
MURRAY-LASAINE

691 Riverland Drive Charleston, South Carolina, 29412

843-762-2765 Phone

843-762-6230 Fax

2017-18 Parent & Student Handbook



Empowering students to become lifelong learners

Meredith Wallace, Principal

Ryan Alston, Student Data Clerk

Ann Heyward, Bookkeeper/Secretary

Murray-LaSaine is a partial magnet school offering both Traditional Grades 3-5 and Montessori Classes for students age 3 - Grade 6



From the Desk of the Principal

Dear MLES Families,

Welcome to the 2017-18 school year at Murray-LaSaine Elementary School. If you are a returning family, welcome back. If you are new to MLES, welcome to our family. As a community of learners, from our youngest students to our oldest adult learners, it's critical to model respectful, honest behavior for each other. Our children watch everything we do, listen to everything we say, and feel every emotion we do. Their happiness, frustrations, joy, and sadness are just as real and powerful as an adult's. Working together as a community, we can support our children and each other along this path. We strive to educate the whole child: academics to social skills, physical health to mental health.

We are pleased to share an active partnership with our MLES families and community members. We are always available to talk with parents, guardians or caregivers about the progress of their children. Parents are a child's first love and we recognize, support, and value your knowledge and expertise of your own child. We ask that you value our expertise and experience in education as we value your input and insight into your child's continuing growth.

We have an open door policy in our front office and believe it is important that we work together to ensure the highest levels of success for our children. Please call or visit the school for assistance.

As a valuable member of the Charleston County School District, we will strive to support the district's mission, vision, and goals with fidelity. We support the common goals of closing the achievement gap, elevating achievement overall, and increasing the graduation rate. CCSD's priorities are educator effectiveness, literacy-based learning, innovative schools and systems, and partnerships. Murray-LaSaine seeks to empower each child to become a lifelong learner. One sure way to make this happen is for us, as adults, to model lifelong learning for our children.

This year, MLES continues the work of building and strengthening our growing commUNITY that is anchored in peace, kindness, and courtesy. We look forward to having you join with us in our work.

Yours in partnership,
Meredith Wallace

Murray-LaSaine's Mission Statement

The mission of Murray LaSaine Elementary School is to prepare each student to become a **functioning, respectful member of a diverse society**.

We will provide a **meaningful, stimulating, child-centered environment** that emphasizes a positive atmosphere while promoting opportunities for optimum development.

Through **active involvement** of students, staff, administration, family and the community, Murray LaSaine will **empower every child to become a lifelong learner** while enhancing their desire to learn.

Murray-LaSaine Elementary Main Office

Phone 843-762-2765

Fax 843-762-6203

Ann Heyward, Administrative Secretary and Bookkeeper

Ryan Alston, Student Data Clerk

School Website: <https://murraylasaine.ccsdschools.com/>

Meredith Wallace, Principal 843-762-8126
Lindsey Melville, Nurse's Clinic 843-762-8122
Food Service 843-566-8180

Kisha Harvey, Guidance Counselor/Parenting 843-762-8124
Robin Carter, MLES Kaleidoscope Director 843-762-8133
Taiya Washington, Cafeteria Manager 843-762-8128

Visitors' Policy

Parents and other adults must enter the building through the front office to receive a visitor's badge. A state issued ID is required to obtain this badge, which must be worn at all times. *Thank you for supporting this important and necessary safety policy.*

After the first day of school for your child, we ask that parents allow their children to walk to class with the assistance of teachers on duty. We promote student independence and support a quiet learning environment.

Staff members are positioned in the hallways and are available every morning and afternoon to help ensure your child's safety.

Please turn all cell phones off when entering the building and when visiting and working in our school. **Be here, be present.**

ACADEMIC SUCCESS: "Excellence Is Our Standard" is the motto of Charleston County School District. We want every child to be successful and that is possible when we work together. The mission of CCSD, a dynamic system of challenging educational choices, is to increase student achievement overall and close the achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

Some helpful hints to ensure that your children have positive experiences in school are:

1. Avoid absences, tardies, and early outs.
2. Plan for quiet homework or study time as well as safe play time; encourage reading every day.
3. Plan for good nutrition and good personal hygiene; supervise television time. Limit screen time and monitor online activity.
4. Schedule a conference anytime you have a concern and attend conferences scheduled by the school.
5. Attend as many school functions as possible.
6. [Plan an early bed times Sunday-Thursday.](#)
7. Visit the school and [volunteer](#) when possible.
8. If your child takes medicine, do not let the medication lapse.

9. Keep home/school communication lines open.

At school, we have the following in place to ensure your child's success:

1. Highly qualified teachers.
2. Montessori and Traditional classes.
3. Outstanding parent and community support.
4. Active business partners and community affiliates.
5. Professional development to stay current on best practices.
6. Interactive literacy programs.
7. Open door policy by administration and staff.

ATTENDANCE: We cannot teach an empty seat. Your child's attendance is critical to success. Consider your own work-does attendance matter? Does it matter if you show up? What are the consequences when you arrive late or take a sick day? The same holds true for students of any age. These are critical life skills that develop starting at an early age: being responsible, showing up on time, being consistent, following the rules. [Consult pages 6-8 of CCSD's Code of Conduct for attendance policies and South Carolina law.](#)

All absences require a written explanation from the parent/guardian within three (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. A *phone call or email will not suffice for this purpose.*

<p>Lawful Absences (Excused)</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 • Activities approved by the administrative team • Extenuating circumstances as determined by the principal 	<p>Unlawful Absences (Unexcused)</p> <ul style="list-style-type: none"> • Absence from school for any portion of the day without the knowledge of their parents/guardians • Absence from school for any portion of the day without acceptable cause with the knowledge of their parents/guardians • Absence from planned home-bound or home-based sessions <p>Note: Students are not considered absent when attending approved school field trips, arriving late due to bus problems, or assigned to an in-school suspension program.</p>
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***Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.**

TARDY POLICY: Students arriving in the classroom after the 7:25 bell are considered tardy. A student who rides a bus is not tardy if the bus arrives late. The office will announce late buses. Students arriving after 7:25 must report to the main office for a pass before being admitted to class. **Students who are tardy must be walked into the building by the parent.** If tardiness persists, a conference with the principal will be necessary. Students who are continually late and do not live within Murray-LaSaine's attendance zone may have their permission to attend the school revoked.

AFTERCARE/KALEIDOSCOPE: CCSD provides after school care for students at Murray-LaSaine through Kaleidoscope. MLES's director is Robin Carter who can be reached at 843-762-8133. More information about Kaleidoscope, which begins at 2:25 when students are dismissed, is available [here](#).

BIRTHDAYS/CELEBRATIONS: We recognize a birthday is a special time for a child. In Primary, there is a lovely tradition of a “walk around the sun”. Classroom teachers will coordinate this with parents. We do not do sweet treats or junk food snacks for birthdays at MLES. There are many other ways to celebrate an occasion besides food treats. Consider donating a book to the classroom library that you and your children have selected. Or maybe the class wish list has an item on it that you could purchase in honor of your child's special day. Ask the teacher if you could provide a special healthy snack that week such as your child's favorite fruit or veggies and dip. We appreciate your understanding and support of MLES's health and wellness as well as safety goals.

BUSES, BUS RULES, AND BUS DISCIPLINE : [Durham](#) is a private company that operates the Charleston County Bus System. Students in 4K and up are able to ride the bus. Three year old students cannot ride the bus. The front office needs to be notified if your child is a bus rider in order to notate this in the PowerSchool system. If you have a problem or concern with transportation, please contact the bus supervisor, **Ms. Brenda Black at 843-762-2778**. Safety on the buses is a top priority. The order maintained on the bus is a huge responsibility for the driver and therefore the driver is required to report any disorderly bus conduct to the school administration. Very clear expectations allow the students to know the consequences for the failure to follow school bus rules. The bus rules and consequences are as follows:

<p>BUS RULES</p> <ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself. ● Sit in assigned seat and remain seated. ● Profane or obscene language, gestures, or loud noises are not permitted. ● Damaging seats, windows, or bus equipment is not permitted. ● Follow the driver’s directions. 	<p>CONSEQUENCES OF BROKEN BUS RULES</p> <p>1st Referral: The student will be warned by an administrator and the parent will be contacted.</p> <p>2nd Referral: The parent will be contacted and the student may be suspended from the bus.</p> <p>For an offense that an administrator considers major, such as any action that endangers the safety of passengers, the driver, or willful vandalism, more severe action will be taken and parents will be notified immediately. Every student must be ensured a safe ride to and from school each day. Please be sure to read the CCSD Code of Conduct Booklet for 2017-18.</p>
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BUSINESS, EDUCATION AND COMMUNITY AFFILIATIONS: Local businesses and organizations have a vested interest in the quality of education in their community. Therefore, local businesses and community affiliates unite with the school to improve the quality of life in the community and give local citizens an opportunity to participate in the educational process.

Murray-LaSaine is honored to be partnered with the James Island County Park, The Kickin’ Chicken, Wal-mart, and several churches and area businesses. These businesses provide many important things throughout the year. If you work for a company that is willing to partner with our school please let us know. Whenever possible, please support these businesses and community affiliates as they are generous with their ongoing support of our school.

COMMUNICATION FROM THE SCHOOL: The principal sends a weekly newsletter each Sunday to prepare the community for the week ahead. This newsletter comes from an internet newsletter service, S’more. Sometimes these newsletter land in spam or junk, so check these folders on Sunday evening. Email the principal directly if you are not receiving communications from MLES: meredith_wallace@charleston.k12.sc.us. This newsletter features pictures from the week before, updates from PTO, information about school happenings, and other important updates.

Teachers will send newsletters every other week, using Bloomz or hard-copy. **Parents should look for the Take-Home Folder every Tuesday.**

IF YOU DO NOT HAVE INTERNET ACCESS AND NEED THINGS SENT HOME HARD COPY, LET YOUR CHILD’S TEACHER KNOW AND WE WILL PRINT EVERYTHING FOR YOU.

Progress reports will be sent home every 4 weeks and Report Cards will be sent home every 9 weeks. Teachers will hold one mandatory conference each fall. Teachers and/or parents may request conferences as needed.

The expectation of all staff is that they respond to your emails and/or voicemails within 24 hours. Sometimes the response will be that they received your email and will find out more. When teachers need to seek an answer or clarification, please allow them additional time to ensure their replies are comprehensive and accurate.

Communication is very important to make sure everyone is working on the same goals.

CALENDAR: [Here is the link to our shared Google Calendar that includes all MLES events.](#)

CLASSROOM OBSERVATIONS

1. Parents are encouraged and welcome to observe. We have designated each Thursday as an observation time, beginning in late September. This allows our classrooms time to normalize and get into a routine. If you feel you need to observe earlier than late September, contact your child's teacher or administration directly.
2. Visits need to be scheduled in advance with the teacher or front office as to not disrupt the learning environment. Check in at the office each time you visit to ensure a safe and orderly campus per CCSD guidelines.
3. Please remember to slip in quietly, watch and listen. Younger children are not allowed to accompany parents during these visits.
4. **PLEASE TURN CELL PHONES OFF BEFORE ENTERING THE BUILDING. THEY ARE A DISTRACTION TO THE STUDENTS AND TEACHER.**
5. The teacher's attention needs to be focused on students and instruction at all times. Please refrain from talking with your child during the visit so that they are not distracted from the information the teacher is giving.
6. Save questions, comments or observations for a separate conference time or fill out the visitor's comment sheet and leave with the teacher or return to main office.
7. Please feel free to call the school at 762-2765 to schedule a conference or you may leave your number on the visitor's comment sheet.

If your child has to be absent, please send a valid written excuse to the office within two days of the absence. It is very important for your child to **be on time each day** and **stay until school is dismissed**. Tardies and early outs should only be necessary for medical reasons/emergencies. Early outs after 1:45 pm are discouraged, so that we can ensure a safe/orderly dismissal for everyone. **Please help your child have 100% attendance.**

CAR RIDERS: The safety of our students is top priority at MLES. We have established several rules that will help ensure the safety of our MLES students and will facilitate a continuous traffic flow. Each child will be given a car tag with their first and last name and their teacher's name. This car tag should be displayed on the dashboard of the passenger's side of the vehicle. **If you do not have your car tag with you or you left it in a different car, you will be asked to go to the front office to sign your child out.** This is a safety precaution. We understand how frustrating it can be to have to go to the front office and appreciate your understanding when you are asked to follow the rules, which are designed to keep all of our children safe.

Arrival: Arrival will begin at 7:05. Students should exit their vehicle only when the car door has been opened by a staff member/adult. There will be several adults and student leaders to supervise and escort younger students to class. Parents are **not** permitted to enter the building through the car rider's entrance. To enter the school, go to the front office to be checked in and given a visitor's pass from the front office.

Dismissal: Dismissal begins at 2:25 and ends at 2:45. Students not picked up by 2:45 pm will be sent to the main office. **Parents who are regularly late picking up their children will be referred to either the Charleston County Sheriff's Office or DSS, as this is considered neglect.**

To facilitate a smooth and safe traffic flow, we ask that you please adhere to the following rules:

- Make sure that your child is **ready to exit** the vehicle before reaching the drop off zone. Bags ready, lunch in hand, kisses given!
- Please load and unload at the covered area, unless a staff member comes to get your child.
- Do not allow your child to cross the parking lot to load or unload.
- **Please do not pass other cars in line.**
- Do not park or leave your car unattended in the car rider loop.

- Do not attempt to hold conferences with teachers while in the car rider's line.
- Make sure your car tag is visible during pick-up. No card? Park and go into the front office to pick up your child.
- Please **be patient**.
- Remind your child to listen for his/her name during pick-up.

Walking and biking students are to cross the street at the crossing guard only. Any changes in the regular routine will require a note for the teacher. **We cannot accept changes over the phone.**

DISCIPLINE: We practice positive discipline; discipline itself means “to teach”. We teacher students how to read, write, compute, type, sing...it’s critical we also teach students how to behave. Students have school-wide rules to follow. These apply to every student. Our three rules: Be SAFE, Be RESPONSIBLE, and Be RESPECTFUL.

We encourage every student to set positive goals daily with high expectations of reaching those goals. Students who experience difficulties during the day have opportunities for thinking and regrouping. Students can take time to think and “cool off” either at their desk, a designated spot in their classroom or quietly in another classroom on a Buddy Pass. Students are encouraged think about what they will do “next time” if a situation occurs. Staff will also work with students to mediate disputes and help students find the words to express feelings and to make amends. A discipline referral to the office may also be made.

Please refer to the complete list of discipline infractions and their consequences listed in the [CCSD's Student Code of Conduct 2016-17](#). If a student’s behavior is deemed “out of control” by the administration, the parent will be required to come pick the child up from school.

School wide rules have been developed using the Positive Behavior Intervention and Support (PBIS) model and explained with our behavior matrix, below.

MLEs’s 3 Be’s!

Be Safe, Be Responsible, Be Respectful



	Bus	Cafeteria	Hallways	Restroom	Classroom	School Grounds
Be Safe	Stay seated Hands and feet to yourself	Use walking feet Eat your own lunch Two hands to carry your tray Sit on your bottom with feet on the floor	Walk at all times Eyes forward Body to Self	Always flush Wash hands	Keep materials in your work space Hands and feet to yourself - gentle hands Use walking feet	Stay in designated areas Walk to and from Remember 4 T’s - No tickling, no tackling, no touching, no teasing
Be Responsible	Single file entering and exiting Face the front	Clean up after yourself Keep environment clean (help others) Wait your turn in line	Use level 0 voices Stay in a single line	Leave area clean Straight back to class	Follow directions Return work so it’s ready for the next person	Line up quickly when called Use items or equipment appropriately

	On time	Get all you need in one trip Sort trash appropriately Use level 1 voices to talk to neighbors next to or across from you	Stay to the righthand side		Stay on task and focused on work Use level 1 voices Use items or equipment appropriately	Listen to staff
Be Respectful	Keep the bus clean	Greet cafeteria employees Use grace and courtesy	Hands and feet to yourself	Give others privacy	Be kind Make good choices Come to class ready to learn	Put away any items used Care for the environment Share

CCSD Code of Conduct: <http://www.ccsdschools.com/Families/documents/ParentResourceManual-StudentCodeOfConduct-Elementary.pdf>

EMERGENCY CARDS: Parents/Guardians must complete an [emergency office and nurse's card](#) for their children at the beginning of the school year. The school office must have a current address and telephone number at all times in case of an emergency. Please notify the school as soon as possible when moving, changing telephone numbers or place of employment, etc. This is to ensure the safety for every child by providing a means of communication if needed.

FIELD TRIPS: Field trips are defined as any school sponsored activity that takes students away from the campus. Field trips are used so that students may benefit from experiences that make learning more relevant, memorable and meaningful. They are an extension of what is being taught in the classroom and correlated with CCSD curriculum standards. All reasonable steps are taken to safeguard the physical and educational welfare of your child while away from the school. Parents are invited to attend as chaperones on field trips. Students may be denied the privilege to participate in field trips due to continuing behavior problems in the classroom. If this is the case, the parent will have the option to attend the trip with their child or the child will remain in another class while their classmates are on the field trip.

GIFTED AND TALENTED: Catheryne Porter is Murray-LaSaine's Gifted and Talented (SAIL) teacher. [Read more about the program here.](#)

GRADES: Traditional 2nd grade grades are reported using the State Rating Scale of P=Proficient, IP=In Process and NY=Not Yet. The grading scale for grades 3-5 is: A=100-93, B=92-85, C=84-77, D=76-70, F=69-0. Montessori classrooms do not assign grades. Students will receive report cards and teacher will write a narrative on the student's progress and performance.

GUIDANCE: Guidance in the elementary school is concerned with the mental, emotional, social, physical and educational developmental needs of the students. Students will participate in classroom guidance monthly and individual and group counseling as needed. Small groups will meet periodically throughout the year to target specific concerns such as anger control, study skills, etc. Parents/Guardians will be notified about small group participation so they can decide if their child should participate. Our guidance counselor, Ms. Kisha Harvey, is available to meet with parents to discuss any educational or social/emotional concerns in regards to their children.

HOMEWORK: Homework assignments should be meaningful and reinforce skills studied during the day. Primary teachers will not assign homework. Young students should spend time at home reading, playing, running, being outside, creating, and helping as they are able. Young children need to time rest after a long day of working, just as adults do. The same holds true for elementary students. Elementary teachers may assign homework Monday through Thursday. This homework might be practicing math facts to build automaticity, to read about a topic of interest, to think about a certain topic that the class will discuss the next day, etc. It is helpful if the student has a set time and place to study. Some families choose to set up a nightly “study time”, where everyone in the family powers off screens and is required to study or learn something, including the adults in the household. This might be through writing in a journal, reading a magazine or book, looking up words in a dictionary, learning to read a map, etc. Please encourage your child to read daily. The most important thing a student can do to improve academically is to read every day. [Read more here: Michael Dorer presentation on Montessori Homework.](#)

LICE: If a student is found to have nits (eggs) at school, the parent will be contacted and the student must be treated before returning to school the next day. If a student is found to have live lice at school, someone will be **required** to pick the child up from school. The students cannot return to school until he/she has been treated and can show proof of treatment. If a student is absent from school because of lice, this is not an excused absence according to the attendance regulations of the state of South Carolina. [Read more here.](#)

LUNCH: Many parents choose to pack a lunch for their child. Involve your child in this process! This is an important life skill, and a young student feels proud to help make a sandwich. An older child should learn to be responsible for himself and be required to make his own lunch each morning (or the night before). Packing a healthy, robust lunch is very important for a successful day. A healthy lunch includes items that are high in protein and whole grains, limited in extra sugar, lots of fruits and vegetables, a sandwich, and no junk food (chips, candy bars, etc.). Water is the preferred beverage for all students. Sodas are not permitted.

MEAL PROGRAM: The following meal prices have been approved for the 2017-2018 school year.

Meal	Full Price	Reduced	Extra milk may be purchased for \$.50 per half-pint container. Free and Reduced Meal Forms will be sent home with the students and they will also be available in the school office
Elementary Breakfast	UNIVERSAL @ MLES		
Elementary Lunch	2.25	.40	

MONTESSORI: Montessori education is very different than traditional ways of educating children. There are differences in philosophy, methods, materials, and beliefs about how children learn. There are several key pieces to a quality Montessori program such as **teachers who are trained from accredited programs, mixed aged groupings** (Primary being age 3-Kindergarten, Lower Elementary being grades 1-3, Upper Elementary being grades 4-6, and Adolescent grade 7-8), **a full complement of Montessori materials, an uninterrupted work block daily, and child-directed work.** Read more at [Montessori in the Public Sector](#). A link to [Essential Montessori features is here.](#)

NURSE: Our school nurse, Lindsey Melville, is here every day. **The health clinic phone number is 843-762-8122.**

Accidents : The school makes every effort to provide a safe environment for all of the children. In the event of an accident, the school nurse or a member of the staff who has been trained to be a “First Responder”, will render first aid and notify parents as necessary. Parents must keep emergency cards updated in case the school needs to reach them.

Medications All medication must be registered with the school nurse. [A Charleston County School District medication form must be completed by the physician and parent to be on file in the school clinic.](#) **Children may not carry any medications in their backpacks or lunchboxes. Any medication found on a child will be taken to the administrator and the parent will be contacted.**

PARENT INVOLVEMENT: MLES parents are a part of our community. We value your opinion, your ideas, and your time. There are many ways to be involved in our school community, both large and small. From serving on a leadership team and coming to PTO meetings to collecting Box Tops and reading teacher newsletters, there are always opportunities to contribute. Should you need to voice a concern or have a question, please first ask your child’s teacher. If a situation arises and you feel the teacher has not addressed your concerns, then email administration. The classroom teacher is always the first contact for parents. Have a

suggestion for MLES? There is a parent suggestion box inside the Parenting Room in the main office of our building. Feel free to put suggestions in this box and administration will review these weekly.

The current MLES Parent Involvement Policy (October 2016) is as follows. This policy is revised annually and the community will be asked for feedback. Please review our policy. Consider offering your feedback when asked in early fall.

MURRAY-LASAINE ELEMENTARY PARENT INVOLVEMENT POLICY SCHOOL YEAR 2016-2017

- Convening an annual meeting at a convenient time to inform parents of the school's participation in the Title I program, the requirements of the Title I law and their right to be involved **Ex. Open House Night, Literacy/Math Nights or other beginning of the year gatherings as an opportunity to provide this information to the parents.**
- Offering a flexible number of meetings and parent trainings at convenient times for parents to participate, give suggestions and take part in decisions regarding the instructional program of the school. **Ex. School Improvement Council, PTO, Parent Meetings**
- Parents are involved in an "organized, ongoing and timely way" in the planning, review and improvement of the Parent Involvement Policy and Title I Programs. Parents will receive timely information about Title I programs. **The Parent Involvement Policy will be reviewed throughout the year as PTO, SIC, Title I and other parent groups meet. Changes to the program, new information as well as a review and evaluation of the policy and programs will be included as an agenda item for these meetings.**
- Giving opportunity for parents to submit comments on the plan and the school wide programs if it is not satisfactory to participating parents. **Murray-LaSaine will use a suggestion box and surveys to provide opportunities for parents' comments.**
- Sharing jointly in the development of the home-school compact. **Parents actively participate in the development of the compact during a series of meetings. Agendas, sign-in sheets and meeting minutes are maintained as record of all meetings.**
- Supporting a partnership among the school, community and parents to improve student academic achievement. **Murray-LaSaine will continue to engage business partners, the faith community, county and city governments, local media, etc. to support its academic program.**
- Providing assistance to parents in understanding such topics as the state's academic standards, assessments, monitoring students' progress and working with their children. **MLES will provide extensive assistance to parents in a variety of ways including workshops and trainings, test preparation take-homes, progress reports, family literacy and math nights, etc.**
- Coordinating and integrating Parent Involvement programs and activities with 4-K and Headstart programs that encourage and support parents participating in the education of their children. **As of fall 2015, the Head Start program is being housed at James Island Elementary. However, our 3 and 4 year-olds are a part of our Primary Montessori classes and fully participate in all school activities. Parents of our 3 and 4 year-olds are invited and encouraged to participate in all school related programs.**
- Ensuring that information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practical, in a language the parents understand. **Every effort will be made to ensure that information is sent home in a format and language that parents understand. Formats may include newsletters, parent links and flyers. Internet translation services and interpreters are used for this purpose.**
- Providing full opportunity for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, are presented in a format, to the extent practical, in a language which the parents understand. **Every effort is made to afford all parents the opportunity to participate in school activities.**

- Providing reasonable support for parental involvement activities as parents may request. **MLES will make every attempt to meet the needs of parents who make special requests.**
- Conducting a yearly evaluation and review of the effectiveness of the school's Parent Involvement Policy and programs. **Surveys and questionnaires may be used to determine the effectiveness of the policy. Results are to be utilized to make improvements to the policy. Each Title I school will be required to complete a year end evaluation of parent involvement activities and programs.** *Final Revision, October 26, 2016*

PARENT INVOLVEMENT & LEADERSHIP: If you would like to serve in a leadership capacity on the PTO board or School Improvement Council (SIC), please call the school at: 843-762-2765. PTO board members meet twice a month. PTO meetings for the community are once a month. The president of the PTO can be reached at murraylasainepto@gmail.com. **Links in blue will take you to our website and additional information and updates.**

School Improvement Council 2017-18	PTO Board 2017-18	Title I Team 2017-18	Team Leaders 2017-18
Joey Ballenger, Chair	Hannah Kalish, President	Kisha Harvey, MLES	Laura Getsinger, Primary
Mari Davin, Co-Chair, Teacher	Theresa McClure, Vice-President	Tonya Roper-Lucas, MLES	Jennifer Walker, LE
Katie Calloway, Community Member	Allison Leard, Treasurer	Deidra Frasier, MLES	Andrea Kozyrski, UE
Bailey Cooper, Community Member	Ebonnie Johnson, Secretary	Sue Warren, Community Member	Everne Williams, Traditional
Megan Minchener, Teacher		Allison Leard, Parent	Sean Muzzy, Specials
Meredith Wallace, Principal		Eric McElroy, Parent/College	Deidra Frasier, Special Education
Hannah Kalish, PTO		Ebonnie Johnson, Parent	Rachel Young, Literacy Coach/Mont
		Meredith Wallace, Principal	Tonya Roper-Lucas, Literacy Coach

PHONES & CELL PHONES: Students are not permitted to use the phone except in emergency situations. Seeing that your child brings needed materials each day eliminates the need to call. Messages for students will be taken in the office for emergency situations only. Please make all arrangements for transportation and after-school care **prior** to sending your child to school.

Electronic and Wireless Device Policy Policy JICJ:

To set the parameters for student possession and use of mobile communication, computer and other wireless devices. The Board recognizes that, depending on how they are used, mobile communication, computer and other wireless devices can be either valuable learning tools or a source of disruption in the learning environment.

In order to maintain a secure and orderly learning environment, student use and possession of mobile communication, computer and other wireless devices, shall be subject to the limitations as set forth in this policy.

• “Wireless electronic device” means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages without a cable connection, such may include, but is not limited to, mobile telephones, smart phones, tablets and computer and communications devices currently in existence. This also includes any current or emerging wireless technologies or portable information technology systems developed for similar purposes.

- This policy applies to all CCSD property, school grounds, school buildings, personal vehicles on school property, buses, CCSD vehicles at any time (during or outside of school hours), or at any school or district sponsored events.
- The “Instructional school day” is from the arrival bell until the final dismissal bell. The “instructional school day” includes, but is not limited to, study halls, lunch break, class changes and any other structured or unstructured activities.
- Students may possess mobile telephones, smart phones or other such devices as described above as long as the students adhere to the restrictions provided herein. Any unauthorized use of mobile telephones, smart phones or other such wireless devices during the instructional school day is prohibited as it can disrupt the instructional program and/or distracts from the educational environment.
- Earbuds and/or headphones may be worn in the classroom for instructional purposes and while in the cafeteria. Earbuds / Headphones may not be worn at any other time during the instructional school day.

Elementary School Students (PK - 5th grade) may possess cellular phones and other wireless communication devices provided such devices are not visible, used, or activated, and are **kept in the "off" position throughout the instructional school day**. Students must keep their cellular phones and other wireless communication devices stored in a purse, locker, backpack, or other non-visible secure location during the instructional school day.

Times of Authorized Use for Elementary School

- Before the beginning of the instructional school day
- After the dismissal bell at the end of the instructional school day
- During classroom instruction when directed by the teacher

Middle School Students (6th - 8th grade) may possess mobile telephones, smart phones or other such devices as described above on school property and school-sponsored transportation, provided they are not visible, used or activated, and are kept in a silent or “airplane” mode, blocking all alerts throughout the instructional school day and while on school-sponsored transportation. Middle school students must keep their mobile telephones, smart phones or other such devices as described above stored in a vehicle, locker, pocket, purse, backpack, or other nonvisible secure location.

Times of Authorized Use for Middle School

- Before the beginning of the instructional school day
- After the dismissal bell at the end of the instructional school day
- During classroom instruction when directed by the teacher
- During lunch while in the cafeteria (due to the fact that 6th graders are part of Upper Elementary at MLES, our 6th graders will not be permitted to use their phones at lunch in the cafeteria)

PROFILE OF A GRADUATE: [What is the profile of a SC Graduate?](#) MLES supports South Carolina’s vision of growing students with world-class knowledge and skills as well as life and career characteristics.

WORLD-CLASS KNOWLEDGE	WORLD-CLASS SKILLS	LIFE AND CAREER CHARACTERISTICS
Rigorous standards in language arts and math for career and college readiness Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences	Creativity and innovation Critical thinking and problem solving Collaboration and teamwork Communication, information, media and technology Knowing how to learn	Integrity Self-direction Global perspective Perseverance & Work ethic Interpersonal skills

SCHEDULE:

7:05	Doors Open (students may enter building through the cafeteria or front doors)
7:25	Late Bell Rings, Students must report to office for late pass. Parents must accompany late arriving students and sign their child in.
11:30	3 year old dismissal begins (Reese, Getsinger, Rapp dismiss from Main Front Lobby) (Albanese, Dearth, Davin dismiss from Back Lobby) (Dismissal location subject to change; parents will be notified)
2:25	Student Dismissal Begins
2:45	Dismissal Ends

SCHOOL MESSENGER: School Messenger is a phone & email call out system that is intended to keep you as informed as possible regarding your child’s absences, school events such as PTO meetings, performances, field trips, etc., as well as to alert you about emergency situations at the school. **Please be sure to keep a current phone number and email address on file at school in order for us to keep you up-to-date with current information regarding Murray-LaSaine Elementary and your child.** These messages are sent to the emails and phone numbers you have listed on your emergency contact sheet, so take care to enter the correct information.

SCHOOL IMPROVEMENT COUNCIL (SIC): The purpose of the School Improvement Council (SIC) is to allow those closest to the students-parents, teachers and administrators-to make decisions to improve educational quality and student achievement in individual schools. The SIC meets quarterly and elect members every two years. If you would like to participate as a member of the SIC this year, please call the school office at 762-2765 and leave your name and number and a SIC member will return your call as soon as possible. We welcome and need your participation. SIC are advertised and are open to the community/public.

SNACKS: Primary students will have a shared snack and parents will contribute on a sign-up basis. Students in Lower Elementary-Upper Elementary (grades 1-6) and in traditional classrooms (grade 3-5) will need to bring their own healthy snacks each day. Examples of healthy snacks: fruit, vegetables, hummus, whole grain crackers, yogurt (look for high protein, low sugar varieties), cheese, hard-boiled eggs. Water is the recommended beverage for students of all ages. Sodas and candy are not permitted.

SUPPLIES: Every effort will be made to provide teachers with the supplies necessary to effectively instruct the students in his/her classroom. Parents are asked to help by providing their child with the necessary supplies for student use in the classroom and to replenish the items when needed. [A copy of the supply list is available in the office and on the internet.](#) Hard copies of the list are available at the front office.

SPECIAL EDUCATION/ MTSS/ RTI (MTSS- Multiple Tier of Student Success/RTI-Response to Intervention): Special Education services are available for students who have been determined to meet state eligibility criteria including students with a developmental delay, learning disability, mental disability, emotional disability, speech/language impairment, visual impairment, hearing impairment, other health impairment, or an orthopedic impairment. Whenever a teacher or parent feels that there is an academic or emotional concern they can refer the child to the school’s MTSS team. The MTSS/RTI team includes an administrator, the school psychologist, the guidance counselor, the general education teacher, a special education teacher, and the parents. The team works to determine the specific

problem that is interfering with the child's successful school experience and determines an appropriate intervention. The progress that the child is making in the intervention is monitored every week to ensure that the child is successful, and the team meets back to review that progress within the quarter. If the child is not successful, the team will adjust the intervention and determine whether to refer the child for testing, as part of the special education entitlement process.

TECHNOLOGY/INTERNET GUIDELINES: A copy of the Technology and Internet Guidelines must be signed by the parents, students and teachers. These guidelines are sent home with the child on the first day of school (located in the Student Code of Conduct Handbook) and must be returned in order for your child to obtain internet access. Students who are not following appropriate rules will lose the privilege of using our computers and ipads. [CCSD's Acceptable Use of Technology Policy](#).

TEXTBOOKS: Textbooks are owned by the state of South Carolina. Children will have access to a textbook that will be checked out to him/her in the same manner that library books are issued. Students are responsible for any lost or damaged books during the year. Lost or damaged books must be paid for by parents in order to have a new book issued. If a book is found, the parent will be reimbursed. For reimbursements, the original receipt must be given to MLES's bookkeeper.

TESTING PROGRAMS: CCSD mandates that students take the Measurement of Academic Progress (MAP), a computer-based assessment, will be administered in the fall, winter, and spring in grades 1-6 in the areas of Reading and Math. Kindergartners will take MAP Math tests three times year. The state of South Carolina mandates that students in grades 4-6 take the Palmetto Assessment of State Standards (PASS) in Social Studies and Science. This year (2017-18), Grades 4, 6, and 8 will only be required to take SC PASS SCIENCE, and Grades 5 and 7 will take SC PASS SOCIAL STUDIES. Students in grades 3-6 take SC READY in English/Language Arts and Math. Results of the SC PASS and READY assessments will be available in the fall of the following school year. All second grade students take the CoGat. [More about CCSD's Assessments here](#) and [here](#). [MLES's School Testing Dashboard from 2016](#).

TITLE ONE SCHOOL: Murray LaSaine Elementary meets the criteria to be a Title I School. The school receives federal funding that is used for identified needs. Currently, funds are used to pay for a math intervention teacher and Montessori literacy coach. In addition, we pay a staff member to manage Title I paperwork and compliance. We have used Title I funds to increase the number of books in our media center, purchase literacy kits, math intervention programs, and books for teacher's classroom libraries.

TRANSFERS AND WITHDRAWALS: The following procedures should be followed if withdrawing or transferring a student:

1. The student will return all school property including library and textbooks.
2. The parent will pay for any outstanding debts, such as lost textbooks, pictures, etc.
3. The parent/guardian must come to the office or send a written request stating the withdrawal date, a forwarding address and name of new school (if known).
4. Records will be sent to the new school at their request.

TOYS AND OTHER VALUABLES: Students are not to bring toys to school. Toys are considered anything that students are distracted by or may distract others with. Parents should encourage and remind their students to leave toys at home. The school cannot assume responsibility for lost or stolen items.

UNIFORMS: Murray -LaSaine Elementary seeks to maintain a safe and orderly environment for learning. To accomplish this, we do have a uniform policy. Research has shown that there is an increase in student achievement at schools where uniforms are worn. All students are expected to wear uniforms. Students not in uniform will be asked to change into uniform clothing and may be asked to call home to have a parent bring in uniform clothing. The guidance counselor and nurse both have a supply of uniform clothing to assist children, however, not all sizes are available.

School uniform consists of solid colored pants/slacks and solid colored shirts with a collar (polo style). Spirit Day is Fridays with the exception of picture days. On Friday, students and staff may wear jeans with a past or present Murray-LaSaine Spirit Shirt.

Examples of acceptable clothing: solid color long pants, knee-length shorts; solid color shirts with a collar; and solid color sweaters or sweatshirts, solid color jumpers, polo-style dresses, knee-length or longer skirts.

PE DAYS: All students may wear Murray-LaSaine T-Shirts, tennis shoes and knee length or long solid color pants on days they have PE.

All students are required to conform to the following general regulations regarding dress:

- Students may wear blue jeans on **Fridays only with a Murray-LaSaine spirit shirt.** (Jeans are not permitted M-TH.)
- Sunglasses will not be permitted in the class unless medically prescribed.
- Pants legs may not be rolled up.
- Shoes must have an enclosed heel or heel strap. Tennis shoes are preferred. No heels or flip-flops are to be worn. This is for your child's safety.
- Symbols, slogans or designs that tend to disrupt will not be permitted.
- Studded bracelets or any other objects that are considered dangerous are not permitted.
- No tight or revealing clothing. No bare midriffs or crop tops. No tank tops halter tops, strapless dresses or tops, or sleeveless tops.
- Coats are not to be worn in the classroom. Students may wear a sweater or sweatshirt.
- No hats, headbands or head coverings are to be worn in the building.

VISITS AND CONFERENCES: All parents, guardians and visitors must enter the school through the front door, report to the office, sign in and receive a visitor's pass. All parents, guardians and visitors must sign out when they leave. This is the Charleston County School District Policy for adults entering the school.

If a parent/guardian is on campus to observe or help in a classroom, a visitor's pass is still necessary. **Younger children should not accompany the parent/guardian on these visits, as little ones can be a distraction.** Please schedule a conference with your child's teacher so that a convenient time can be arranged for both of you. Dropping in at the beginning of the day is not a good time for the teacher because all of the students are getting ready for the day, and they all need their teacher's attention. Please call the school office or send a note by your child so that a time that is good for both the parent and the teacher can be determined. The teacher can give his/her undivided attention during a scheduled conference. **Please remember to turn cell phones off when entering the school.**

VOLUNTEERS: Murray-LaSaine needs and welcomes volunteers. Parents, guardians, community persons, retired citizens and business representatives are appreciated and welcomed at Murray LaSaine Elementary. There are many things that volunteers can do to help make Murray LaSaine a safe, productive, and inviting place for our students. If you are interested in volunteering, please give the school office a call and someone will be very happy to meet with you. [ANYONE WISHING TO VOLUNTEER MUST COMPLETE CCSD'S VOLUNTEER SCREENING; THE LINK IS HERE.](#) YOU WILL NOT BE PERMITTED TO VOLUNTEER UNLESS YOU HAVE COMPLETED THIS APPLICATION.

<p>OTHER RESOURCES AND IMPORTANT LINKS:</p> <p>CHARLESTON COUNTY SCHOOL DISTRICT'S HOME PAGE</p> <p>MURRAY-LA SAINÉ'S HOME PAGE, MLES'S FACEBOOK PAGE (MONITORED BY MLES STAFF)</p> <p>AMERICAN MONTESSORI SOCIETY (AMS)</p> <p>NATIONAL CENTER FOR MONTESSORI IN THE PUBLIC SECTOR</p>	<p>ASSOCIATION MONTESSORI INTERNATIONAL (AMI)</p> <p>NORTH AMERICAN MONTESSORI TEACHERS' ASSOCIATION (NAMTA)</p> <p>MONTESSORI FOUNDATION</p> <p>CCSD'S MONTESSORI PAGE</p>
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