervised. Meeting Street Academy staff personnel will be in the Prek-5th carline area to greet and assist students as they exit their vehicle.

To ensure an efficient and safe arrival, MSA asks that families/guardians help with the following:

- Have your student ready to exit the vehicle, i.e, shoes on, bookbag in hand, food and/or drink disposed of, etc.
- If possible, please ensure that students exit the vehicle on the right side and not the opposite side of the drop off area.
- Students should only be dropped off at the designated carline zone and not across the street.
- 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 carline. If you want to walk your children in, park in the back lot or along the grass.
- Please do not use your cell phone when driving in the carline.

School Start Time/Doors Closed at 8:00am daily

Parents/Guardians have the responsibility to ensure that all students are in school and on time every day. If your student arrives after 8:00 am (PreK-5th), you must come inside to the main office of the school and sign them in. Please do not park your car past the cones in the carline.

Afternoon dismissal begins at 3:15 pm daily and ends at 3:30pm, unless otherwise communicated by the school.

At 3:15pm, the school will begin dismissing students that do not take part in our Extended Day program. To ensure an efficient dismissal, MSA asks that families/guardians help with the following:

- Do not come into the lobby to pick up your child after 2:15pm.
- Have your HangTag visible upon arrival, so that we can clearly see when entering your child's name. If sending another guardian to pick up your child, please ensure that they have a hang tag to assist with the dismissal process. **Telling staff the number is not an acceptable form of verification. You or your guest must have your HangTag upon pickup.**
- If sending another guardian to pick up your child please ensure that they are on the approved pick up list and are prepared to show a state issued ID upon request. **MSA will not release your child to anyone that is not on the list, or approved over the phone by the primary contact.**
- If coming inside the school for a meeting, or other function during the hours of **2:15pm - 3:00pm**, we ask that you not park in the dismissal carline zone on Cool

Blow Street.

- 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 a restraining order prohibiting a parent from having contact with the child, must be on file with the school.
- If you arrive after 3:30pm, you must come inside to sign out your student. Should you have an emergency and cannot arrive by 3:30pm, please let your student's teacher know.

Attendance Policy

Regular and consistent attendance is an expectation for all Meeting Street Academy students, including PreK. We are making a commitment to provide each child with an exceptional education, but to do so, it is imperative that all students are in attendance for the full day of school, 8:00-3:30.

We understand that things happen. We get sick, we need vacations, family time and the capacity to be flexible for the unexpected. A child is allowed 10 lawful or unlawful absences/tardies. Please communicate early and often if there are unforeseen circumstances that we can brainstorm around. Expect to receive a call from the school indicating absences.

Poor Attendance Consequence and Communication at Meeting Street Academy

Excessive Student Absences			
Teacher - Parent Phone Calls	Parent Meeting	Family Meeting + Plan Established	Family Partnership Meeting
2 - 3 consecutive absences	6+ absences	9+ absences (9 days = 5% of the school year)	Risk of Retention, Unenrollment Consequence
			18+ absences (18 days = 10% of the school year)

Absences

The front office cannot excuse absences without a written excuse. Excuses for absences can't come via calls, faxes, texts, or emails. Please submit a handwritten and signed parent/guardian or medical excuse within three (3) days of returning from an absence. Notes must include the student's name, date of absence, reason for absence, and a parent/guardian signature. It is helpful if parents email the child's teacher to let him/her know the child will be out, although teachers cannot excuse absences.

The following are considered EXCUSED ABSENCES:

1. Student illness/medical appointment - parent note or medical note is permissible
2. Religious holiday
3. Death in the student's immediate family

The following are considered UNEXCUSED ABSENCES:

1. Vacations/Family Trips
2. Weddings
3. Family in town for visits
4. Trips scheduled during early release days on the Meeting Street Academy calendar

**** AFTER A TOTAL OF NINE (9) ABSENCES, ONLY MEDICAL ABSENCES COUNT AS EXCUSED ABSENCES****

Tardies

Morning arrival begins at 7:30am. The first bell rings at 7:55am and the tardy bell rings at 8:00am. A student is considered tardy if they enter their classroom after 8:00 am. Parents must walk into the main office to sign their child into school if the child arrives after 8:00 am. Otherwise, the student will be marked absent for the day.

Per our policy, 3 tardies will equal one absence. **If a child arrives at school after 9:30 am without an excusing note (doctor or legal), we will receive the child, but they will be marked absent for attendance purposes.**

Early Sign Outs

Sign outs after 2:15pm will not be allowed unless the principal determines that it is an emergency. Please plan to pick up your child before 2:00 pm if he/she has a dental or doctor appointment. Parents may not opt to sign children out early to avoid traffic, etc. Per our policy, 3 early dismissals will equal one absence.

Make Up Work Policy

MSA scholars who are absent from school are required to make up missed school work.

1. Resume their work the day they return to school.
2. Student and/or parent requests, collects, and completes all missed work and assignments from their teacher.

On-going Illness or Condition

If your student is scheduled for routine medical visits, your doctor may provide one document stating all of the student's appointment dates for the school term. Please provide the dates on the letterhead.

Tuition

24-25 Financial Aid and Tuition Agreement

FACTS is our tuition management company. There is no charge for MSA families to register for this service. Tuition payments will automatically be drafted from your checking, savings, or debit/credit card account according to your chosen payment plan.

- **Payment Plan Options :**

During initial registration, all families will be required to select a monthly plan. If you would like to schedule a semi-annual or one-time payment, please review the following stipulations:

1. *Monthly Plan:* Ten equal payments due the 15th of each month beginning **August 15, 2023- May 15, 2024.**
2. *Semi-Annual Plan:* Two equal payments due **August 15, 2023 and January 15, 2024.**
3. *One-time Plan:* Full payment is due **August 15, 2023.**
4. *Bi-weekly Plan:* Twenty installments due for this option for the duration of **August 2023 - May 2024.**

Participation in the semi-annual and one-time payment plans are contingent upon a positive payment history. Please contact msactuition@meetingstreetschools.org if you would like to modify your arrangement.

- **Enrolling/Updating FACTS :** All families are required to enroll and update any changes to their personal or payment information online through FACTS at <http://online.factsmgt.com>. You will need to have a bank account or credit/debit card at time of registration. Please note, that if you choose to use a credit card, FACTS will charge a 2.75% transaction fee in addition to your original tuition amount.
- **Security:** Your payments are processed securely through a bank to bank transaction and cannot be accessed by MSA staff.
- If you would like assistance please contact **FACTS Customer Service (24/7/365) at 1-866-441-4637.** You may also contact the school and speak to Lisa Coles or Seane Worthy and they will gladly assist you.

Tuition Fees: Thanks to the generosity of donors, individuals, corporations, and foundations, Meeting Street Academy is pleased to offer generous tuition assistance to help families with demonstrated financial need afford an MSA Education. Each year, families will receive a financial aid letter detailing the total amount it costs to educate your child at MSA and the tuition assistance they will be receiving for the current school year. If your child is eligible for free or reduced-price lunch under federal guidelines, your tuition will be \$400 per year after tuition assistance. If your child is not eligible for free or reduced-price lunch, tuition is calculated using a sliding scale based on your adjusted gross income from the previous tax year.

Extended Day (3:30 P.M.-5:00 P.M): Cost of Extended Day TBD based on enrollment.

Frequently Asked Questions

- **How can I reschedule my payment date? I am unable to make a payment?** All customers have the opportunity to change their payment date up to 3 times throughout the year. Please login to your account, and make the necessary changes or contact FACTS at 866-441-4637.
- **Who can I contact at Meeting Street Academy for questions on my account?** Contact Lisa Coles(Attendance and Enrollment Coordinator) lcoles@meetingstreetschools.org or Seane Worthy (Director of School Operations) 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.
- **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.
- **What happens if I can't make a payment?** We understand that unforeseen circumstances occur that cause a delay in payment. If this happens, please contact Ms. Hamm or Mr. Worthy at MSA. We will work with you on payment arrangements until regular payments can be made.
- **What happens if my account becomes delinquent?** In the event that your account balance should be 31(+) days past due you will receive a notification letter and invoice from MSA. FACTS will also contact you via email or text regarding your delinquent balance. Should you not make a payment, the past due balances will accrue along with the return fees. Each past due balance fee from facts is \$30.00. Tuition balances that are 60(+) days past due will require a meeting with a member of the MSA Leadership Team to determine the extent of the delinquency.

FACTS Invoice: https://drive.google.com/open?id=1SxJcoo_UYdDWBTd1ePf3cY6ganGIEj8E

MSA FACTS Delinquent Balance Notice:

https://drive.google.com/open?id=1Gi_cS2KZp9S7uIF8_frdS_vAC7dkt8y1

Student Support Policy

We believe that love and limits have a great deal to do with creating an environment that supports the learning of all students. Consequences and coaching are thought of as part of the learning process. When there is a challenge, support is given to students on an individual basis. In every instance, MSA Staff are expected to be firm and consistent but calm and loving.

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 the best form of themselves 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.

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 the learning environment (i.e. relocate desk or teacher proximity)**
- d. Have a problem-solving conversation**
- e. Ask the child to take a "break" (allow time and space to reset in a specified location)**
- f. Loss of privilege**

Out of School Suspension

A child will be sent home for unsafe behavior including but not limited to fighting, destructive behavior towards self, others or property, and overt defiance.

After a suspension, a re-admit meeting is held between parent, child and staff to welcome the child back to school and set them up for success. If a child is suspended more than 1 time in a quarter, a Partnership Meeting will be held to determine a plan for student success. Suspensions can also impact a child's ability to participate in Field Trips and other school based activities.

If a safety issue arises, certified staff members may implement Handle with Care techniques in order to keep students from harming themselves 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 extreme and unsafe noncompliance. In these instances the child will most likely be sent home following the incident.

K-5 Tiered Behavior

We believe that all students have the right to a life of choice and opportunity. We use a Multi-Tiered Systems of Support (MTSS) approach, which is a structure and a mindset that holds adults accountable to deliver on that promise. At MSA, we give our students high-quality, responsive, and tiered academic, social emotional, and wellness supports to maximize student growth. These supports begin in the classroom and continue with the Student Support Team. This Team is made up of various specialists (listed below) that will evaluate and work with your child and their teachers as needed to help them be more successful in school. Communication is key to any successful intervention. Guardians will always be included in and notified of any support provided to their child.

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

Dean of Student Support, Gina Jennings

Guidance Counselor, Kristin Doggett

School Nurse, Carrie Bean, RN, BSN and Brenda Ostermann, LPN

Occupational Therapist, Leigh Crowder-Bearman

Speech Therapist, Meghan Keohan and Tessa Gonyea

Behavior Interventionists, Dr. Vanessa Gilliard-Jefferson

Academic Interventionists, Nicole Hayes

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 provide limited academic support. Through the school year, students are exposed to various activities that allow them to grow in a current interest or develop a passion for something new.

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, although consequences may look different (ex: student cannot attend Extended Day the following day, week, or quarter).. Due to different structure of the program, if your child/children are not adhering to the school behavior policies, he/she may lose Extended Day opportunities.

Pick Up Times

For your convenience, there is one pickup time during Extended Day. The carline for Extended Day begins at 5:00pm and ends at 5:30pm. Please make sure your hang tag 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.

Early Pick Up Policy

Due to the limited number of spaces in Extended Day, we need all students to stay the duration of Extended Day hours. If you choose to pick up your child before 5:00pm, you will need to park and come in to receive your child. You may pick up early without penalty with an officially documented excuse. After your third early pickup, your student will be removed from the Extended Day program. If your student is removed from the Extended Day program they will go on the waitlist and not be eligible to return until the following quarter and when a spot becomes available.

Late Pick Up Policy

To honor our staff schedules, we have a strictly enforced Late Pick Up policy. Carline ends promptly at 5:30pm. Should you have an emergency and cannot arrive by 5:30pm, you must call the school to inform us. If your child is picked up late it will be documented as an occurrence.

- **First Late Pick Up Occurrence:** You will receive a warning.

- **Second Late Pick Up Occurrence:** Your child/children will not be able to attend Extended Day the following school day.
- **Three Occurrences in a Quarter:** Your child/children will not be able to attend Extended Day until the following quarter.

Extended Day Tuition Policy

Tuition for Extended Day is due on the first day of the quarter. If payment is not made, your student will be removed from the Extended Day program and be moved to the waitlist. In this case, the student will not be eligible to return until a spot becomes available.

2024-2025 Payment Due Dates:

Quarter 1: August 7, 2024 or within 2 weeks of acceptance for newly admitted students

Quarter 2: October 21, 2024

Quarter 3: January 6, 2025

Quarter 4: March 17, 2025

Student Dress Code Policy and Uniform Purchase

MSA Student Dress Code Policy

Article of Clothing	Permitted	Not Permitted
Tops	<ul style="list-style-type: none"> ● MSA uniform polo, t-shirt, long sleeve shirt, or sweatshirt ● Solid colored (black, gray, green, navy, white) long sleeve shirts can be worn under MSA t-shirts or polos. 	<ul style="list-style-type: none"> ● Non MSA top polo, t-shirt, long sleeve or sweatshirt ● <i>Race t-shirts, hard work shirts, etc. are not part of uniform although they may have owl logo</i> ● <i>Long sleeves under uniform tops that are not solid black, gray, green, navy, or white.</i>
Bottoms	<ul style="list-style-type: none"> ● Khaki bottoms: shorts, skorts, pants, jumpers ● Leggings are allowed under shorts, dresses or skirts. Permitted colors are solid black, gray, green, navy & white only. 	<ul style="list-style-type: none"> ● Tights that are not solid in color, this includes fishnet. ● Sweatpants or PE shorts for 2nd grade and above. ● Leggings worn in place of uniform pants.
Closed-In or Covered Shoes	<ul style="list-style-type: none"> ● Sneakers ● Comfortable boots ● Our students have a lot of outside time, please make sure they are wearing sturdy shoes for PE and other activities* ● This includes shoelaces for Kinder-3rd grade if students can tie and untie their shoes. 	<ul style="list-style-type: none"> ● Flip flops ● Sandals ● House shoes ● Slippers ● Crocs (classic, flip, slide, etc.) Note: Back strap is not equivalent to closed in.
Accessories	<ul style="list-style-type: none"> ● MSA recommends that students wear items that are not distracting to the learning 	<ul style="list-style-type: none"> ● Bandanas ● Excessive bracelets and/or hair

	<p>environment.</p> <ul style="list-style-type: none"> ● Black, brown or navy belt recommended. ● Sweaters & cardigans can be worn in class if they are solid black, green, gray, navy, white or denim. ● Students are permitted to express themselves with fashionable socks as long as they are school appropriate and worn professionally. 	<p>scrunchies on wrist</p> <ul style="list-style-type: none"> ● Sunglasses, ● Head bopper/antenna headbands
Outerwear	<ul style="list-style-type: none"> ● MSA recommends that students wear items that are not distracting to the learning environment. ● Winter hats, hoods, scarves, gloves, and jackets can be worn to and from school and at recess. ● Sweaters & cardigans can be worn in class if they are solid black, green, gray, navy, white or denim. 	<ul style="list-style-type: none"> ● Hats, hoods, scarves, gloves, jackets worn in the building and/or classroom.
General Guidelines	<ul style="list-style-type: none"> ● Shorts and skirts following the closed fist rule (bottom of shorts or skirt should be longer than the extended arm with a clenched fist). ● Leggings worn under full length bottoms. ● Pocket size logo (no larger than 3 inches in width and height) 	<ul style="list-style-type: none"> ● Offensive logos, images or text ● Large logos ● Exposed midriffs ● Leggings worn as pants minus coverup

(1) We reserve the right to change or modify our uniform policy as needed based on observations, data, and/or changes in trends that may impact the school environment. (2) Free dress or spirit days will be communicated by your child's classroom teacher and/or via schoolwide communication platform. (3) Students will be asked to remove items that are not permitted and when feasible may be provided replacement items.

Lost and Found

Items that are left at the school will be collected by the Operations Team and placed in Lost and Found. To ensure that your students belongings are returned to the rightful owner, we encourage the following:

- Label all MSA uniform items with the students name or initials.
- Label all non-MSA clothing items, i.e, jackets, gloves, winter hats, etc.
- Remind your children to follow up with teachers about missing items.

Items that have not been claimed within 30 days will be donated to local thrift shops or other donation centers.

School Uniform Distribution

Meeting Street Academy uses 2 Oceans Promotions to provide all uniform needs. Each student will receive three (3) polos to start the year and one (1) crewneck sweatshirt. Additional polos and sweatshirts are available to purchase.

Lower Elementary - PreK, Kindergarten and 1st grade students will continue wearing our traditional green.

Upper Elementary - 2nd, 3rd, 4th and 5th Grade students will wear black.

During the school year:

For the 2024-24 school year, please use this 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.

- 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 for out of stock items.
- You may also order adult size clothing for yourself.

Food and Nutrition

MSA is a peanut free facility

MSA provides breakfast, snacks, and lunch for all students. We use Brandon Rivers Catering to provide our student lunches.

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) 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.

PreK-5th Breakfast

- Breakfast is served from 7:30am - 7:55am.
- Students are not permitted to bring their own breakfast.
- Students arriving late may have breakfast bar options.

PreK-5th Lunch

- Students are provided a well-rounded and balanced meal. A copy of the menu will be on the MSAC website under the resources tab as well as sent out in the message from Simone. Lunch hours are:

10:30-10:50	K - classroom
10:50 - 11:05	1st
11:10 - 11:30	2nd
11:20-11:45	Pre K - classroom
11:45-12:05	4th
12:05-12:25	3rd
12:30-12:50	5th

PreK-5th Snacks

- Students will have a built-in snack block each school day.
- Families will have the opportunity to donate snacks by request throughout the school year.
- Snacks 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.

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. Birthday party invitations will be distributed by the classroom teachers. Parents may not distribute invitations at school to a select group of students.

Birthday Celebrations At Lunch (K-5th)

Every student will receive a birthday lunch invitation for 1 special person to come and spend lunch with them. The guardian must RSVP to attend. The salad bar will be available to parents and they are welcome to eat lunch in the courtyard, or in the cafeteria. **Please do not bring any food items to celebrate as this is not in line with our outside food policy.** A birthday treat will be provided to each student during lunch.

Birthday Celebrations At Lunch (PK)

Celebrations during morning meeting,, students discuss birthdays.

Teachers will reach out when we are accepting visitors for birthdays after Fal break. Non-food item treat bags, birthday pins, sashes, or crowns are accepted for our birthday kings and queens.

Health and 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 the nurse's assessment.

Emergency Situations

If there is a real emergency at school, the parents or guardians 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's 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 will 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 without fever reducing medications (i.e. Tylenol, Motrin, etc.) before the day returning, and must have a note from parents stating the day(s) of absence, the reason for the absence, and confirmation that the child is well.
- They must have a physician’s note stating that the student is under adequate and effective therapy or judged non-infective if the child has been absent for one of the following: strep throat, conjunctivitis, impetigo, scabies, tinea capitis (ringworm of the scalp), pediculosis capitis (lice of scalp), pediculosis 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 the 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 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 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 - 1st Grade Students 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.

Safety & Security

General Health & Safety

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 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, 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 a record of these drills.

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.

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 classtag and social media.

Mandated Reporting

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