

**Mt. Pleasant Academy  
Parent-Student Handbook  
2019 - 2020**



605 Center Street  
Mt. Pleasant, SC 29464  
Phone: (843) 849-2826  
Fax: (843) 849 - 2897

CHARLESTON COUNTY DISTRICT OFFICES  
75 Calhoun Street, Charleston, SC 29401  
Dr. Postlewait, Superintendent of Schools

Mt. Pleasant Academy Administrators

Kim Jackson, Principal  
Katie Manahan, Assistant Principal



## Our Mission

The mission of Mount Pleasant Academy Elementary School, working in partnership with families and the community, is to assist each student to excel academically, to act responsibly, and to expand talents and social skills by providing diverse learning experiences in a nurturing environment.

## OUR MISSION

*The mission of the Charleston County School District is to educate and support every child in achieving college, career and citizenship readiness.*

## OUR VISION

*CCSD is a premier school system in which*

- *Every child is supported in and out of school*
- *Every child succeeds academically*
- *Every child graduates from high school prepared for employment in the modern workforce or credential completion or postsecondary degree*
- *Every student, teacher, principal and staff member is valued and respected with the opportunity to learn everyday*

## OUR VALUES

- *SERVICE – We are selfless in support of our students and each other.*
- *ENTEGRITY – We honor truthfulness, fairness, consistency, and transparency.*
- *INCLUSIVENESS – We treat each other with dignity and mutual respect*
- *EQUITY – We target resources, support and attention where the need is greatest.*
- *COLLABORATION – We are stronger when we work together on behalf of every child.*
- *EXCELLENCE – We make decisions that are student-centered, data-informed, and evidence-based.*



[CCSD Family Resource Center](#)

### Office Staff

Bobbie Burnett, Secretary/Bookkeeper  
Sue Williams, Office/Data Clerk

### Daily Schedule

7:20am- Warning Bell

7:25am- Tardy Bell

2:25pm- Dismissal

### Arrival and Dismissal Procedures

For safety reasons, students are not allowed to come to school before 7:05 AM when adult supervision begins. **Please do not let your child out of your vehicle until there is MPA staff present.**

At arrival and dismissal times, students must use the entrances at either the door nearest the bike racks or at the roundabout at the back of campus near the library. During school hours, these entrances are locked and we will use the Center Street entrance. When students arrive at school, they are to go to their classrooms or the cafeteria for breakfast. Please make arrangements to pick up students by 2:25pm.

For the safety of all children, parents and visitors must sign-in with their valid driver's license at the front office. This includes parents who walk their children to class in the morning. (We do make an exception to this rule on the first day of school while students are getting acclimated to the route to their new classes.) After the first day of school all parents will be required to sign-in at the office. We ask that you help us foster independence by allowing him/her to walk to class on their own after the first three days of school. We have adults on duty to help our students get safely to and from class.

**PikMyKid Dismissal:** We are excited to share that after careful consideration, our school will now be using a program to help organize the school dismissal process and improve safety. This program is a phone application downloaded onto your smartphone (found in the app store) and will allow you to notify the school of pick-up changes and authorize others to pick-up your child from school, alert you when your child has been picked up or sent home on the bus, as well as help organize the car line during pick-up.

The registration process is easy and we ask that all parents register with the phone application as soon as possible. Several resources are included below to help you understand how to use the application and assist you with this transition. Please make sure you register with your personal current mobile phone number our school has on file for you and that it is a current number or the app will not allow you to access your child's information for security reasons. If you do not think the school has your mobile number on file or if your child does not appear in your app's home page, contact support@pikmykid.com mailto:support@pikmykid.com after registration, with your child's name, school, grade, and updated contact information for you. Anyone who will be picking up your child should also register themselves with the application. Their screen will be blank and they will not have any authorization until you allow it within the app. Also, please keep a look out for the new car tags going home in the coming weeks. Thank You for your cooperation! Please note: If you want to know more, go to this link <https://www.pikmykid.com/features/for-parents/>

### Transportation Information & Dismissal Changes

It is crucial that you inform your child and his/her teacher, ahead of time, of your child's dismissal plan so he or she can be dismissed to the correct location. Please do not go directly to your child's classroom to pick him/her up.

- ◆ Please make every effort to schedule your child's appointments after school hours. It is also helpful when teachers are notified in the morning of appointments so that they can make arrangements to cover any missed instruction.
- ◆ Dismissal changes must be made via the PikMyKid app. These changes will be announced to teachers at 2:00. **Changes will not be accepted after 1:45pm.**
- ◆ You, as well as those listed on your child's emergency card, must present a license when requesting to take your child out of school early. Likewise, when you call ahead in an emergency and grant permission for an alternate person to take your child home, you must provide the secretary with identifying information and the alternate person will need to show a license upon arrival.
- ◆ The office *will only be able to take emergency dismissal changes via telephone*. You may be asked to verify student information before your child will be notified of the change.
- ◆ We ask that you do not call the office requesting your child be called before you arrive. This results in your child missing additional instructional time.
- ◆ Please avoid calling the office to make transportation changes after 2:00 PM. It is often impossible for secretaries to look up the birth dates and get the messages to the classrooms by dismissal while continuing to answer phones and accommodate visitors signing in and out.
- ◆ Further, we would greatly appreciate you not signing your child out during the last 25 minutes of the day for the same stated reasons. **Of course, emergencies happen and naturally, we understand those circumstances. We will not be able to repeatedly call the same child to be signed out after 2:00PM.**

**Walkers** We are so excited that so many of our students walk to school. For everyone's safety we can no longer allow parents to park and walk across the parking lot between cars to pick up their children. Safety is our top priority and we have designed an access point in the grassy area between ball fields #2 and #3 near the rear of the school. If parents wish to park, we ask that they park in the lot beside the baseball fields and walk their child up through the fields. In the afternoons, parents will enter and exit between the back two baseball fields. Your child will be supervised and waiting for you in the grassy area near the stairs. (see attached map)

**Bike Riders** We ask that all parents and students riding bikes cross at Center Street where Mr. Charles is normally located. By choosing this mode of dismissal for your child, you are giving them permission to exit campus with or without an adult. Our ability to supervise students ends once children exit our campus. For safety reasons we ask that students get off of their bikes at the cross walk and walk their bike to the bike rack. Students are prohibited from riding bikes, scooters or skateboards once on campus. Bike racks are located at the side entrance of the school .

The school cannot be responsible for lost bicycles. Locks and other precautionary measures are the responsibility of parents and students.

### Bus Transportation

The front horseshoe is used for bus arrival between 6:55 - 7:05. Bus transportation is provided by the Durham School Services for district students who live more than one and a half miles from school. Our bus riders will all be on the same [route this year](#). Students will ride bus #237 to and from school.

### Kaleidoscope After School Program

Kaleidoscope is a supervised after-school program provided for students. Contact our site administrator, Sandie Reed at 843-849-2877 for additional information. Afternoon pick up for Kaleidoscope students begins at 3:00PM. You may park to sign your child in the car loop located on the side of the building.

### Communicating with Teachers

Please be respectful of instructional time in the classroom. Teachers may not be able to check for texts and emails on a regular basis during the day. They will do this during their planning period and before/after school. Please do not assume the teacher read your text/email if you do not get a response. If you have an emergency message, it is best if you call the school office at 849-2826. We will not accept responsibility for problems that occur because the teacher did not check texts or emails during the school day. The most efficient way to communicate all changes to your child's schedule is through a handwritten note.

### Classroom News & Information

All classroom teachers communicate with parents a minimum of once a week. This communication can include any of the following (this is not an exhaustive list):

- Traditional Newsletter – sent via email as a PDF
- Private class FB group, Twitter or Instagram accounts
- Digital Blog
- Page on MPA school website
- Bloomz, Remind101 or Class Dojo

Each classroom teacher is expected to have a daily communication system. This book or folder will be used for communication with parents, as well as homework. It is a MPA policy that assignment books are to be sent home each day and signed by a parent.

### Procedures for Parents with Concerns

FIRST Please communicate first with your child's teacher.

SECOND Kim Jackson, Principal and/or Katie Manahan, Assistant Principal

Whenever the Principal, Kim Jackson, is not in the building, Katie Manahan, Assistant Principal, will assume the Principal's responsibilities.

### **Bus Concerns:**

Durham Bus Co. Main Line (843.388.6107)

Durham Area Supervisor, Linda Cromedy (843.216.6621 or 843.216.6622)

Katie Manahan, Assistant Principal (843.849.2826)

### Section 504 Plans

If your child has a diagnosed disability and is struggling academically, he or she may qualify for a Section 504 Plan. Please contact our guidance counselor, Kristen Haile, by email or call 856-6801 to schedule a team meeting to discuss difficulties and begin an action plan or determine eligibility.

### Emergency Cards

Each student will receive an emergency card to be completed by the parent and returned to school. Parents must fill out this information COMPLETELY and notify the school anytime there is a change in information. In addition, we must have the names and telephone numbers of two other people we can contact in case of an emergency. Please let these people know that they are listed as emergency contacts on your child's emergency card. We strongly urge you to provide accurate and complete information on these emergency cards. It is extremely unfortunate if an emergency occurs, and we cannot contact the parent or another responsible adult. In the event that you are called to get your child from school due to illness, it is expected that you or your designee will arrive at the school in a timely manner.

**In a serious emergency, EMS will be called if no one listed on the card can be reached.**

School Messenger is an automated telephone call out system that will be used to send out reminders and emergency information. In order to make sure you receive these messages we must have updated contact information.

### Emergency Dismissal Procedures

Should an emergency dismissal be necessary for any reason, your child will be dismissed following their normal routine (bus, car, etc.)

- At MPA, our first priority is the safety of our children. Please trust us and try to suppress the urge to call the office to ask what our plan is.
- CCSD or MPA will broadcast a phone and email message should an emergency early dismissal be required. [See School Safety Measures](#)

### Attendance Policy

A big emphasis at Mt. Pleasant Academy is "time on task." In order to help your child achieve his or her fullest potential, we need your child to be at school and on time each day so that he/she will not miss crucial instruction and time processing and practicing new skills.

Charleston County has Attendance and Truancy Policies which are clearly written. The district has a Truancy Officer who assesses schools to determine if all absences are documented. We are accountable for following up on student attendance and tardiness issues.

### **Important facts about the CCSD Attendance and Truancy Policy:**

- All absences are classified as either lawful or unlawful and all absences, regardless of the classification, must be documented.
- Lawful excused absences include: student illness, serious illness of immediate family member, death of a family member, religious holidays, and suspension.
- Lawful unexcused absences include: absence as a result of an extracurricular activity that's not approved or requested by the administration, those suspended from the bus and do not report to school, those who go to appointments that



could be made outside of school hours, and student illnesses in excess of ten days that is not substantiated by medical statement.

- **Unlawful absences** include: students who are absent from school without acceptable cause with the knowledge of the parents (example- vacations and accompanying parents on business trips) and those willfully absent without the knowledge of parents. Unlawful absences are ALWAYS unexcused.
- Teachers are not required to allow students to make up work missed during an unexcused absence.
- A written excuse (not email) is required for all absences in all of the categories mentioned above. Failure to submit proper documentation within three days may result in truancy notification and/or conferences.  
[Susanf.Williams@charleston.k12.sc.us](mailto:Susanf.Williams@charleston.k12.sc.us) is the contact person for attendance.
- Excessive absences will be addressed by administration and guidance counselor. After ten absences, a doctor's note is required.
- Ten is the magic number! After 10 absences a student may be retained in his/her current grade, if attendance is a contributing factor in a student struggling academically.

Additional information concerning the Charleston County School District attendance policy is included in the CCSD Code of Conduct.

### Tardies

Students are expected to arrive at school on time. Entering the room even a few minutes late is disruptive to the tardy student, to the other children in the classroom, and it delays the beginning of the school day. Any student who enters the building after 7:25 will be marked tardy in the front office. Parents are required to walk their child into school and sign them in after 7:25 AM.

### Absentee Call Out

An absentee call out system is in place that notifies you if your child has been marked absent from school. The call will go out late morning. If you think you are receiving this call in error, please call the school at (843)849-2826.

### MPA School Uniform Policy

- Mount Pleasant Academy t-shirts or SOLID navy, white or red collared shirts
- Mount Pleasant Academy specialty t-shirts • spirit fest t-shirts or any school sponsored event shirt
- Solid (no patterns, stripes, or large logos) navy blue, tan khaki, white, or blue jeans long pants. No pajama jeans, or jeggings.
- Solid (no patterns, stripes, or large logos) navy blue, tan/khaki, white or jeans shorts, dresses/jumpers or skirts
- Solid navy or white leggings may be worn only under appropriate length shorts/skirts
- Mount Pleasant Academy sweatshirts or zipped up sweaters (available through MPA)
- Any shirt worn under a dress or uniform shirt must be solid navy, solid white or solid red

### DRESS CODE

This general policy acknowledges that appropriate, decent, and non-distracting attire must be worn in an educational setting. The goal of this policy is to assist students in



presenting themselves in a manner that is conducive to a safe and orderly learning environment. Families are encouraged to monitor their students' dress to ensure compliance.

1. Shoulders must be covered at all times (no sleeveless shirts or tank tops).
2. Clothing must fit appropriately. Pants and shorts will be worn at the waist. Bottoms must not be too loose or too tight as deemed by administration.
3. Clothing must be appropriate for the educational setting. Undershirts, elastic waist athletic type pants/shorts/skirts are NOT acceptable attire outside of field day or special specified events.
4. No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
5. Students may not wear accessories or jewelry that may be considered unsafe as determined by the school administration.
6. The minimum length of skirts, shorts, etc., must reach the point of the leg that is 5 inches above the crease in the knee. Skirts and shorts must be this length or longer even with leggings underneath.
7. Students may not wear hats, sweatbands, goggles, bandanas, hair picks or any headgear on campus. The hoods on hooded sweatshirts may not be worn.
8. Heavy jackets may not be worn indoors. Any jackets, sweaters, or sweatshirts worn indoors must be solid navy, solid white, or slide red. The uniform shirt must be visible underneath. MPA sweatshirts are encouraged and available for purchase through the school.
9. Health laws require students to wear shoes at all times. To prevent accidents, students should avoid wearing shoes that slide off easily. Open-toed and are acceptable but not recommended. All shoes must have a back or ankle strap. Flip flops, backless sandals (i.e.- Jack Rogers), bedroom shoes including slipper boots, and shoes with wheels are not permitted. Shoes with laces must be tied at all times. Athletic shoes are the most appropriate footwear for safety and comfort on campus.

### Visiting or Volunteering

MPA parents and other visitors are welcome in our school, but please remember that we are a place of business. Please use the Center Street entrance. **Our visitor system (Raptor) was recently updated. All visitors will be asked to present a driver's license during their first visit in 2018 - 2019.** The receptionist will scan your I.D. through the Raptor System and you will be given a pass which you are required to wear while in the building. In order to maximize instructional time, do not disturb teachers when they are teaching and do not take preschool children into the classrooms during instructional time. If you want to volunteer in your child's class, please coordinate that with the teacher. If a classroom observation is desired, please coordinate that with the administration.

The MPA office will be glad to deliver any item your child forgets to bring to school. Lunch and recess are good times to visit your child. Staff members are **expected** to ask any adult without identification to check in with the office. This is for the safety of all the children in our charge.

Parent volunteers are a vital part of the school. There are many opportunities for parents to become involved at MPA. Please complete and return the volunteer form that is included with the opening school packet. In addition, all volunteers must complete an online application, which includes a criminal background check, every three years. This application can be completed following the link below.

<https://apps.raptorware.com/vsoft/kiosk/volunteerregistration?ClientId=BED981FC-4E5D-462C-9571-56ED013B4F93>

**Student Behavior Expectations**

We will follow the CCSD Code of Conduct and CCSD Progressive Discipline Plan for all student

The CCSD Code of Conduct can be found at

We have four, school-wide MPA behavior expectations:

1. (S)- Self-Control: Doing what is right even when I feel like it.
2. (O)- Organization: Putting things in place and planning for success.
3. (A)- Accountability: Doing what I am expected to do and accepting the results of my choices.
4. (R)- Respect: Acting in a way that shows I care about others feelings.



**Mt. Pleasant Academy Expectations**

	What does it mean?	What does it look like in the hallways?	What does it look like in the restrooms?	What does it look like on the playground?	What does it look like in the cafeteria?	What does it look like in the classrooms?
<b>S</b>	"Doing what is right, even when I don't feel like it."	Keep my hands, feet and objects to myself Walk safely	Wait patiently for my turn Use the restroom appropriately	Keep my hands, feet and objects to myself Use equipment appropriately	Keep my hands, feet and objects to myself Stay in my space	Keep my hands, feet and objects to myself Follow all classroom rules
<b>O</b>	"Putting things in place and planning for success."	Walk on the right side in the second square from the wall	Wash my hands	Stay in designated areas Line up immediately	Get all needed items before sitting down Sort waste Follow dismissal procedures	Keep up with my belongings Put things in their places
<b>A</b>	"Doing what I am expected to do and accept the results of my choices."	Go and return promptly	Keep restrooms clean Go and return promptly	Gather my belongings before I leave Return recess equipment	Clean up my area before I leave my seat	Turn in my work to the right place and on time
<b>R</b>	"Acting in a way that shows I care about others feelings."	Voice level = 0 Smile and wave silently at others Appreciate hallway work	Voice level = 0 Be mindful of others' privacy	Include others Solve problems peacefully Take turns	Voice level = 1 Use my manners	Speak to everyone with a nice tone

Level 0 = No talking

Level 1 = Whisper

Level 2 = Conversation voice

Level 3 = outside voice

\*At Parent Orientation, teachers will communicate more specific classroom expectations, as well as consequences and reward systems specific to their classes.

Referral to administration only occurs after the teacher has tried classroom management interventions. For example:

- reteach expected behavior from matrix
- review agreements
- visual or verbal cues
- increased proximity
- logical consequence
- take a break
- Classroom Reflection Sheet

We regard disruptive behavior that results in referral to administration as serious. In all cases, administration will conference with student and contact parents. One or more of the following actions will occur:

- Phone call to parent
- Restitution
- Send student home
- In-school suspension
- Parent conference
- Probation by administration
- Out-of-school suspension
- Referral to school psychologist

### Curriculum

Students in Child Development through fifth grade receive instruction in academic subjects as mandated by the South Carolina Department of Education. Special programs and enrichment opportunities are offered.

### Frequent Monitoring of Student Progress

An integral component of the academic program is the frequent monitoring of a student's progress. A number of different assessment strategies are used by teachers throughout the year in order to determine a student's mastery of skills in various subject areas.

### Measure of Academic Progress (M.A.P)

Students in Grades K-5 will visit the Map Lab once in the fall, winter, and spring to take three, un-timed MAP tests. The results of MAP give teachers diagnostic and prescriptive data regarding students' instructional needs. The data will provide a "road map" for teachers as they plan for individual student's strengths and weaknesses. MAP data is used to differentiate instruction and to group children for instruction based on their common strengths and weaknesses.

Regardless of a student's achievement level (whether they are at the 2nd percentile or 99th percentile), we want our MPA students to grow as much as possible. By the end of each year, the cumulative test data will measure the extent of growth in student achievement.

### Report Cards and Grading Scale

Report cards will be sent home at the end of each nine weeks.

Report Cards
Wednesday, Oct. 30
Wednesday, Jan. 22
Wednesday, April 1
Wednesday, June 3

Interim reports will be sent home to parents at the middle of nine weeks. Report cards

and interim reports are to be signed by the parent/guardian and returned to the school the next day.

An explanation of the grading system is given below:

#### **Grades K-2: Performance Rating Definitions**

C- The student has mastered the grade level expectation of the standard for this grading period.

E- The student continues to need support with grade level expectations of the standard for this grading period.

N- The student has not met the grade level expectation of the standard for this grading period. (Area of concern)

NA- Not assessed this grading period.

#### **Grades 3-5**

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

#### **Test Revisions Policy:**

Students can be allowed to retake a test for purposes of determining if they know the content. This must be in a different format than the original test. The student's grade on the new test will replace the original grade. Test revisions are NOT allowed to change the overall grade of the test, but may be allowed to add up to 5 points on tests where a student earned less than a 69.

#### **Student Awards**

First and third nine week awards may be recognized in the classroom, by the teacher; there will be no school-wide awards ceremonies for this time. We will however have academic award ceremonies for third-fifth grades at the end of first and second semesters.

#### **Principal's List and Honor Roll**

In order to make the **Principal's List**, a student must have the following on the report card:

- 90 or above in content areas (not an average of all areas together)
- Includes special area grades and excludes handwriting

In order to make the **Honor Roll**, a student must have the following on the report card:

- 80 or above in content areas (not an average of all areas together)
- Includes special area grades and excludes handwriting

#### **Promotion Standards**

The principle of doing what is best for each individual child guides promotional decisions in the Charleston County School district. It is the District's intent to fully support the judgement of professionals in whose hands we have committed the well-being of our children. Readiness for the next grade level, as determined by student performance in the academic curriculum, is the most important factor in a promotion decision. Consideration may be given to other relevant factors as a student's age and maturity.

We believe that in a nurturing, but rigorous instructional environment, all children can progress and graduate from high school college or career ready. We believe that success in school is a joint responsibility of teachers, students, and parents. Parents will be fully informed when concerns arise which affect their child's progress in school.

### Homework

At Mt. Pleasant Academy we believe that spending time with family and being physically active each day is critical to the welfare, health, and happiness of children. Homework is for students to practice and use what they have learned. If your child is consistently not able to do the homework independently, please contact the teacher.

#### Time guidelines:

<u>Grade</u>	<u>Maximum Nightly Minutes</u>
Kindergarten	10
1st & 2nd grade	20
3rd grade	30
4th grade	40
5th grade	50

If your child is unable to complete the homework in the time outlined, please write the teacher a note. We do not want children spending all evening on homework assignments.

### Homework Requirements:

- Students should have homework related to skills that need to be practiced, not skills that have not yet been taught.
- Homework should include nightly reading and math practice/problem solving.
- Teachers may assign specific topics or subjects (science, social studies. etc.) for reading.
- Homework may not count as a grade.
- Minimal homework will be given on school wide event nights (for example Holiday on the Horseshoe). Students must not be required to study for a major test on school event nights.

Please help establish a consistent, organized place for homework to be done and a schedule for completing homework.

Encourage, motivate, and prompt your child, but do not do the homework for them (unless the teacher indicates that the assignment is a family activity).

### Standardized Tests

All students in grades 3-5 take SC Ready in Reading, English Language Arts - writing, and Math. The Palmetto Assessment of State Standards Test (PASS) in science is administered to students in 4th grade. CCSD requires MAP testing in grades 2-5. Kindergarten and first grade students will be taking FASTBridge assessments in Reading and Mathematics.

### Parent-Teacher Conferences

Parent-teacher conferences are encouraged for your child's academic success.

All parents are asked to participate in a fall conference regarding your child's grades, interpersonal skills and recent MAP tests. Parent-teacher conferences are more effective and productive when teachers can prepare for the conferences. Please schedule

conferences in advance with your child's teacher. We ask that parents do not conference with teachers while they are teaching and supervising children.

### Student Books and Fees

Instructional fees are due at the beginning of the school year. **Make checks payable to Mt. Pleasant Elementary School** and submit them at *Fact and Fee Day*. A student enrolling any time during the year must pay full price for new workbooks. All non-consumable textbooks are issued to students free of charge. When a student transfers out of the school, please see that all state textbooks and library books are returned. Any lost or damaged book fees must be paid.

### Breakfast & Lunches

Applications for the Free and Reduced Breakfast and Lunch Programs are included in the Opening Day Packets. Please fill these out and send back as soon as possible.

Breakfast is served daily. We encourage students who would like breakfast to plan arrival in enough time to eat and get to class by 7:25. Students who arrive late and need breakfast will be given an alternative to the prepared items.

Student breakfast \$1.40 Student lunch \$2.25  
Adult breakfast \$2.25 Adult lunch \$3.75  
Reduced breakfast \$.30 Reduced lunch \$.40

Parents are encouraged to prepay for meals online at <https://www.k12paymentcenter.com/> or [at Nutrition Services](#) and charge meals using your credit card.

If you do not use your credit card, please send separate checks for each child and make all checks payable to Mt. Pleasant Academy. Please give each child his own money for daily lunch. Students are not permitted to go from one classroom to another to give money to brothers and sisters for fees, field trips, lunch, etc.

Questions about your child's breakfast/lunch account should be directed to the cafeteria manager. 843-856-6805.

### Recess

Recess is scheduled daily, weather permitting. Teachers and the administration will determine which activities constitute safe play. Organized games, like soccer, require that the teacher participate in the game (either as a player or a referee). **Football is not allowed.** Students who do not complete homework may be asked to do so during their recess time. As a consequence for inappropriate behavior, teachers may ask a child to walk laps around the playground at recess, thereby losing some play time, but also getting exercise time. Parents are not allowed to supervise children during recess.

### Clinic and Medicines

The school clinic is limited to handling first aid cases that occur at school. A sick child should not come to school. If your child has a fever, he/she should be fever-free for 24 hours before he/she returns. If your child becomes sick at school he/she will be sent home as soon as his/her parents can be contacted. It is of utmost importance that phone numbers and emergency cards be kept current.

**Medication/Medical Procedures:** (CCSD policy JLCD-Assisting Students with Medications)

*CCSD schools are currently allowed to dispense a limited list of over-the-counter medications with parental consent. Please see the clinic emergency card for the list.* Any medication to be administered at school requires a Doctor's Order form to be completed by the parent and the doctor. Medication must be provided by the parent in the original, sealed, properly labeled container. Any medical procedure (such as blood sugar checks, tube feedings) to be performed at school requires a Doctor's Order form to be completed by the parent and the doctor. Doctors Order forms are available from the school nurse or online at [Nursing Services](#)

Under no circumstances is a child to transport any medication (over-the-counter, prescribed, etc.) at any time.

#### Health Screening

Our school nurse conducts routine health screenings, which include vision, hearing, blood pressure, BMI, and dental checks. There is a place on the *School Info Card* for you to indicate if you do, or do not, want your child to participate in health screenings.

#### Food Allergy Policy

Because the safety of all children is our utmost concern, Mt. Pleasant Academy staff, students, and parents are expected to honor restricted food zones within the school. For example, there are several "No Peanut Zones" in the main building as well as at specified tables in our cafeteria. We will adjust the food allergy zones based on students' needs each year. If your child has a life-threatening food allergy, please communicate that to his/her teacher and the school nurse.

#### Birthday Celebrations

Students birthdays will be announced on the morning news show. Following that, students may come to the office for a special birthday pencil. Birthdays should not be celebrated during school instructional time. If you want to bring in a small treat it can only be during lunch. Please be mindful of children's food allergies. We cannot allow balloons, party hats or other party items. These items should be kept for parties at home.

#### School Accident Insurance

Optional student accident insurance is available. If you are interested in purchasing this, please request the forms from our front office. This is only offered at the beginning of each school year.

#### Media Release

A Denial of Media Release Form is sent home at the beginning of the year. If you grant permission for your child's picture to appear in the media (MPA website, yearbook, newspaper, TV, videos, etc.) as part of positive media coverage for our school, you do not need to sign and return the form. Please only sign this if you do NOT want your child to be in the yearbook, class pictures, media coverage, etc.

#### Student Cell Phone Use

Cell phones/iPhones are not permitted to be used during school hours and it is highly recommended that children not bring them to school at all. However, if for safety reasons, a parent deems it necessary for his child to have a phone, the phone must be stored out of sight (in bookbag) and in the "off mode" during school hours (this is CCSD's policy). Should a student need to contact a parent during school hours, the regular school phone lines should be used. Teachers are instructed to collect cell phones that are seen or heard during school hours, and parents will be required to come to the school and personally retrieve such phones. The school staff and administration will not be responsible for the loss, damage, or theft of a student's cell phone. A student who



brings a cell phone to school does so at his/her own risk.

### Electronic/Technology Devices

(Including Kindles, iPads, iPods, and Video Games)

Students are asked to leave personal electronic and technology devices at home. Each child has his own school-issued iPad for use in class. All school-based devices are equipped with safety features that filter out inappropriate content. Obviously, we are not able to filter what is on students' personal devices, which is one of the reasons we ask that personal tech items be left at home. Further, electronic devices are expensive items for which the school can't be responsible should they be lost, stolen, or damaged. Please refer to Charleston County's [Code of Conduct](#) for more detailed information regarding prohibited electronic devices.

### Videos/TV

Videos and TV will be used only for instructional purposes and must directly relate to a unit or theme being taught. In most cases, only clips of videos are used in instruction.

### CCSD Technology Acceptable Use Policy

Our students are fortunate to have access to technology through computers, iPads, Chromebooks, etc. Please review the CCSD Acceptable Use Policy below:

[https://intranetccsd.sharpschool.net/UserFiles/Servers/Server\\_27687284/File/Back%20to%20School%20Resources/1718/IJNDB.pdf](https://intranetccsd.sharpschool.net/UserFiles/Servers/Server_27687284/File/Back%20to%20School%20Resources/1718/IJNDB.pdf)

### Lost and Found

Students are encouraged to be responsible for their own possessions. Neither the school nor teachers will be held accountable for lost items. Items that are found will be placed in the lost and found room near the kaleidoscope entrance. Please encourage your child to check it if he/she has lost any item, or sign in at the office and search the area. Unclaimed items will be donated to charity several times throughout the year. We encourage you to label your child's personal belongings with his/her first and last name.

### Transfers and Withdrawals

As soon as a parent knows the date of transfer, please notify the teacher and the office in writing. We need this information at least two days prior to leaving. You will need to come into the office to transfer your child. The student must return all textbooks, library books, and other school property. Lunchroom fees, library fees, and other school fees must be paid.

**Online Payments** This year parents will be able to pay fees, purchase t-shirts and pay for field trips through our online store at <https://mountpleasant.revtrok.net/>. Please make sure you reference your child's name and grade/class with every purchase. \*purchases made before August 19 will only reference grade level.

### Field Trips

Field trips are held periodically during the school year to broaden students' learning experiences. Students must have written permission from parents to participate. Information is sent home prior to each field trip.

We welcome parents as chaperones for field trips. Chaperones are required to be cleared through our school's security screening process. Here is the link:

<https://apps.raptorware.com/vsoft/kiosk/volunteerregistration?ClientId=BED981FC-4E5D-462C-9571-56ED013B4F93>

If you choose to attend a trip with your child's class, please do not bring other children with you. As a chaperone, you will help serve in a supervision role for our students and this will require your utmost attention to them. If the field trip ends with 1 hour or more of the school day remaining, we request that you allow your child to return back to school to complete the day. If you choose to drive your own vehicle on a field trip, only your own child is permitted to ride with you.

### CCSD Field Trip Policy

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his school program to enable him to participate and shall be counseled as to his obligations in fulfilling them. The administration may place restrictions upon a student's participation when, in the staff's judgment his welfare requires it. Charges or fees for field trips may be necessary. No funds are budgeted for field trips. Field trips may be denied because of cost or because the sponsor has not made arrangements for all students in the group to participate.

Students who participate in field trip activities shall be limited to those who are participating in the particular subject or activity and will benefit by achievement of the specific educational objective.

### Flyers and Advertising

Charleston County policy prohibits soliciting on school grounds as well as using the school as an advertising entity. Therefore, we are unable to send home flyers/advertisements from personal businesses. We will continue to share Mt. Pleasant Parks and Recreation offerings and any CCSD or community sponsored (non-profit) activity that the administration feels would benefit our students.

### Pets

No pets are allowed at school unless you have permission from your child's teacher. No pets are allowed on school property at arrival or dismissal times.

### School Pictures

Individual school pictures will be taken in the fall of the school year.

### Parent/Teacher Association

Officers for the 2019-2020 school year are:

**President:** Charlotte Guerry

**Vice President of Fundraising and Membership:** Tiffany Moye

**Vice President of Special Events/Projects:** Kristi Dodd

**Vice President of Communication:** Brittany Roberts

**Secretary:** Aimee DuRant

**Treasurer:** Sara Claus

- PTA ice-cream sales will be held on Fridays. The cost is \$1.00 per ice cream. Ice cream tickets can be purchased in advance for the year. Please look for information in the opening day packet.

\*Additional information about how you can join PTA will be included in your opening day packet. To contact a member of the pta board email [mpapta@gmail.com](mailto:mpapta@gmail.com)

## SIC

The School Improvement Council is a group of elected and appointed parents, teachers, and community members who make decisions to improve educational quality and student achievement. Elections are held each spring for the upcoming school year.

## Special Areas/Related Arts

### **TECHNOLOGY:**

All of our students receive weekly technology instruction. In computer class, skills such as keyboarding, multimedia applications, and digital citizenship are emphasized and taught. In addition, each student has access to iPads or Chromebooks, and SMART boards are used in every classroom.

### **PHYSICAL EDUCATION:**

Our Physical Education classes support physical fitness, positive self-concept, nutrition, and overall healthy lifestyles.

### **ART:**

The art program at MPA provides each student with the opportunity to express themselves through a wide range of artistic media including painting, drawing, printmaking, weaving, collage and ceramics. Students at each grade level are instructed in both art history and art making which follow both the National Art Curriculum and the South Carolina Art Curriculum. All students display their artwork in April at our annual Art Show.

### **MUSIC:**

The music program is designed to give each student an opportunity to study music in a variety of ways. Students are introduced to music history and theory. In addition, they experience music through singing, moving, and playing instruments. Many different cultures are studied in music class, which enables students to develop several types of listening vocabulary. At MPA, the children will experience a comprehensive music education.

### **MEDIA CENTER:**

The media specialist is available to every child in the school. The media center contains many fine resource materials as well as many fiction and nonfiction books. Every class will have scheduled access to the library. We do not charge for overdue library books. However, books that are lost or damaged must be paid for.

### **SPANISH:**

Our Spanish program is taught to all students in grades Kindergarten through Fifth grade. Students learn basic vocabulary, communication and grammar from a native Spanish speaker. Amanda Prohaska is a certified teacher and was named one of the "Top Five" Teachers of the Year for Charleston County. School District.

## Support Services

### **GUIDANCE:**

The Guidance Program at Mt. Pleasant Academy is designed to meet the needs, interests

and concerns of our parents and students. Classroom guidance is proactive; topics include responsibility, social skills, and safety. However, our biggest emphasis is on our Anti-Bullying Program.

Small group sessions are offered on topics such as friendship, divorce, and study skills. We emphasize a sense of "family" and cooperation in our school. Our counselor consults with parents, teachers, and administrators to help meet students' needs. The counselor also coordinates special programs such as Red Ribbon Week and Terrific Kids.

#### **SAIL (Gifted and Talented Program):**

Our program for gifted and talented students follows the guidelines developed by the state and by our school district. Students are nominated for SAIL testing by parents and classroom teachers. The results of this test determine if a student qualifies for SAIL. Students who qualify for SAIL attend special classes each week. Students will not be penalized for work missed while out of the regular classroom.

#### **School Resource Officer (SRO):**

Beginning in the spring of 2018, the Town of Mt. Pleasant and Charleston County School District collaborated to put a school resource officer in our school. Officer Jones helps make sure we are safe and supports our students and families in a variety of other ways.

#### **STRINGS/ORCHESTRA:**

Fifth grade students who are interested in learning to play strings instruments may join this early morning class. Students have the opportunity to perform several times during the course of the school year. In addition, this class prepares students for orchestra tryouts, which are held once students reach the middle school level.

#### [Family Educational Rights and Privacy Act \(FERPA\)](#)

#### [Spanish version:](#)

You can now subscribe to the school calendar and get all district and school events automatically on your phone calendar. Here are the steps.

1. Go to <http://mtpleasant.ccsdschools.com/> from your device.
2. Click on calendar. It's located in the menu bar across the top of the page.
3. Click on subscribe via iCal/RSS. This is located in the bar below the search bar and it's the 4th icon after the go button.
4. Follow the directions to subscribe.



Like us on Facebook [@MPAcademy1809](#)

Website: [Mtpleasant.ccsdschools.com](http://Mtpleasant.ccsdschools.com)

Thank you for reading through this important information and for working with our school-based team to ensure the best possible learning environment at Mt. Pleasant Academy!