



Meeting Street Elementary – Burns Student & Family Handbook

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

2025-2026
SCHOOL YEAR

3750 DORCHESTER ROAD
CHARLESTON, SC 29405
Office Phone Numbers: 843-745-7113
Fax Number: 843-529-3906



Dear Meeting Street Elementary – Burns Families,

Welcome to a new school year at Meeting Street Elementary – Burns! We are so excited to partner with you and your child on this incredible journey of growth, learning, and opportunity.

At MSE–Burns, we believe every child is capable of achieving at the highest levels. We also know that this kind of success doesn’t happen by chance—it takes hard work, sacrifice, and commitment from all of us. That’s why we set high expectations for ourselves, our students, and our families. Together, we will ensure your child gets the life-changing education they deserve.

College may seem far away, but the path starts now—whether your child is in PreK or 5th grade. Every lesson, every moment matters. We use research-based instruction and nationally recognized college-ready standards to help your child build strong skills in reading, math, and critical thinking, while also supporting their social and emotional development. We are committed to creating a safe, affirming environment where every child is seen, supported, and challenged to grow.

But we cannot do this alone. In order for your child to reach their full potential, our staff, families, and students must work in true partnership. We each play a vital role in creating a school where every child thrives. This handbook is an important tool that outlines the expectations, policies, and procedures that keep our community strong. Please take time to review it and refer back to it throughout the year.

Your child will learn everything in this handbook during the first few weeks of school, and we will keep you informed if any changes occur during the year. We are grateful for your trust and partnership, and we look forward to an incredible year of learning and growth.

Please contact us if you have any questions about the information in this handbook or anything else! Here’s to a wonderful year at Meeting Street Elementary – Burns!

Sincerely,

Nik’Toshia Flowers
Principal



Mission Statement

Meeting Street Elementary – Burns aims to empower every child with the excellent, life-changing education they deserve. We provide a rigorous & supportive learning environment that celebrates achievement, encourages academic excellence, and promotes respect for all individuals. Leveraging our private-public partnership with Charleston County School District & our strong relationships with families, we have created a school that equips students with the knowledge, skills, and attributes necessary for success in school, college, and beyond.

Burns Vision

At Meeting Street Elementary – Burns, we envision a future where every child reaches their full potential through a joyful, challenging, and supportive education. By fostering a strong community of students, families, and educators, we strive to prepare all learners with the knowledge, skills, and character to thrive in school, college, and life—and to become confident leaders of tomorrow.

Student Core Values

Excellence Always

We give our best every moment—excellence isn't what we do sometimes, it's who we are.

Work Hard, Never Quit

We work hard, try our best, and keep going even when things are tough.

Own Your Choices

We take responsibility for our words, actions, and learning—and grow from our mistakes.

Respect Everyone

We treat others with kindness, fairness, and care. We take pride in our school and community.

Be Ready for What's Next

We build the habits and skills today that prepare us for middle school, college, and beyond.



School Leadership

Principal, NikToshia Giles

niktoshia_giles.c@charleston.k12.sc.us

Assistant Principal, Jennamarie Lesky

jennamrie_lesky.c@charleston.k12.sc.us

Student Support Manager, Justin Harris

justin_harris.c@charleston.k12.sc.us

Assessment & Analytics Specialist, Brendan Shanahan

brendan_shanahan.c@charleston.k12.sc.us

Director of Operations, Kelly Nordman

kelly_nordman.c@charleston.k12.sc.us

Important Extensions

Nurse, Deborah Perdue-1102

School Counselor, April Smalls-2207

Administrative Support Staff

Operational Administrator/Front Desk, Tanya Cantu-1000

Data Manager, Ashlan Camp-1057

Meeting Street Elementary - Burns is a tobacco, alcohol, drug-free, no weapons allowed campus. Any person(s) violating this policy is subject to state and school district disciplinary action.



****IMPORTANT NOTE: Meeting Street Elementary – Burns has a public-private school of innovation partnership with CCSD. We reserve the right to make adjustments and modifications to meet the needs of our students and staff. All efforts will be made to update our school community in a timely manner.**

***PLEASE ENSURE YOUR CHILD’S EMERGENCY CONTACT INFORMATION IS UP-TO-DATE.**

Homeroom Teachers

<u>Prekindergarten</u> Sarah Gilmore Samantha Harvey Deloris Washington Diana Kenes	<u>Kindergarten</u> Dayana Reyes Eileen Piernik
<u>1st Grade</u> Ariana Snowden Briana Sharpe Thomas Savannah Francis Anthony Cornish	<u>2nd Grade</u> Charniqua Jenkins DeAndrea Hampton Lindsey Ferreira Kayla Neary
<u>3rd Grade</u> Emily Williams Dulce Keesecker Jigisha Patel Sarah Lansinger	<u>4th Grade</u> Lori Cameron Marisa Flores Joshua Cardenas Mikal Connor
<u>5th Grade</u> Julia Wood Joanna Schwartz Caroline Reece Jordan Rice-Woodruff	<u>Explore</u> Nicholas Bellanco-PE Makayla Mitchell-Art Anna Lu-Performing Arts
<u>SPED</u> Lara Wengiel Academic Interventionist K-2 Carly Brewington-Academic Interventionist 3-5 Christine Ramsey-Occupational Therapist	Cheryl Goss-Multi-Language Learner Melanie Mendelson-Speech Language Pathologist April Smalls-Counselor Dru Wolfe-Behavioral Interventionist



Meeting Street Elementary - Burns Instructional Time 7:45 a.m. - 3:15 p.m.			
	Regular School Day	Early Release	2 Hour Delay
Arrival	7:45 AM	7:45 AM	9:45 AM
Instruction Begins	8:00 AM	8:00 AM	10:00 AM
Dismissal	3:15 PM	11:00 AM	3:15 PM
-Parents/guardians are asked to wait with their child until school doors open at 7:45, as the children will be unsupervised until this time. -Students are not allowed to be dismissed between 2:30-3:15 during the regular school day. -Students who are picked up after 3:30 will result in an attendance meeting.			

Visitors

All visitors must enter the school through the front office. Visitors are required to check in with the front office staff and obtain a visitor's badge before going to any other location in the school. All meetings with teachers & classroom observations **must be scheduled in advance**. If you are delivering items for your child, you may drop them off at the office. The teacher will be notified of your child's delivery. We cannot guarantee that materials will be delivered immediately. We wish to keep classroom interruptions to a minimum.

Parent/Teacher Conferences

Parents and teachers are encouraged to maintain close communication regarding the academic progress and social-emotional well-being of students. Individual and team conferences provide the opportunity to discuss concerns at length. Parents/guardians are **required** to attend at least one report card conference per quarter. You are welcome to schedule a conference with your child's teacher outside of the required one per quarter. All meetings with teachers & classroom observations must be scheduled in advance. Teachers are not always available for unplanned conferences. Emailing has become the most efficient way for our teachers and families to communicate. Please allow for a 24 to 48-hour response time.



Lost & Found

Check the lost and found area in the front office regularly. Labeling clothing and other personal belongings enables us to return lost or misplaced items to their rightful owners. Lost and found items will be held for two weeks at the end of the school before being donated or discarded. Lunch boxes and water bottles may be disposed of sooner for health and safety reasons.

Path to Success Skills for PK-5th Grade

We know that the following skills are crucial for our students to be successful in school and in life. We will teach and reinforce these skills each and every day at Meeting Street Elementary - Burns: empathy, grit, citizenship, integrity, gratitude, curiosity, optimism, academic achievement, and self-control.

Path to Success Skill	Curiosity	Gratitude	Self-Control	Integrity	Optimism	Grit	Empathy	Citizenship
Definition	Exploring and questioning; finding ideas and things fascinating.	Being aware of and grateful for opportunities and good things that happen.	Managing emotions, thoughts and behaviors	Behaving in a way that is honest, sincere and genuine.	Expecting the best for the future and working to achieve it.	Reaching your goals despite obstacles.	Understanding and sharing the feelings of others.	Working respectfully and responsibly with others and for your community.

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

1. Ensure that your child gets to school on time every day and allow them to stay the whole day, every day.
2. Pick your child up on time by 3:15 PM everyday.
3. Send your child to school in their Meeting Street Elementary - Burns school uniform every day.
4. Read with your child every night for 30 minutes, ensure they complete all homework assignments, and sign your child's behavior log daily.
5. Read all notices that are sent home, return requested paperwork the next day, and return our calls as soon as possible.
6. Contact your child's teacher if there is a problem or if there is a way that we can better care for your child.
7. Attend all three report card conferences during the year, 1 per quarter.



8. Attend as many fun and informative events at school as possible (Community Celebration, Monthly Parent Events, Parent Organization events, chaperone field trips, etc.).
9. Ensure that your child gets at least 10 hours of sleep each night.
10. Commit to living the Path to Success Skills and Commitments along with your children.

Pre-K -5th Grade Curriculum and Overview

For literacy, we believe in an approach that is based on the science of reading that infuses foundational literacy practices, reading comprehension and volume of reading. To accomplish our vision, we use the knowledge building curriculum *Shared Book/Novel*, Bridge to Writing Program, NoRedInk, Daily Small Group Reading Lessons, UFLI Phonics, Michael Heggerty Phonemic Awareness, Independent Reading, and several research-based computer-based programs. For math, we believe excellent mathematics instruction reinforces the Common Core shifts in mathematical practices by balancing students' conceptual understanding of mathematical principles with application and fluency practice. To accomplish that vision, we have chosen the LEAP mathematics curriculum in addition to several on-line systems.

Grade	ELA	Math	Science/Social Studies	Explore
Kinder-5th	UFLI (Phonics program), Shared Book/Novel (core), Small group, Independent Reading	LEAP Mathematics, Guided Math	Amplify	Art PE Performing Arts

Assessments

At Meeting Street Elementary – Burns, we believe that we must have a deep understanding of our students' learning and areas for growth at all times. Therefore, frequent and ongoing assessments are a fundamental part of our academic program. iReady (Reading & Math) are given four times throughout the school year along with weekly running records on fluency and comprehension to help guide literacy instruction. In addition, we follow all CCSD and State required testing such as Fastbridge, Kindergarten Readiness Assessment, CogAT and SC READY.



Homework

Homework and reading at home is a fundamental component of our Meeting Street Elementary - Burns program. The purpose of homework is not only to review and reinforce skills and concepts, but also to devote a specific period of time to learning in the home environment. A home study time and place for students to complete assignments should be established.

Each night every student at Meeting Street Elementary - Burns will receive homework. All students will complete 30 minutes of reading each night. In grades Pre-K to 1st we ask that you read with your child for this time, while students in 2nd-5th need to complete reading independently. We ask that parents ensure homework for the week has been completed. Incomplete homework will result in a 0 and call home.

In addition to nightly homework, a work packet will be sent home during all extended breaks (Thanksgiving, Winter, Spring, etc.).

Individual Educational Plans (IEPs) and Students with Disabilities

We are excited to serve students with IEPs and/or 504 plans in our inclusive school community. At Meeting Street Elementary - Burns, we work closely with our partners in Charleston County School District (CCSD) to serve students with a variety of needs. Please notify the Special Education Department Chair if your student is new to our school and has been evaluated for services in the past and/or currently has an IEP or 504 plan.

MLL Services

Students who speak English as a second or other language may qualify to receive additional services from our MLL provider. MLL teachers work in small groups with students who need English language practice.

Report Cards

Quarter 1, 2, and 3, it is **mandatory** that parents participate in a report card conference. Each student will be issued a report card that includes their academic performance, test scores, and social/emotional progress. We will also provide updates on any interventions or special education services your child is receiving.

Retention

Meeting Street Elementary - Burns students **must** meet grade level standards in the core content areas (including reading, writing, and math) to be promoted to the next grade level. Students can be considered for retention in their current grade due to one or more of the



following factors:

- More than 10 absences (excused and unexcused combined) and/or excessive tardies or early dismissals
- iReady math or reading scores below the 25th percentile
- Report card grades of 0- 59 (K-5) in academic subjects and/or no significant growth over the course of the academic year.
- Students registered after January 1st of the current academic year, may also be considered for retention.

Parents will be notified during Quarter 2 report card conferences if their child is in danger of being retained or during their enrollment. The school's decision regarding promotion and retention will be based on the totality of the circumstances and will be final and binding.

Read to Succeed Act:

S.C. Code Ann. §59-155-160 (2014) states:

“Beginning with the 2017- 2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS).”

For more information, please go to the following website:

<https://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed1/third-grade-retention/>

Behavior Management System

At Meeting Street Elementary - Burns, we have a behavior management system that is designed to help students learn and grow. The first priority is to help students learn the skills that will lead them to success in school and in life. Our discipline system is designed to track student behavior over time, to provide a way to communicate with parents/guardians about behavior, and to provide logical consequences for inappropriate behavior. We believe it is important to pay attention to the little things so that big things never happen.

Each day, students will bring home their folder where teachers can communicate to families if their student followed our Path to Success skills. If a student is struggling to meet school-wide behavior expectations on a regular basis, the Multi-Tiered System of Support (MTSS) Team will devise an individualized plan involving the student, the teacher, and the family to help the student meet expectations.

For disciplinary purposes Meeting Street Elementary - Burns follows the Charleston County School District's Progressive Disciplinary Plan and Code of Conduct for behaviors that affect the emotional and physical environment of a classroom or school. Each student and parent



will have a signed Code of Conduct on File that signifies students and families understand the expectations for behavior both on and off campus. Please refer to your appropriate grade level Progressive Discipline Plan to see the behavior flow of occurrences and potential consequences that fall under the Leveled System. Refer to the CCSD Code of Conduct for information concerning all offenses. Interventions or consequences may include reflections, guidance referrals, loss of privileges, after-school detention, in-school suspension, or out-of-school suspension. All interventions and consequences are based on guidelines found in the CCSD Code of Conduct and progressive discipline plan.

While Meeting Street Elementary - Burns is a CCSD partnership school, our school team reviews each incident and will determine next steps that are best for the school environment as we are a public private partnership school of innovation.

Meeting Street Elementary - Burns supports the CCSD Progressive Discipline Plan (PDP) for discipline procedures outlined in the CCSD Code of Conduct. Parents are given a copy of the CCSD Code of Conduct at the start of the school year and must sign a form confirming that they have received these policies. Meeting Street Elementary - Burns staff will never use corporal punishment on any child in our program. Please refer to the CCSD Code of Conduct for more detailed discipline and behavior infraction information. For more information and to find the CCSD Progressive Discipline matrix, visit the ccsd.schools website.

School Probation

Students might be placed on school probation as the result of a school based Multi-Tiered Systems of Support meeting that is the result of a disciplinary action that does not result in a district board hearing. Students on School Probation will have a meeting that communicates the individualized plan that will be implemented.

District Probation

Students who are placed on District Probation will be mandated to adhere to board disciplinary decisions as well as the school probation process. Students and families will be mandated to adhere to these decisions from the board or will be sent back to the board for violation of probation. The Assistant Principal will be the lead point of contact during the process.



Student Cell Phones and Electronics

Students are not permitted to have cell phones out in the building. School policy is that cell phones stay off and are put away while on school campus. If a student brings a cell phone or other electronic devices (i.e., vapes, gaming devices, etc...) to school, the item will be turned into the Student Support Team and will only be returned to a parent/guardian. Violations of this policy are subject to disciplinary action.

Video, Audio Recording, and Photographs

Students may only take photos, record videos, or record audio files as part of Meeting Street Elementary - Burns school assignments, using Meeting Street Elementary - Burns/CCSD school technology. These photos, videos, and audio files taken by students may only be displayed or published by Meeting Street Elementary - Burns employees in or on MSS/Meeting Street Elementary - Burns/CCSD sponsored publications or sites. Students are not allowed to take other photos, record other videos, or record other audio files while at school or on school property. Parents may take photos, record videos, or record audio files of their child during whole school events, but may not take photos, record videos, or record audio files during normal classroom instruction.



Student Uniform		
	Allowed	Not Allowed
	PK-5th	
Tops	<ul style="list-style-type: none"> Grade Level Uniform expectations <ul style="list-style-type: none"> Pre-K: Lime green uniform shirt Kindergarten-5th: Burns Uniform T-shirt, Burns Polo, Burns Long-sleeve shirt, Burns sweatshirt A solid colored long sleeve shirt under a Meeting Street Elementary - Burns uniform t-shirt or polo. *Returning students with the Meeting Street Elementary - Burns cardigan are permitted to wear them to school. 	<ul style="list-style-type: none"> T-shirts or polos not purchased from the school website (NO EXCEPTIONS). Ripped, stretched, or holey shirts. Hoodies of any kind
Bottoms	<ul style="list-style-type: none"> Khaki-colored pants, worn at waist level Khaki-colored knee-length shorts, skorts, or skirts (solid colored shorts or leggings need to be worn under all skirts) Khaki Jumpers 	<ul style="list-style-type: none"> Denim or corduroy Skirts without shorts or leggings underneath Pants worn below waist level Ripped pants or pants with holes in them
Shoes	<ul style="list-style-type: none"> Age-appropriate shoes that are close-toed shoes and must have a full back. *Pre-K and Kindergarten: Laceless shoes with a back (i.e., Velcro or slip-on) 	<ul style="list-style-type: none"> Any shoe that is not close-toed or does not have a full back.(slides, crocs) *Straps do not count as a full back.
Other Accessories	<ul style="list-style-type: none"> The school recommends students do not wear accessories to school for safety reasons, but the following are permitted: Studs or earrings fitted to the earlobe. 	<ul style="list-style-type: none"> Head coverings, other than for religious reasons/exemptions Any accessories that distract the student or other students in their class
Backpack	<ul style="list-style-type: none"> K-5th Meeting Street Elementary - Burns Backpack (If lost or broken you can purchase a replacement in the main office for \$15) 	<ul style="list-style-type: none"> Students arriving without a backpack. Non MSE - Burns bookbag
Make-up or Fragrances	<ul style="list-style-type: none"> Chapstick Deodorant Lotion & Vaseline 	<ul style="list-style-type: none"> Students are not permitted to have make-up or fragrances, of any kind, in their possession.
Other	<ul style="list-style-type: none"> Winter hats, scarves, and jackets are allowed to be worn transitioning to and from school and at recess. 	<ul style="list-style-type: none"> Any personal item that is distracting or not appropriate for school.

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.



Individuals who violate the uniform policy or dress code shall be required to modify their appearance immediately. If necessary, the student may be required to wear school-owned clothing or his/her parents must be called to provide appropriate clothing within a short period of time to correct dress code violations. Repeated violations will result in disciplinary consequences.

Uniform Violations:

- If a student arrives at school without a uniform or backpack, your child's teacher will call you to ask that you bring a uniform to your student.
- If you don't have access to a uniform or backpack at home, you should purchase a new uniform (shirts are \$5-\$10) or backpack through the school's Shopify website:
<https://meetingstreetburns.myshopify.com/>
- If you are unable to come to the school's front office to provide or purchase a new shirt, we will give your child a uniform to wear (if we have one available) for the school day.
- The uniform shirt will remain at school after the school day.
- The school will document the number of uniform infractions and may contact parents/guardians for a uniform-improvement meeting.

Bathroom Accidents and Changes of Clothes

In the event of a student having a bathroom accident, you will be called by the school to bring a change of clothing. Excessive accidents will be reviewed by the school nurse, school counselor, and school leadership resulting in possible exclusion from school.

Arrival

All Grades (Pre-k - 5th)

Location: Front Entrance for Walkers & Carpool

Location: Back Entrance for Bus Riders

- Doors open at 7:45 am
- Doors close at 8:00 am
- Students should not be dropped off and left unattended before 7:45 am
- TARDY = 8:00 am or later
- **TARDY students MUST be signed in at the front office**

**All families should refer to the CCSD policy regarding details on Truancy.*



Dismissal

All Grades (Pre-k - 5th)

Location: Front Entrance for Car Riders & Walkers

Location: Back Entrance for Bus Riders

Car Riders:

- All families must have their student's 3-digit dismissal number (green tag or Pikmykid tag) in order to pick up ANY student.
- Families should Announce themselves using Pikmykid;
- Any family unable to Announce should make sure to check-in with Meeting Street Elementary - Burns staff to enter their dismissal number.
- Any family without the dismissal number will be required to park and check-in with the Front Office, with their photo ID.
- Any transportation changes made after 1:45 pm DOES NOT guarantee that the school is aware of the change and may mean families will have to check-in with the Front Office.
- You may be asked to park in **Visitor Parking**, if your child is running late to the Car Line.
- Students will only be dismissed to cars in the right line or in Visitor Parking.
- **Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child's guardian.**

Walk-ups from Car Line:

- All families must have their student's 3-digit dismissal number (green tag or Pikmykid tag) in order to pick up ANY student.
- Families should Announce themselves using Pikmykid;
- Any family unable to Announce should make sure to check-in with Meeting Street Elementary - Burns staff to enter their dismissal number.
- Any family without the dismissal number will be required to check-in with the Front Office.
- Any transportation changes made after 1:45PM DOES NOT guarantee that the school is aware of the change and may mean families will have to check-in with the Front Office.
- **Anyone picking up a student, NOT listed on the Emergency Contact information, will have to be cleared by the Front Office and the child's guardian.**

Bus Riders (required to be 4 years old):

- All students are expected to be at their specified stop on time.
- **If a student misses the bus or has their transportation privileges suspended, parents/guardians are expected to find an alternate way to transport the student to and from school.**
- An authorized adult **MUST** be present at the bus stop to pick up any student.
 - **If students are in 3rd grade or higher, parents can write a letter requesting that they be allowed off the bus without an adult present.**
- The driver will **NOT** drop off students at a bus stop without an authorized person to pick the student up. In the case where there is not an authorized person to pick up the student, the



student will be returned to the school

- Any student with documented disciplinary behavior, and/or three bus returns to school may lose bus privileges.
- Any student behavior that requires a bus referral will be submitted by the driver and will be processed by the Meeting Street Elementary – Burns behavior team. Please refer to the **TRANSPORTATION** section of this handbook for a detailed overview of the discipline structure.

- Doors close at 3:30. Pickups after 3:30 for regular day dismissal will need to park and come into the front office and sign out your student.
- Individuals under the age of 12 are not permitted to pick up a student from school.
- Any person picking up a child must come with a valid physical ID (photos are not acceptable).
- Attendance Improvement Plans will be implemented on a case by case basis for students with excessive late pickups (3 or more).

Attendance

Regular, timely school attendance is important for a student's overall growth and development. If a child will be absent on a particular day, the parent or guardian should send a note (official or handwritten) with their child, within 72 hours, letting the school know the date(s) and reason of absence. If you suspect or know that your child will be absent due to the outbreak of some communicable disease (such as chicken pox, lice etc.), you are required by South Carolina Department of Social Services Preschool Licensing Rules and Regulations to call the school on the day of the outbreak or suspected outbreak to inform school personnel.

The expectation is that all students are on time every day and stay for the entire school day. Attendance is directly linked to school performance and students must be in attendance to make strong growth. Families will be called if their student is not at school and Meeting Street Elementary – Burns will follow CCSD guidelines for contacting the Department of Social Services (DSS) for excessive tardies, excessive early dismissals, or excessive late pick-ups. Meeting Street Elementary – Burns will follow CCSD & SCDE guidelines for truancy for students with unexcused absences. Excused absences MUST be approved by a school official.



Lawful Absences (Excused)	Unlawful Absences (Unexcused)
<p>Parents always need to provide documentation of absences and provide medical or court documentation when it is a medical or court absence. Per CCSD attendance policy, the items below are allowable absences.</p> <ul style="list-style-type: none"> - Illness of the student - Medical or dental appointment - Court appearance or court ordered activity - Death in the immediate family - Observance of a religious holiday - Suspension 	<p>Any reason other than the aforementioned is considered unlawful and will be unexcused.</p> <ul style="list-style-type: none"> - absences of a student without the knowledge of his or her parents - absences of a student without acceptable cause with the knowledge of his or her parents - family vacations

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. Text messages and emails are not acceptable documentation for student absences.**

- **Students with excessive absences, excused or unexcused, may not be eligible for promotion.**
- If a Pre-K student has 15 total absences, the student could be removed from the Pre-K program.

Absences/Truancy

School Achievement Begins With Regular Attendance

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day. Students have the responsibility to be on time and attend all classes. Students are expected to attend school 182 days.

Truancy (Three Levels)

Truant: A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.



Habitual Truant: A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences.

Chronic Truant: A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

Check-in/Early Sign-Outs

Students who are late to school must sign in with the Main Office and receive a tardy slip (excused or unexcused). Students will then proceed directly to their assigned class. 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.

Be Great Academy - Boys & Girls Club

Meeting Street Elementary - Burns partners with the Boys & Girls Club for after school programming. They will operate Be Great Academy Monday through Friday and all registration information can be found on their website: www.tri-county.begreatacademy.com.

Transportation

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

Parents and students will be informed about bus routes and bus stops prior to the start of each school year; however, bus routes and stops are subject to change. All students are expected to be at their specified stop on time. Buses attempt to be on time 10 minutes within the pick up time and 10 minutes within the drop off time. Buses are unable to wait for tardy students. If a student misses the bus, parents/guardians are expected to find an alternate way to transport the student to school. **Bus transportation is considered a privilege, not a right. If a student is suspended from the bus for disciplinary reasons, parents are expected to find another source of transportation.** Meeting Street Elementary - Burns will be following the Charleston County Progressive Discipline Plan for Bus Referrals. Please refer to the PDP to review the potential consequences for misbehavior on the bus or at the bus stop.



Bus Riders

If a parent needs to change their child's bus stop during the school year due to child care, address change, or other permanent change, they need to fill out a new Transportation Form. The request shall be considered and the determination will be made contingent upon availability of a route, seating capacity on the school bus, and safety conditions. A request for a bus stop change must be submitted at least 5 working days prior to the effective date. The actual bus stop established to serve the request shall be determined solely by the bus company. Requests for bus stops vary on a day-to-day basis and cannot be approved by Meeting Street Elementary - Burns.

Special education transportation is provided through First Student and is determined by the Exceptional Children team. Please contact the school and leave a message for the Director of Student Support Services, with questions about special education bus transportation. Meeting Street Elementary - Burns follows CCSD's policy on bus conduct and bus violations.

Carpool

Parents/guardians who provide transportation for their children are expected to drop off and pick up their children in a timely manner at the start and end of each school day.

Independent Walkers (IW)

If you would like your 3rd-5th grade student to walk home from school alone, please come into the front office and complete an Independent Walker form. Please include the details and the best contact number for you. The Director of Operations, or designee, will review the request. You will receive a call regarding the request and your student will not be allowed to be an independent walker until you have gotten confirmation from school Leadership. Please note that students in PK-2nd grade who have a sibling in 3rd-5th grade will only be approved to walk with their sibling on a **case by case basis** and pre-approved by the Director of Operations. If the 3rd-5th grade sibling is absent, the PK-2nd grade student will need to be picked up.

Change of Transportation Procedure

If you need to do a one time change of transportation for your student, please follow these steps, **before 1:45 pm**:

1. Login to your Pikmykid Parent App (see www.ccsdschools.com/mse-burns for Parent App User Guide English & Spanish).
2. Select the pencil icon in the corner next to the school name -> Select the Edit button next to



child's name. Select OK on the next screen to display your child's calendar→ choose the date

for the change.

3. Select "Change Pickup Mode", "Delegate to Another Person", or "After - School Programs" and follow instructions on the screen depending on the choice of dismissal. Decide if it is a recurring change—if so, for how long and how often (weekly, daily, monthly etc).
4. Select "Save Pickup Change" to submit. You and the school will be able to see the changes on your child's calendar!

***The Pikmykid App will not accept ANY transportation changes after 1:45 pm. No transportation changes, except for extreme circumstances, will be made by the school unless indicated in the Pikmykid Parent App.**

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

Field Trips

Field trips are one of the many ways we give our students a well-rounded education and extend the classroom learning. Each individual field trip will have its own unique permission slip, please review and sign all permission slips in a timely manner in order to allow your student to participate in field lessons.

At least one person trained in CPR will accompany the group on the trip. The teachers will take a first aid kit and a working cell phone. The teachers will also carry a copy of each child's emergency medical information and health record of any child that has allergies, handicapping conditions, or other health conditions that require special procedures or precautions during the course of the trip. A staff member will also be responsible for the administration of any required medications during the field trip. In the event of an emergency such as an accident or a sick child, the policy for injuries and accidents will be followed.

The proper ratio of adults to children will be maintained at all times while on the field trip. No child will be left alone or unsupervised on the trip at any time. There will be a transportation plan on file for each trip that will also include a checklist that will account for all children at each location where they are loading or unloading from buses.



Chaperones

In order to participate as a chaperone for any school-related activity, you **MUST** be an approved volunteer through CCSD. No exceptions will be made for anyone that is not an approved volunteer through CCSD. CCSD security will be notified for any person(s) that are not approved.

Community Celebration

Meeting Street Elementary – Burns will host Community Celebration the last Friday of every month. We have a school-wide Community Celebration in honor of the hard work that our students have shown that month. We encourage parents, friends, and family members to attend as often as possible. If we do not have school on a Friday, Community Celebration will be canceled for that week.

Open Door Policy

Parents and other family members are an important part of our school community and are welcome to visit or observe. Classroom visitation requires the completion of the Meeting Street Elementary – Burns Pop-in Observation Form, and should be limited to no more than 20 minutes. In order to minimize distractions during instructional time, **cell phone use is prohibited**. Should you need to speak with or meet with a teacher, please schedule a time with the teacher when they are not teaching. A government issued ID must be present for access to the school building.

Outstanding Fees Policy

Students may be subject to fees for a variety of reasons, including but not limited to fees for lost or damaged technology, textbooks, furniture, instructional materials, or fees from uniform purchases. As a general rule, parents have 10 days to pay any outstanding fees. When such fees are not paid, children may be denied any services for which the school has to pay an additional amount of money for participation. The school may prevent children with outstanding fees from participating in field trips, etc. Report cards will not be issued to students with outstanding fees. Fees will be charged for any destruction of Meeting Street Elementary – Burns or CCSD property.



iPad & Chromebook Policy

The iPad or Chromebook has been issued to students on a contingency basis, which means it is the property of Meeting Street Elementary - Burns. Therefore, it is their responsibility to care for the device and exercise good judgment when using the device at school and at home. We are all being asked to be extremely trustworthy regarding how we use our technology devices. Improper use of iPads, Chromebooks, headphones and chargers could result in the loss of your device privileges.

The student is responsible for the device that is assigned by the homeroom teacher. Like any other school issued property you are responsible for proper care of the device. As long as you care for the iPad or Chromebook appropriately, there should not be a problem with its functionality. From time to time, however, through normal use, a device may malfunction. If there is any malfunction of the device under normal conditions, then Meeting Street Elementary - Burns will file a warranty claim to repair the damage. It is important to remember that the iPads and Chromebooks are distributed through the district office, and regardless of the cause of the damage, a damaged iPad will not be replaced immediately.

- If a student device is lost or stolen there is a chance the family will be responsible for paying a \$200 fee.
- If the device is damaged there is a chance the family will be responsible for paying a \$50 fee to the school to get a replacement.
- If a charger is missing, stolen or damaged there is a chance the family will have to pay a \$20 fee.

School Attendance Zone Policy

Only current residents of our attendance zone may be admitted to this school.

If your child no longer resides in the Meeting Street Elementary - Burns attendance zone, you will have to enroll him/her at their new attendance school.

Any student attending Meeting Street Elementary - Burns as an Approved Student Transfer will be required to complete the Student Transfer contract. Attendance, grades and behavior are all factors that may result in the contract being terminated and the student being withdrawn from Meeting Street Elementary - Burns.

Confidentiality

All children and families have the right to expect that all information about their family will be kept confidential, including student name, address, or any other information that could identify a child. A child's behavior and development should be discussed only with his/her teachers and parents. All staff members are committed to abiding by the National Association for the Education of Young Children Code of Ethical Conduct regarding confidentiality. All records are stored in secure cabinets and computer files. Only authorized personnel will be given access to personal information.



Cafeteria

Meeting Street Elementary - Burns' food service is provided through CCSD's food service program. Meeting Street Elementary - Burns provides breakfast, a snack, and lunch. For the 2025-2026 school year, meals will be provided at no charge for all Meeting Street Elementary - Burns families. This could be subject to change.

Food Allergies and Other Special Dietary Needs

If students have a food allergy or other special dietary needs, **parents must update their child's PowerSchool account and Emergency Health Information and should include the following information:**

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

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

Food Service Programs

Breakfast is served from 7:45-8:00 am. In the event of a late-arriving school bus, students who rode a late bus will be served breakfast.

We have a 20 minute lunch period. Students may bring their own lunch from home. If a student brings their own lunch, please pack a healthy, balanced lunch. Students are not permitted to supplement school lunch with snacks. They must bring their own lunch or eat school lunch.

Students will be allowed water breaks during the day and will be provided water or milk at lunch. Families are encouraged to send their children to school with a reusable water bottle.



Birthday Celebrations

We recognize the importance of birthdays in a student's life and will do our best to make each student's birthday special. Classes will honor all student's birthdays during their closing circle.

If a parent wishes to celebrate their child's birthday at school, see below for our school policy regarding birthday celebrations:

- Birthday treats can only be served during your child's lunch or between 1:45-2:30 PM during closing circle time in the student's homeroom and will be limited to 10 minutes of celebration time unless prior arrangements have been made with your child's teacher.
- All birthday treats must be store-bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to students.
- Please check with your child's teacher regarding ANY allergies that students may have in the classroom. If allergies are present, please make sure to bring snacks/treats that do not contain the known allergen.
- Parents must bring enough treats for the entire class.
- Items dropped off or delivered, must be left in the Front Office. Instruction will not be interrupted to deliver celebration items.

We ask that parents:

- Notify the teacher at least two days prior to the birthday.
- Help clean up the rooms after the celebration, as the teachers are on dismissal duty or teaching immediately afterwards.

The school reserves the right to limit any birthday celebration if it is endangering the safety of students or if it is impeding the academic day.



Health Records & Immunizations

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

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

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

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

Injuries & Illness at School

We follow all CCSD nursing policies and our nursing services are managed by CCSD and MUSC. Any student illness or injuries (or suspected illness or injuries) are to be reported to the nurse as soon as possible. The nurse will decide the best course of action and plan for treatment. Any time a student is sent to the nurse, the nurse will contact the parent, either via a phone call, email, or note home, to notify them of the concern, injury, and/or treatment.

MUSC Telehealth Clinic

MUSC Children's Health has provided a full telehealth system for our school clinic. Students and families with either scheduled or non-scheduled appointments will be able to video conference with doctors at MUSC. Medicaid will pay for visits in full, and the MUSC team is continuing to work with private insurance plans as needed to secure coverage. MUSC will communicate with our school based nurse of any treatment provided to support continuum of care.



Emergency Situations

If there is a real emergency at school, the parents or guardian will be notified immediately. If the parent or guardian cannot be reached, the emergency contacts (per the Medical Emergency Authorization Form) will be called. Meeting Street Elementary – Burns 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.

It is a requirement of enrollment that the parent or guardian sign approval to transport their child in an emergency situation via the Emergency Squad ambulance.

Management of Communicable Diseases & Mildly Ill Children

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

All of our staff members will also abide by our health policy, respecting your children's health when they demonstrate symptoms of cold or flu. Our nurses have training or will receive training during their first year of employment in the recognition, prevention, and management of communicable disease from the "American Red Cross" or from a registered nurse. If a child shows signs of illness, the parent or guardian will be contacted and the child will be sent home. Symptoms that are cause for sending a child home are: diarrhea, severe coughing, fever



of 100° F (taken by axillary method) or higher, difficulty or rapid breathing, yellowish skin or eyes, conjunctivitis, untreated skin eruptions, unusually dark urine and/or gray or white stool, stiff neck, sore throat, runny nose, earache, unusual spots or rashes, nausea or vomiting, or evidence of lice, scabies, or other parasitic infections.

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

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

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

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

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

A communicable disease chart from the South Carolina Department of Health is posted in the nurse’s office for reference. In the event of an outbreak of a communicable disease within our enrollment, parents will be notified on the day the outbreak is discovered. For purposes of definition, a single case of measles constitutes an outbreak. A mumps outbreak will be



determined based upon the number of mumps cases and the epidemiological link of the cases. An outbreak of rubella will be dependent upon laboratory evidence, evidence of related cases, and clinical illness. Whether it is a measles, mumps, or rubella outbreak, any child who cannot show proof of immunization must be excluded from the school until such proof is provided or until the outbreak has been declared over.

All medications, fluoride supplements, or food supplements will be kept out of reach of children in the nurse's office at all times. A medication requiring refrigeration shall be refrigerated immediately upon arrival and shall not be stored in an area where it can contaminate any food products.

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

Administration of Medications

Meeting Street Elementary – Burns follows all CCSD protocols in the administration of medications to students. This policy includes that medication will not be administered unless there is a signed and dated parental consent form on file.

Restroom Procedures

It is expected that all Meeting Street Elementary – Burns 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.

Documentation must accompany any student that requires assistance with using the restroom, for personal or medical reasons. This documentation should be provided by the child's medical provider.



General Health & Safety

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

Emergency Procedures

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

Inclement Weather

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

Visitors

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



Mandated Reporting

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

Search Policy

In order to keep all of our children safe, any article of clothing or item brought onto school property or brought to a school sponsored event is subject to search and seizure. If a student needs to be searched for suspicion of contraband or stolen items, two staff members must be present for the search.

Non-Discrimination Policy

Meeting Street Elementary - Burns admits students of any race, religion, color, disability, sex, sexual orientation, gender identity, national origin, immigrant status or English-speaking status and guarantees all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate based on race, religion, color, disability, sex, age, sexual orientation, gender identity, national origin, immigrant status, English-speaking status, or marital status in the administration of its educational policies, admissions policies, hiring policies, and athletic and other school-administered programs.

Liability Insurance

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



License to Operate a Preschool

Meeting Street Elementary - Burns is licensed to legally operate as a Child Care Preschool program by the South Carolina Department of Social Services. This process includes visits from the Health Department and the State Fire Marshal. Random visits are conducted twice annually by the Department of Social Services to ensure adherence to state standards. Re-licensing occurs every two years.

A copy of the preschool license is posted in the school lobby, and a record of our license is available from the South Carolina Department of Social Services upon request. Copies of the laws, rules, and current inspections governing child day care are available at the school to any parent or guardian upon request.

Meeting Street Elementary - Burns is licensed to serve over 17 students in our Pre-Kindergarten classes of three and four year olds Monday through Friday from 7:30am-3:00pm Meeting Street Elementary - Burns does not discriminate in accepting students on the basis of race, religion, color, disability, sex, sexual orientation, gender identity, national origin, immigrant status or English-speaking status The preschool does not discriminate against any person in admissions, employment, or otherwise that is in violation of the law.

Attendance Policy

- The expectation is that all students are on time every day and stay for the entire school day. Attendance is directly linked to school performance and students must be in attendance to make strong growth. Any student arriving after 8:00 AM will be considered tardy and any student leaving school before 3:00pm will be marked as having an early dismissal. Students must be in school for a total of 4 hours for them to be counted as present for the day.
- If a child will be absent on a particular day, the parent or guardian should send a note in the student's folder letting us know the date(s) and reason of absence.
- 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, address and telephone number(s), 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.
- If a PK student has 15 total (unexcused) absences, the student will be removed from the PK program.
- If a PK student has 20 tardies, the student will be removed from the PK program.
- If a PK student has 20 early sign-outs, the student could be removed from the PK program.



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

Meeting Street Elementary – Burns requires that all children who are accepted into the program must be toilet trained by the first day of school. Children wearing pull ups or any kind of training pants are considered to be non-toilet trained and cannot attend until they are fully toilet trained. If your child is not toilet-trained he or she will be excluded from the preschool until the toilet training is completed. Soiled children's clothing will be double bagged in a sealed plastic bag and sent home with the child for cleaning. All families should send one change of clothes to school that will stay in their child's cubby for times when there are accidents.

Any time a student has an accident, the time and location should be documented on the bathroom accident form. Any time a student has an accident, a parent should be notified through a written note or through a phone call. If a student has 3 or more accidents in a 5 day period, an in-person conference will take place with the student's parent/guardian to create a potty plan.

1. Parents will be notified of repetitive bathroom accidents and problem solving strategies should be discussed in collaborative fashion through a potty plan.
2. Parents will be notified that if the student has 3 or more bathroom accidents in a 5 day period, temporary removal from the program may be required to complete toilet training at home.

All students in the Pre-K and Kinder program should have a spare uniform (including uniform shirt, a bottom, and socks) at school. When wet/soiled clothes are sent home for cleaning, another spare uniform needs to be sent to the school for the student to access in case of another accident. Students have a 2 week grace period to acclimate to school routines and procedures before the Bathroom Accident Policy can be applied.

Ratio of Child-Care Staff Members to PK Students

The following staffing ratios apply at all times children are present on the premises and during activities away from the center and shall be prominently posted in all classrooms. When there are mixed age groups in the same room, the staff-to-child ratios shall be consistent with the



age of the majority of the children when in the mixed age group. No child will ever be left alone or unsupervised.

Child's Age	Staff-to-Child Ratios
Birth to one year	1:5
One to two years	1:6
Two to three years	1:8
Three to four years	1:12
Four to five years	1:17
Five to six years	1:20
Six to twelve years	1:23

PK Afternoon Nap

The children enrolled in the Pre-K program will be attending for a full day, from 7:30am-3:00pm thus, there will be a nap period included in the afternoon for a period of 60 minutes to 90 minutes, never to exceed 1 hour and 30 minutes in a 24-hour period. All children will be required to begin the nap period by resting on their nap mat, but no child will be forced to go to sleep. The appropriate child/staff ratio will be maintained at all times during the nap period. Naptime preparations will be complete before the nap period begins. No child will ever be left unsupervised. Each child will be assigned to their own mat. The mats and their cleanliness will meet the requirements of the South Carolina Department of Social Services regulations.

Provisional Employment

If an unexpected staff or teaching vacancy occurs, Meeting Street Elementary – Burns will try our best to cover that vacancy with another Meeting Street Elementary – Burns & DSS certified staff member. If we are unable to do so, we will hire a substitute (a provisional employee) who is DSS certified.



PK Tracking Children

Children can enter the building in one of three different ways:

- Children may be dropped off in the carpool line. If so, teachers will help them out of the car and they will be under staff supervision all the way to their classroom.
- **Four-year-old children may ride the bus.** If they ride the bus, they will be supervised on the bus by an employee of Coastal Bus Line and will be supervised by Meeting Street Elementary - Burns staff as they exit the bus and will be supervised all the way to their classroom.

Once in the building, all preschool teachers will use the daily tracking sheets, monitoring and recording their students every time they leave the room or change locations. In addition, while on field trips outside of the building, our teachers will use a tracking system to ensure that all students are accounted for at every transition between locations.

Children can leave the building in one of three ways:

- At dismissal, they are escorted to the bus and supervised as they get on the bus **(available only to four-year-old children)** by Meeting Street Elementary - Burns staff and are supervised on the bus by Coastal Bus Line or First Student staff.
- At dismissal, they are escorted to the carpool waiting area where they are supervised until a positively identified adult has been approved to pick them up.
- If a student has to leave the program before dismissal time, the adult picking them up has to submit identification and be positively verified as an approved contact. Students will be escorted to the main office and released to the approved adult.

Release of Children

Parents, guardians, or other authorized persons must come to the school office to sign-out children. A state issued photo ID will be required to pick up the student if the dismissal tag is not present, and the person must be listed on the emergency card. If you do not want a particular individual to pick up your child, the school must be notified in writing. If a child is to be released to only one parent, a copy of the court order appointing that parent the only legal custodian and/or restraining order prohibiting a parent from having contact with the child, must be on file with the school.





Meeting Street Elementary - Burns Handbook Acceptance Form
2025-2026

I have received the 2025-2026 Meeting Street Elementary - Burns Handbook. I understand that this handbook captures the policies and procedures of our school, but that policies and procedures will need to change from time to time. I understand that the school will update this handbook periodically and will notify me of any changes. I understand that Meeting Street Elementary - Burns is a public-private school of innovation partnership with CCSD. I understand that they reserve the right to make adjustments and modifications to meet the needs of all students and staff.

I understand that Meeting Street Elementary - Burns follows the CCSD code of conduct and does not use corporal punishment.

Student Name:

Parent Name (print):

Parent Signature:

Date: _____

Pre-K Families Only

I understand that my student needs to follow potty training policy, uniform policy, and attendance policy in order to maintain enrollment in the Meeting Street Elementary - Burns Pre-K Program.

I understand that Meeting Street Elementary - Burns follows the CCSD code of conduct and does not use corporal punishment.

I give permission for my child to attend school sanctioned field trips.

Parent

Signature _____