

Memminger Elementary School

2025-26 Parent-Student Handbook



I. Welcome & School Vision

Dear Memminger Families,

Welcome aboard! At Memminger Elementary we believe our school should be a place where teachers choose to teach, families want to send their children, and most importantly, students love to attend each and every day!

This handbook is your guide to life at Memminger. Our goal is to keep communication clear and consistent so we can focus on what matters most, helping every child grow and thrive. If you ever have any questions, please do not hesitate to contact any of us through email or phone. We are here to serve you.

Sincerely,

Michael Antonelli, Principal

Emily Daniel, Assistant Principal (PIC, CD-Blend, Kindergarten, 2nd grade & 4th grade)

Kory Roberts, Assistant Principal (CD-3, CD-4, 1st grade, 3rd grade & 5th grade)

**“MEMMINGER ELEMENTARY is a school where
TEACHERS choose to teach, FAMILIES want to send their children,
and most importantly, STUDENTS love to attend each and every day!”**

II. Important Dates to Remember

[Link to CCSD Calendars](#)

- August 11: Meet the Teacher
- August 12: First Day of School
- August 26: Parent Orientation & Open House K-5
- August 29: Early Release Day
- September 2: Parent Orientation & Open House Preschool classes
- September 1: Labor Day Holiday
- October 10: Half Day
- October 31: Early Release Day
- November 3: Family Data Conferences - No School
- November 4: Election Day - No School
- November 24–28: Fall Break
- December 19: Half Day
- December 22 – January 5: Winter Break
- January 6: School Resumes
- January 19: Martin Luther King Jr. Day - No school
- February 13: Early Release Day
- February 16: Presidents' Day - No school
- March 16: Teacher Workday - No School
- April 6 – April 10: Spring Break
- May 1: Early Release Day
- May 25: Memorial Day - No School
- May 28: Last Day of School, Half Day

III. Daily Operations

Arrival & Dismissal:

- Morning Buses unload at 7:50 AM at the cafeteria entrance.
- Afternoon Buses depart between 3:20–3:25 PM. Please register and use the FirstView app (code: N6G3F) to track the location of our buses.
- Morning Car Riders: Drop-off from 7:50–8:15 AM at Beaufain St. Parents must remain in vehicles. Please have your child ready to exit your vehicle prior to reaching our unloading area on Beaufain St.
- Afternoon Car Riders: Dismissal at 3:20 PM. Please hold your school-issued car rider sign up to show the faculty member calling names on Saint Philip St.
- Morning walkers: Students will enter through the courtyard near Festival Hall.
- Afternoon walkers: Students will be picked up from the courtyard near Festival Hall. Parents will wait behind the cones on Beaufain St. with their school-issued placard, waiting for students to be dismissed.

- Please complete a purple permission slip if you grant your child permission to walk home without an adult. Signing this permission slip allows them to leave from the walker gate unsupervised. This option is not available for kindergarteners.
- Kaleidoscope (After-School Program): Students will go directly from their classroom to Kaleidoscope in the afternoons. Kaleidoscope will provide information regarding dismissal procedures with families.

Attendance

Regular attendance is essential for academic success, and it is also a key measure by which our school is evaluated by the State. Students are expected to attend school every day unless they are ill or have an excused reason.

- If a student is absent, a written excuse signed and dated by the parent/guardian or a doctor's excuse must be provided within 3 days of the absence. Without a valid excuse, an absence is automatically recorded as "unexcused."
- **(CCSD is planning to make a change mid-year to allow for excuses to be submitted through Parent Portal. We will notify families once this has changed).**
- Conferences will be scheduled with parents after 3 consecutive unexcused absences or 5 cumulative unexcused absences.
- To achieve perfect attendance, a student must be present and on time every day.

Tardies

Being on time helps all students start their day smoothly and without disruption.

- Any student arriving after 8:15 AM must report to the front office to be marked tardy. Parents need to sign their child in at the main office.
- Parents will be notified when a student has been tardy 5 times.
- After the 10th tardy, parents will receive a letter and be required to attend a conference with administration.
- Exceptions are only made for illness or documented medical appointments.

Early Dismissal

If your child must leave prior to 3:15:

- Since your child is missing instruction when they leave school early, this should be a rare occurrence.
- Communicate with the teacher ahead of time, stating the reason and time for dismissal so the teacher can prepare.
- Parents must come to the office to sign out their child.
- Students will only be called to the office after the parent arrives.
- If someone other than a parent/guardian is picking up the child, that person must be listed on the emergency card and must show photo identification.
- For safety and minimal disruption, please avoid picking up students between 2:30–3:15 PM unless it is an unavoidable emergency.

Dismissal Changes

Please finalize your child's dismissal plans before the school day begins. While we understand that emergencies may arise, frequent daily changes cause disruption.

- All changes must be emailed to your child's teacher no later than 2:00 PM. Please ensure that you have received a response from your child's teacher confirming that the change has been received.

IV. Student Life & Services

Breakfast & Lunch:

Menus are available online, and all meals are free for all students this year.

Parents may eat in the cafeteria with their child. Please simply make the teacher aware ahead of time and check in at the office.

Recess:

Students have 30 minutes of recess each day, weather permitting.

Field Trips:

Field trips will be scheduled throughout the year for the different grade levels. Our proximity in the city allows for some walking field trips throughout the year as well. Permission slips for both walking and non-walking field trips will be provided ahead of time for parents to sign.

Special Area Classes:

We follow a 5-day rotation, and students have each of these special area classes once per week:

- Art, haley_norman@charleston.k12.sc.us
- Music, matthew_johnston@charleston.k12.sc.us
- PE, joseph_call@charleston.k12.sc.us
- Library, caroline_littlefield@charleston.k12.sc.us
- Spanish, jill_figueroa@charleston.k12.sc.us

Guidance Classes:

Guidance Counselors provide lessons, groups, and support. If you have any questions please contact our counselors:

- kari_lentz@charleston.k12.sc.us or kelly_rhodes@charleston.k12.sc.us

Medication & Health Services:

Parents must deliver medicine with signed forms. If you have any questions please contact our nurse:

- patricia_bradley@charleston.k12.sc.us, 843-727-2753

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 prescription 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.

Emergency Cards:

Must be updated annually online. This must be completed to attend any field trips.

Lost & Found:

Found items will be stored in the cafeteria. It is encouraged that you label your children's clothes, water bottles, etc. for easy identification.

Student Transfers:

Contact the office ASAP to complete withdrawal paperwork.

V. Academics

[South Carolina College and Career Ready Standards](#)

The approved CCSD curriculum for each subject area:

- English Language Arts - [Amplify CKLA](#)
- Math - [Great Minds Eureka Math Squared](#)
- Science - [HMH Into Science](#)
- Social Studies - [Savvas myWorld](#) (K, 2, 4, 5), [Carolina Reads South Carolina Right Under our Feet \(1\)](#), [Studies Weekly \(3\)](#)
- Social Emotional Learning - [2nd Step](#)

Homework:

- Should be used as a support for current instruction.
- Should not exceed 20 minutes per day for Kindergarten-2nd grade and 30 minutes per day for 3rd -5th grade.

Assessments:

- SC READY (3rd-5th Grades), iReady Diagnostic (K-5th Grades), KRA - Kindergarten Readiness Assessment (Kindergarten), MyIGDIs (preschool), CoGat/ Iowa (2nd Grade)

Technology:

- CCSD 1:1 devices will be provided at school for each student.
- Any phones/watches/devices that can transmit messages must be off and in backpacks from 7:50–3:15 each day.

VI. Behavior & Expectations

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

CCSD Student Code of Conduct

CCSD Progressive Discipline Plan (PDP)

Behavior Expectations at Memminger Elementary

At Memminger Elementary, we believe every student has the right to learn in a safe, clean, and supportive environment. Our goal is to help children build self-control, develop positive relationships, and take responsibility for their actions so they can thrive both academically and socially.

Success requires teamwork:

- **Educators** are responsible for creating a structured, engaging, and rigorous learning environment.
- **Parents** are responsible for setting clear limits, reinforcing high expectations at home, supporting their child's teacher and supporting their child in meeting behavioral and academic goals.
- **Students** are responsible for following our schoolwide expectations and focusing on learning each day.

Discipline Procedures

Disruptive behavior is taken seriously. A referral to the Principal or Assistant Principal occurs only after teachers have used classroom management strategies and supports. When a referral is made:

- The Principal/Assistant Principal will conference with the student and contact the parent.
- Parents are required to sign and return the referral form the following school day.

If a student is suspended from the bus, families must still ensure the student arrives at school on time each day.

Personal Items

To prevent loss or damage, students may not bring toys, electronics, or other valuables to school unless specifically requested by the teacher for instructional purposes.

Student Uniform Policy

- Slacks, Shorts, Skirts, Skorts, Jumpers: Navy blue or khaki: NO sweatpants, nylon, spandex, or jeans.
- Shirts: Navy blue, white, or burgundy
- Parents may also purchase Memminger T-shirts from our PTO.

- Shoes: No flipflops. On PE days, students are required to wear athletic shoes for their safety.
- All students are expected to wear the school uniform. If this is a challenge, please contact an administrator.

Food Policy:

All food deliveries are to be made to the front office. Birthdays and any treats are to be celebrated/eaten in the cafeteria. Please be mindful that some classmates might have food allergies. Please coordinate any food for the class ahead of time with your child's teacher.

VII. Family Partnership

School Visits

Parents are always welcome at Memminger Elementary. For the safety of our students, all visitors must:

- Sign in at the front office upon arrival.
- Wear the identification sticker provided while in the building.

Classroom visits should be arranged in advance with your child's teacher to avoid disruptions to instruction.

Parent-Teacher Conferences

Conferences are most effective when teachers can prepare materials and information ahead of time. Please schedule conferences in advance with your child's teacher.

- Conferences are required at the end of the first marking period.
- Additional conferences may be scheduled at any time during the school year.

Student Instructional Fee

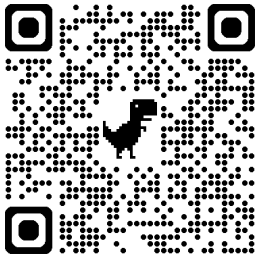
Memminger Elementary requests a \$25 student instructional fee. This fee helps cover the cost of:

- Consumable classroom supplies
- Instructional subscriptions and digital resources
- Hands-on learning activities

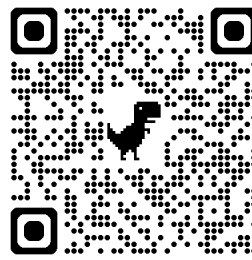
Payments may be made online through RevTrak, or by check made payable to Memminger Elementary and returned to your child's teacher. If this fee creates a financial hardship, please contact the school administration for assistance.

Communication:

We will use our automated Blackboard system to send frequent communication through email and phone. Please ensure that your contact information is up to date so that you receive these messages.



School Facebook Page



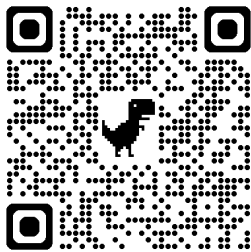
School Website

Parent Conferences:

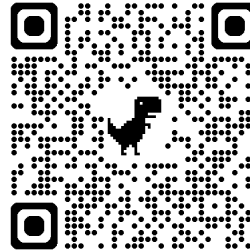
Student data conferences will be scheduled after the first quarter of school. Other conferences throughout the year will be scheduled as needed. If you ever wish to meet with your child's teacher please simply contact them to schedule a day and time.

PTO & Volunteering:

We have a very active PTO. Please consider joining and participating in the many events and programs they provide for our school community.



PTO Facebook Page



PTO Website

Media Release:

A CCSD media release was a part of the on-line registration process. This form is only to be completed if you DO NOT want your child to have their picture highlighted through our school's social media (Facebook, newsletters, etc.).

Thank you for your attention to this handbook. Please do not hesitate to contact our team if you have any questions.

