

# MURRAY-LaSAINÉ Elementary School

691 Riverland Drive Charleston, South Carolina, 29412

843-762-2765 Phone

843-762-6230 Fax

## 2016-2017 Parent & Student Handbook



**Empowering students to become lifelong learners**

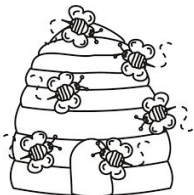
Meredith Wallace, Principal

TBA, Student Data Clerk

Ann Heyward, Bookkeeper/Secretary

Murray-LaSaine is a partial magnet school offering both Non-Montessori (Traditional) and Montessori Classrooms for students age 3 - Grade 6

...where our hive is buzzing with working bees...



VISION 2016  
CHARLESTON ACHIEVING EXCELLENCE

EXCELLENCE IS OUR STANDARD

### From the Desk of the Principal

Dear MLES Families,

Welcome to the 2016-17 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 in 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. Our shared values- Results, Access, Partnerships, and Diversity- will help guide us towards personal best performances each day. 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

### 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 very important and necessary safety policy.

By the first week in September, we ask that parents allow their children to walk to class with the assistance of teachers on duty.

We want to 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.

### **Murray-LaSaine Elementary Main Office**

(Ann Heyward, Administrative Secretary/Bookkeeper & TBA, Student Data Clerk/Absences)

**Phone 843-762-2765      Fax 843-762-6203**

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

Meredith Wallace, Principal      843-762-8126  
Lindsey Wheeler, Nurses' Clinic      843-762-8122  
Food Service      843-566-8180

Kisha Harvey, Guidance Counselor/Parenting      843-762-8124  
Robin Carter, Kaleidoscope      843-762-8133  
Cafeteria      843-762-8128

**ACADEMIC SUCCESS: “Excellence Is Our Standard”** is the motto of Charleston County School District and Murray LaSaine Elementary School. We want every child to be successful and that is possible when we work together.

**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 time as well as safe play time; encourage reading every day.
3. Plan for good nutrition and good personal hygiene; supervise television time.
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 time 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. Reduced class sizes.
3. Montessori and Traditional classes.
4. Outstanding parent and community support.
5. Active business partners and community affiliates.
6. Weekly staff development to stay current on best practices.
7. Recognition of student achievement.
8. Interactive literacy programs.
9. Open door policy by administration and staff.

**BUSES, BUS RULES, AND BUS DISCIPLINE**

**Durham** is a private company that operates the Charleston County Bus 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:

**BUS RULES**

- 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.



**CONSEQUENCES OF BROKEN BUS RULES**

**1<sup>st</sup> Referral:** The student will be warned by an administrator and the parent will be contacted.

**2<sup>nd</sup> Referral:** The parent will be contacted and the student will be suspended from the bus for 3 days.

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 2016-2017.

### **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 Chick-Fil-A. 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 so generous with their on-going support of school.

**Communications:** Graded papers and class newsletters will be sent home weekly. Progress reports will be sent home every 4 1/2 weeks and Report Cards will be sent home every 9 weeks. Teachers and/or parents may request conferences as needed. 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! This calendar will be sent home paper copy at the beginning of each month for the month ahead!

[https://calendar.google.com/calendar/ical/charleston.k12.sc.us\\_b4ousbqhd8tgvtslemg2u550hc%40group.calendar.google.com/private-c832caoci4295914c070299a55ba96fa/basic.ics](https://calendar.google.com/calendar/ical/charleston.k12.sc.us_b4ousbqhd8tgvtslemg2u550hc%40group.calendar.google.com/private-c832caoci4295914c070299a55ba96fa/basic.ics)

### **CLASSROOM OBSERVATIONS**

1. Parents are encouraged and welcome to observe. Please remember to slip in quietly, watch and listen. Younger children are not allowed to accompany parents during these visits.
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 TURN CELL PHONES OFF BEFORE ENTERING THE BUILDING. THEY ARE A DISTRACTION TO THE STUDENTS AND TEACHER.**
4. 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.
5. 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.
6. 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.



**CLINIC:** Our school nurse, Mrs. Lindsey Melville, is here M, T, TH, & F.

**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.

**DAILY SCHEDULE:**

<b>7:00</b>	Doors Open (students may enter building through the cafeteria or front doors)
<b>7:25</b>	Late Bell Rings, Students must report to office for late pass. Parents must accompany late arriving students.
<b>11:30</b>	3 year old dismissal begins (Reese, Getsigner, Rapp dismiss from Main Front Lobby) (Albanese, Pelhan, Davin dismiss from Back Lobby)
<b>2:25</b>	Student Dismissal Begins
<b>2:45</b>	Dismissal Ends

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. This car tag should be displayed on the dashboard of the passenger’s side of the vehicle.

**Arrival:** Arrival will begin at 7:00. Students should exit their vehicle when they reach covered area. There will be several adults to supervise and escort younger students to class. Parents are **not** allowed to enter the building through the car rider’s entrance without a visitors pass from the front office.

**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.**

**Students not picked up by 2:45 pm will be sent to the main office or may be placed in the Kaleidoscope program, and parents will be charged per hour. 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.**

**DISCIPLINE: (Please note, MLES staff will be reviewing and revising this model. More to come!)** Students have school-wide rules to follow. These apply to every student. SOAR is the acronym used to remind students about **S**afety, **O**rdery, **A**ccountable, and **R**espectful behaviors.

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. 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 Student Code of Conduct. 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 **SOAR** model (**See below**). **SOAR** is easy for the students to understand, and everyone throughout the school will be enforcing these expectations.

	<b>Safe</b>	<b>Orderly</b>	<b>Accountable</b>	<b>Respectful</b>
<b>Area</b>	<b>Be Safe</b>	<b>Be Orderly</b>	<b>Be Accountable</b>	<b>Be Respectful</b>
<b>Transitions to and from School</b>  Voice Level: 0-2	-Follow adult directions -Stay on the sidewalk -Cross only at crosswalks -Arrive on time -Dismiss quietly and quickly -Walk -Go directly to designated area or home	-Use quiet, soft, whisper voices	-Take all necessary materials have and return them the next day. -Tell an adult if a problem or situation occurs.	-Use kind and thoughtful language
<b>Bus</b>  Voice Level: 0-1	-Be at the bus stop on time -Sit appropriately in your seat -Remain seated at all times	-Voice Level 0-1 -Talk to the person sitting beside you -Be at the bus stop on time	-Keep all items with you at your seat -Take all items when exiting the bus	-Greet the bus driver when entering

	-Quickly take your seat upon entering the bus			-Thank the bus driver when exiting -Report any issues to the bus driver -Raise your hand to get the bus driver assistance
<b>Hallways</b> Voice Level: 0	-Walk safely in the hallways Feet behind feet Head Behind Head Hugging elbows	-Use a “o” voice level -Complete business in a timely manner	-Have teacher’s permission to be in the hallway	-Use o Voice Level in hallways so you don’t disturb the learning of others
<b>Cafeteria</b> Voice Level: 0-2	-Keep all food on your tray -Eat your own food	-Stay seated unless given permission by an adult -Carefully recycle all waste and gently hand in tray -Use voice level 0-2 in the line and at the table -Put all trash in trash can -Stay seated unless given permission by an adult	-Clean all spills and dropped food or ask an adult for help -Clean your area when directed by an adult-floor and table	-Use “please”, “thank you” and “Excuse me”. and you’re welcome -Use good table manners -Clean your area when directed by an adult-floor and table
<b>Playground</b> Voice Level: 0-3	-Use equipment properly -walk to line up	-Walk to line up -Use equipment properly -Ask your teacher for permission before leaving the playground	-Put all equipment away -Line up when the teacher directs you to do so	-Allow all children to participate in games -Use hands and feet for helping, working, and playing -Ask permission to use things that are not yours
<b>Restrooms</b> Voice Level: 0-3	-Immediately clean any messes or spills that you make -Report any unsafe situations to an adult	-Flush -Throw paper towels into trash can -Wash and dry hands before leaving -Clean up after yourself – always leave the restroom clean	-Conserve paper, water, tissues, paper towels, etc. -Recycle -Always be conscious of ways to help maintain and improve the environment -Complete business in a timely manner	-Place litter in trash cans -Respect the privacy of others -Always leave the area clean for the next person
<b>Classroom</b> Voice Level: 0-3	-Immediately clean any messes or spills -Report any unsafe situations to an adult	-Put materials away properly -Follow the established school and classroom procedure	-Conserve paper, water, tissues, paper towels, etc. -Recycle -Always be conscious of ways to help maintain and improve the environment -Clean any markings from tables, walls, and floors	-Place litter in trash cans -Pick up litter wherever it is found -Always leave the area clean and orderly for the next person -Put materials away properly

**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.

**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.

**HEAD 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.

**HOMEWORK:** Homework assignments are 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. Please encourage your child to read daily. The most important thing a student can do to improve academically is to read each day.

**MEAL PROGRAM: The following meal prices have been approved for the 2016-2017 school year.**

**Meal**  
Elementary Breakfast

**Full Price      Reduced**  
UNIVERSAL @ MLES

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





**MENTORING PROGRAM:** A mentor is a wise and trusted friend. Responsible mentoring is a structured one-to-one relationship or partnership that focuses on the needs of one student. A mentor should visit his/her student once a week for 20- 30 minutes. If you would like to become a mentor please call the school office at 762-2765 (ask for Ms. Harvey). Being a mentor can be a rewarding experience and will definitely be worthwhile for our children.

**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 expectations 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.

**The current MLES Parent Involvement Policy (November 18, 2015) 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.**

- 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.
- 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.
- 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.
- Giving opportunities for parents to submit comments on the plan and the school wide programs if it is not satisfactory to participating parents.
- Sharing jointly in the development of the home-school compact.
- Supporting partnerships among the school, community, and parents to improve student academic achievement.
- Providing assistance to parents in understanding such topics as the state's academic standards, assessments, monitoring students' progress and working with their children.
- Coordinating and integrating Parent Involvement programs and activities with 4K and Headstart programs that encourage and support parents participating in the education of their children.
- Ensuring that information related to school and parent programs, meeting, and other activities is sent to parents in a format and, to the extent practical, in a language the parent understands.
- Providing a full opportunity for the participation of parents with limited English proficiency, parents with disability and parents of migratory children are present in a format, to the extent practical, in a language with the parent understands.
- Providing reasonable support for parental involvement activities as parents may request.
- Conducting a yearly evaluation and review of the effectiveness of the school's Parental Involvement Policy and programs.

**Parent Programs:** 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 monthly. The president of the PTO can be reached at murraylasainepto@gmail.

**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 not only welcome but need your participation. Be watching for the voting ballot to vote for members of the School Improvement Council at the Family Drop-In/Open House before the start of the school year.

**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.

**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.

**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 will be given a tardy note that **must be signed and returned** 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.

**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.



**TELEPHONE:** 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.

**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 Mrs. Heyward.

**TESTING PROGRAMS:** Measurement of Academic Progress (MAP), a computer-based assessment, will be administered in the fall, winter, and spring in grades 1-5. Kindergartners will take MAP tests in the spring. Students in grades 3- 5 will take the Palmetto Assessment of State Standards (PASS) and ACT Aspire in the spring. Results of the PASS and ACT Aspire tests will be available in the fall of the following school year. All second grade students take the CoGat.

**TITLE ONE SCHOOL:** Murray LaSaine Elementary meets the criteria to be a Title I School. The school receives federal funding that is used for teacher salaries to reduce class sizes, to purchase materials, and to provide other resources that the Title I Team determines to be a need. There is a Title I Plan located in the main lobby, and everyone is invited to stop by and read it in its entirety. Parent and teacher surveys completed in the spring were used to help develop the plan.

**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. School uniform consists of solid colored pants/slacks with belt loops of the following colors- navy blue or khaki

(tan). Shirts must have a collar (polo style) and must be **any solid color** such as navy, white, red, light blue. Spirit Day is Fridays with the exception of picture days. **Students and staff may wear jeans each Friday with a past or present Murray-LaSaine Spirit Shirt.**

**Boys** – solid color long pants, knee-length shorts; solid color shirts with a collar; and solid color sweaters or sweatshirts

**Girls** – solid color jumpers, polo-style dresses, knee-length or longer skirts, knee-length shorts, or long pants; solid color shirt with a collar; solid color sweaters or sweatshirts



All students may wear Murray-LaSaine T-Shirts, tennis shoes and knee length or long solid color pants on days that 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.
- Belts are to be worn at all times.
- 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. Thank you for your support. **Please remember to turn cell phones off when entering the school.**

**VOLUNTEERS: Murray-LaSaine needs and welcomes volunteers.** Parents and 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.