

# Parent/Student Handbook

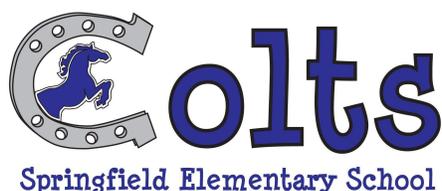
## 2021-2022

### Mission Statement

*The mission of Springfield Elementary, in partnership with family and community, is to provide a safe, caring, and engaging environment for students while creating a desire for lifelong learning.*

#### OFFICE HOURS

7:05-3:15 PM M-F (School Year Hours) 7:30-3:30 M-Th (Summer Hours)



**Main office phone:** 803-548-8150 **Website:** <http://sfes.fortmillschools.org/>

**Twitter:** @SESHoovesUp **Principal:** Mr. Adam Fantone

The purpose is to provide you with an overview of school procedures. If you have questions not addressed here, please feel free to call the school and ask. Education is a shared commitment between teachers, students, and parents. Please click a link in the table of contents below to access information.

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## **ARRIVAL AND DISMISSAL TIMES:**

- 7:05 a.m. Breakfast/Car Rider Drop-Off & Adult supervision begins.
- 7:05 a.m. Students admitted to classrooms and Teacher arrival time
- 7:35 a.m. Instructional Day begins
- 2:00 p.m. Bus students & Car riders dismissed
- 2:50 p.m. End of workday for teachers

## **ARRIVAL & DISMISSAL GUIDELINES:**

Safety is our top priority. We need your help to ensure that students are not in dangerous situations. By following the guidelines below, we can work together to make sure our children get to school and leave safely. For the safety of all, we ask that drivers not talk on cell phones during pick-up and delivery. We ask that you not smoke in your vehicles or when on school premises during drop-off, pick-up, or visits to the school. Everyone is reminded of the district policy prohibiting smoking on any school property, including buildings, grounds, and parking lots at any time. Please be sure younger children accompanying you are supervised.

**ARRIVAL:** To maximize safe and efficient arrival of our students, drivers should approach the school using Springfield Parkway and following the signs for student drop-off. When dropping off your child(ren) please pull forward as far as you can in the drop-off line (this will help keep the line moving quickly and we can unload more cars). **ALL STUDENTS SHOULD EXIT FROM THE CURB-SIDE (RIGHT SIDE) OF THE VEHICLE.** Since the instructional day begins at 7:35 a.m., no students should arrive before 7:05 (when adult supervision begins) or after 7:35 a.m. Students arriving after 7:35 a.m.. should go directly to the office with a parent to sign them in and get a pass to the classroom. It is also not acceptable to drop your students off at the crosswalk. Should you wish to walk your students to the crosswalk, you must park in the parking lot. Students should not leave the vehicle until an adult is outside.

**BUS PARKING LOT (Back of the School):** State law requires separation of car and bus pick up areas. Only school district buses are allowed to park in the back parking lot. Employees have parking spaces in the bus lot. It is dangerous for our students to be allowed to walk around buses to get to or from cars. The buses must not be blocked as they have many routes to run.

**DISMISSAL:** Parents should use the front entrance on Springfield Parkway for afternoon departure. Cars must not be left unattended in traffic lanes. When picking up children, parents need to stay in their cars and in the car rider line until it is their turn to have the child walk to the vehicle. This is to ensure a fluid transition for everyone, and if followed, will allow for a shorter time spent in line.

CAR TAGS: Parents will be given a card to be placed on the right front dash or the rear view mirror. The student's name should be printed in LARGE, DARK letters, so the duty personnel can call for the student. For safety reasons, anyone without a card will be required to park in the parking lot and come into the building's front door to sign the student out. Without your card, you may be asked to present a driver's license and wait, while student records are checked to see who has permission to pick up the student. Additional cards may be acquired from the office for those authorized to pick up the student. **Students should be picked up no later than 2:25 PM.** If you are unable to pick up your child by this time, please make arrangements for your child to be picked up by someone else and **notify the office of the arrangements in writing** by note or e-mail. This is extremely important.

For the safety of all,

- All drivers are asked to **not talk/text on cell phones** during drop-off and pick-up.
- We ask that you turn your car engine off and not allow it to idle while waiting for your student
- We ask that you not smoke in your vehicles or when on school premises during drop-off, pick-up, or visits to the school. Everyone is reminded of the district policy prohibiting smoking on any school property, including buildings, grounds, and parking lots at any time.
- Please do not exit your vehicle to fasten seat belts or open doors for your child(ren). The school will provide an area for you to pull into to complete these tasks.
- Please be sure younger children accompanying you are supervised.

LATE PICKUP: Students should be picked up no later than 2:25 p.m. If you are unable to pick up your child by this time, please make arrangements for your child to be picked up no later than 2:20 p.m. by someone else and notify the office of the arrangements in writing by note or email. SFES may have some late bus students and day care riders who are not picked up when school is let out. These students will be escorted to the gym area to wait on their transportation. While waiting in the gym, students are expected to have some type of material to read and to abide by school rules and expectations.

DAY CARE RIDERS: Since daycare vans take many children at one time and pick up at other schools, they are allowed to pick up students at the back parking lot.

PARENT VOLUNTEERS AND DISMISSAL: Many parents graciously volunteer their time to the school. If you have been volunteering in the building, please follow standard dismissal procedures.

## ATTENDANCE:

Good attendance is essential to the academic success of students and all students are expected to be in attendance each day school is in session. Attendance at Springfield Elementary is traditionally outstanding. Each year, we have excellent attendance by our students. This is a tribute to each family's efforts to have their child at school daily. We appreciate this effort! See the [FMSD Attendance Policy](#) for more details.

**LAWFUL ABSENCES:** According to SC Code of Laws 59-65-10, the following types of absences are the only ones considered lawful:

1. Serious, chronic, or extended illness of the student. (If your child has a chronic illness or is hospitalized for an extended period of time, please submit medical verification to the principal.)
2. Serious illness or death in the immediate family.
3. Recognized religious holiday for the students of the particular religious faith when pre-arranged.
4. Pre-arranged absences for other reasons and/or extreme hardships at the discretion of the principal.

**Following any absence, a student is required to present a written note from the parent or guardian stating the date(s) of the absence(s), the reason for the absence(s), and the parent's signature.** The note should be presented within two days of the child's absence(s). If we do not receive a note explaining the child's absence then it will be coded as unlawful. The school will only accept a parent's written excuse for five total days of absences when the student is ill or absent for another lawful reason. Notes are kept on file by the attendance clerk.

**UNLAWFUL ABSENCES:** Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for a lawful absence as defined above will count toward the cumulative limit of absences. Written notification will be sent by the school for accumulated absences. A call will be made by the attendance clerk after 3 consecutive absences. When a child accumulates 5 absences that are unlawful or not excused by a medical note, the parents will be required to attend an attendance intervention (truancy) conference and assist the principal or his/her designee in the development of an attendance intervention plan which will be valid in any SC school district. Excessive absences and failure to adhere to guidelines of an intervention plan could result in a family court referral. The school will only accept a **parent-written note for five days of absence.** Following those days, doctor's excuses are required. All vacations and trips are unlawful reasons for a student to miss school, and will be considered unexcused.

## **BOOK BAGS**

Book bags are required at school. However, rolling book bags are not permitted without a written recommendation of a physician.

## **BULLYING**

Bullying is an ongoing pattern of targeted behavior, not a one-time occurrence. While every effort will be made to shape behavior through positive reinforcement, we must all keep in mind that every child should have the right to study, participate in class, and work in a safe environment. Name calling, intimidation, threats, and disrespectful attitudes toward classmates, volunteers, school staff members, or visitors is not acceptable. Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. It is not acceptable for a child to draw, write, or make threatening statements online or in person. This behavior will be addressed through disciplinary action at the discretion of the school administrator, as per FMSD Board Policy JICFAA. Please be aware that School Board policy and South Carolina Code 59-24-60 require school officials to contact law enforcement officers when a student engages in any activity that may or does result in injury or serious threat of injury to a person or property. Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and administrators discuss with students behavior expectations, but parents are requested to discuss with children the importance and the need for good behavior and a positive attitude at school, too. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

## **CHAPERONES**

All volunteers in the building and chaperones for off-campus field trips MUST first be approved by our district-wide background check. This check typically takes approximately 2 weeks to complete and may be initiated by completing the form found [here](#). Once approved, chaperone status is in effect for 3 years.

## **CLASSROOM CELEBRATIONS/LUNCH**

Due to a large number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. Please be mindful that if your child is in an allergy classroom, food brought in may not be allowed to go to the cafeteria and/or classroom depending upon the ingredient list. For example, if there is a peanut allergy in your child's classroom, the packaging must clearly state that it does not contain peanuts. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while

maintaining a safe and positive learning environment for all students. If you wish to “play it safe” the best option is to refrain from sending in food and opt for pencils, erasers, stickers, etc... Outside food and drink will only be allowed through student lunch boxes or containers. No fast food or food service deliveries will be allowed for students. We appreciate you helping us minimize the amount of deliveries to classrooms with lunches. We understand that sometimes, parents need to deliver lunches for a variety of reasons. Lunch will need to be in a bag or lunch box to come into the building. We will turn away all food delivery services and/or food that is delivered by parents in a restaurant bag or container. If you wish to purchase a birthday snack from the cafeteria, you can inquire here.

<https://docs.google.com/forms/d/e/1FAIpQLSerUhJFoBRLXbA6efAjOLpRU5O4g64LHyBTUt9nGkQdn7nzNg/viewform?vc=0&c=0&w=1&flr=0>

Balloons are not permitted in classrooms because they can become a distraction to the students.

## **CLASSROOM COMMUNICATION**

Teachers are expected to communicate with their students’ families on a weekly basis. Teachers may choose the means in which they communicate. Teachers also have a website maintained through our school webpage. At minimum, on this site, teachers should have their contact information and daily schedule posted. Teachers will also hold one parent-teacher conference in Oct. Additional conferences may be requested by either the teacher, parent, or student.

The main job for our teachers is to provide quality instruction in a safe environment. We encourage you to reach out to your child’s teacher should questions, concerns, or general information need to be shared; however, because teachers are busy teaching and planning, please do not expect an immediate response to an email that you send. In general, teachers should be given 24 hours to respond to an email. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school hours, as teachers cannot leave their classes for telephone conferences. Administration encourages teachers to leave work at work when leaving for the day.

## **CURRICULUM INFORMATION:**

Springfield has a rigorous academic program that aligns with the SC College and Career Readiness standards, and utilizes best practices in instruction. Curriculum offerings include language arts (reading, literature, oral language, composition, handwriting, and spelling), science, mathematics, social studies, art, music, physical education, and technology. Teachers plan together to create long range, unit, and daily lesson plans which address the SC standards.

A hallmark of our instruction is the use of guided small groups, with the focus on differentiating for the needs of all learners. We utilize a balanced literacy/workshop approach for reading. In math, we utilize a hands-on

guided math approach with a focus on understanding concepts as the foundation for higher math. Our social studies and science programs are hands-on and focus on creating meaning for students through a variety of learning activities. Fort Mill School District (FMSD) is completing a four year partnership with Discovery Education, and we will be working closely with them to create a learning environment that will support our students in being thinkers and problem solvers. As a school, we are *Full STEAM Ahead*, and we have created an Innovation Lab and have a STEAM/STEM related arts rotation to help students become critical thinkers.

## **CUSTODY**

A change in custody will require new custody papers and a change of address will require a new proof of residency. If you are separated or divorced, we need to have a copy of your custody papers on file.

## **DAILY SCHEDULE**

7:05 AM	Breakfast/Car Rider Drop-Off Adult supervision begins
7:05 AM	Teacher arrival time
7:05 AM	Students admitted to classrooms
7:35 AM	Instructional Day begins *(Students must be in the classroom at this time)*
2:00 PM	Bus students dismissed, Car riders dismissed,
2:35 PM	End of workday for teachers

## **DELIVERIES**

The school will not accept nor deliver to students any items before, during, or after school unless they are of an educational nature/value or medically necessary. When sending balloons or flowers to a child, please use his/her home address. Do not send these items to the school. District procedures do not allow these items on a bus.

## **DISCIPLINE & CONDUCT**

GENERAL BEHAVIOR INFORMATION: At Springfield, we have high expectations for teachers and students. Teachers will create behavior expectations with their students, and may have individual incentive systems. We believe that "discipline" should be considered as teachable moments. Most concerns can be handled by the teacher in the classroom. When behavior has risen to a level when the student, other students, or the staff are endangered, then students may be required to be removed from class. Our goal is to maintain a positive learning environment for all of our students.

While each child is responsible for his or her own behavior, we encourage parental support of the school expectations. In the event that a student is sent to the office for a discipline referral, parents will be notified by an administrator. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, and in school or out of school suspension. Student actions that disrupt class work, involve substantial disorder, or invade the rights of others could be a basis for out of school suspension or expulsion. Examples of these student actions or major offenses are: theft, fighting, possession of weapons, damage to school property, assault of school personnel, defiance of school authority, profanity, obscene literature, distribution of unauthorized materials, possession of drugs and alcohol, blackmail/threats/intimidation, student disorder, and possession of fireworks.

Students will also have the opportunity to receive "Colt Notes". These are notes written by a staff member in order to brag on a student for demonstrating our Colt Characteristics. These characteristics include: Cooperation, Outstanding work, Learner, Trustworthy, Safe. These notes will be collected weekly and random notes will be read during Friday morning announcements. These notes will also be sent home with students to keep.

## **DRESS CODE**

In the interests of health, safety, cleanliness, decency, and decorum, students will follow these guidelines as identified in [FMSD Board Policy JICA-R](#).

Students will follow these guidelines during the traditional school day. School administration reserves the right to permit exceptions to the policy for school-sanctioned events. In the interests of health, safety, cleanliness, decency, and decorum, students will follow these guidelines.

### **Grades K through Five**

Shoes must be worn at all times for safety reasons. Shoes with cleats may not be worn.

Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.

Students may wear shorts, dresses, skirts, etc. which are of appropriate length. Tops must be long enough that they can be tucked into pants or shorts. Basketball jerseys must be worn with an appropriate garment (i.e. tee shirt). No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building.

The following items are considered inappropriate for school:

- flip flops
- tops with straps that are less than 3-fingers wide of the student
- pants or jeans with holes, tears, or tattered to the extent that skin or undergarments are visible above the mid-thigh
- visible undergarments

Violations will result in the following: First and subsequent offenses: phone call to parent/legal guardian

## **EARLY DISMISSAL**

**It is requested that students not be picked up before the regular dismissal time.** This is an interruption of the educational process, not only for your child, but other children as well. A child must be present for at least half of the school day to be considered present as related to perfect attendance. However, any portion of the day a child can attend is to his/her benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school.

If a child will be dismissed from school before the close of the day, please send a note in the morning stating the reason for the early dismissal and the time the child will be picked up. Parents are requested to come to the front door and sign out their child. **Students leaving early must be signed out in the office and be dismissed only to a parent or approved adult on the emergency contact list. This procedure is for your child's protection – please keep student information updated to facilitate this function, especially in emergency situations or early weather related school closings.** In an effort to minimize disruption at dismissal time, all early checkouts must occur before 1:30 pm.

## **EMERGENCY DRILLS**

Safety of our students and staff is an extremely important priority for us here at Springfield Elementary. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

1. Fire drills are held at least once a month.
2. Tornado drills are held periodically.
3. Lock down and emergency procedure drills will also take place at least two times a year.

## **FERPA INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US

Department of Education. The law requires that student records be managed in a confidential manner. Regulations and procedures for compliance of this act are provided through board policy. For more information about your rights under FERPA, please refer to the [district's website](#).

## **GRADES**

Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task. Kindergarten and first grade will be using a Standards Based Report Card.

If you would like to view the report card in its entirety please utilize the desktop version of Parent Portal. Report cards will ONLY be printed and issued to parents IF the parents/guardians request a paper copy. Otherwise, please access your child's grades using Parent Portal. All K-5 grades will be issued report cards on a 9 weeks grading period as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task.

Academic achievement will be graded using a numerical grading scale to denote respectively, excellent, good, average, poor, and failing. The numerical ranges for grades will be as follows:

- 90-100 =A = Excellent
- 80-89 =B = Good
- 70-79 =C = Average
- 60-69 =D = Poor
- 59- 0 =F = Failing

The letter S-satisfactory or N-needs improvement will be used to denote participation in certain related arts classes.

## **HOMEWORK SCHOOL POLICY**

1. Homework will be reinforcement activities; no new skills or material will be introduced as part of homework.
2. Written homework will be such that it can be completed with a minimum of parental help.
3. Teachers will send home completed classwork/homework for parental review and support.

4. The teacher will check written homework assignments with pre-established consequences for noncompliance.
5. Homework assignments should be such that they can be completed within a reasonable length of time taking into consideration the age and ability level of the children
6. In addition, children are expected to read ***daily*** as part of their homework assignments.

## HOMEWORK SUGGESTIONS FOR PARENTS

1. Designate a homework spot and time and be available to assist if help is needed.
2. Encourage your child to write down assignments and check on a daily basis to see what homework is due.
3. When assistance is needed, talk your child through the problem or question until he/she can find the solution.
4. Help your child check his/her homework and discuss specific problem areas.
5. Be observant for signs of problems and if homework becomes too challenging, meet with your child's teacher.
6. Remember to help your child balance household responsibilities, play, and study.
7. Review the classwork that the teacher sends home.

The following resources have been purchased with Student Activities money collected at registration. Students can utilize these resources at home and school. Contact your child's teacher for links and passwords.

**SPLASHMATH** - Splashmath is a computer based program that allows students to practice math skills at an assigned level. It is available for students in grades K-2.

**IXL** - IXL is a computer based program that allows students to practice math skills at an assigned level. It is available for students in grades 3-5.

**RAZ Kids** - RAZ Kids is an online tool for reading that our students can use to practice reading fluency and comprehension. It is available for students in grades K-2.

**BOOKFLIX** - Bookflix is another online tool to practice reading. It is a primary grade tool, but it is available to all students at OPES.

**PEBBLE GO** - Pebble GO is a research tool for students in grades K-2 to use when learning about interesting nonfiction topics in science and social studies.

**DISCOVERY EDUCATION** - Discovery Education is a free tool purchased by the state through textbook funds that allows students in grades 3-5 to research and learn about a variety of non-fiction topics.

## **HOMEBOUND**

Students who experience extended illness or injuries that result in long term absence from school may apply for homebound instruction. Information concerning homebound may be obtained from our school psychologist.

## **INCLEMENT WEATHER**

The decision to close or delay schools will be made by 6:00a.m.. Announcements will be made via SCHOOL MESSENGER®, and on WRHI AM radio, CN2, and Charlotte TV stations (WSOC, WBTV, WSOC). Delays and closings will be posted on the district website [www.fortmillschools.org](http://www.fortmillschools.org) and available at the district office phone number (803-548-2527). Information will be listed for FORT MILL SCHOOL DISTRICT #4, not York County Schools. No breakfast will be served if school is delayed. All half day preschool programs will be cancelled in the event of a school delay.

When weather is threatening, please be sure your child and the teacher know how he/she is to get home if school is dismissed early. The SCHOOL MESSENGER® phone system (803-548-8379) will leave messages about changes of schedules. In order for you to receive these messages, we must have your up-to-date phone number and email address in our database. It is the parent's responsibility to contact after-school care to learn about their procedures.

## **INVITATIONS**

Students and/or teachers may hand out invitations to out-of-school birthday parties or other gatherings, but must be given to the entire class.

## **LOST AND FOUND**

Items found at school are turned into the Lost and Found area in the cafeteria. Students are encouraged to check this area if they are missing any items. Several times a year when the area is overflowing, we take items not claimed to a local clothing closet. Please put your child's name on clothes, lunch boxes, notebooks, etc.

## **MAKE-UP WORK FOR ABSENCES:**

Assignments and class work missed may be made up if a student is absent from school. This is the responsibility of the student. Should assignments not be available for the entire period of the absence, the student is responsible for getting them upon his/her return in order to cover the material missed. Remember that experiments, discussions, group activities, etc. may be difficult to replicate. No graded work done or tests taken by the class while the student is absent will be made up; therefore, the student will have fewer grades at the end of the grading period. Additionally, for any tests given after the student returns, the student will be responsible for the material covered in class while he/she is absent. If any work is not made up, it may affect the student's grade. The work needs to be made up within two days of the absence or at the teacher's discretion. If the student is absent, the parent may call and request to pick up assignments after school in the office. Please do not expect the teacher to provide assignments during the school day.

## **MEDICAL INFORMATION**

IMMUNIZATION REQUIREMENTS: All students in grades Pre-kindergarten through 12 are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials shall record the immunization data on the student's health record and/or attach a copy of the certificate to the health record. For more information from DHEC, [see this link](#).

### **HEALTH SERVICES:**

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate must sign the student out in the office. **The health and well-being of all students is of utmost importance. We will request that you pick up your child if his/her medical condition is unstable, or if he/she is not capable of participating in the daily school activities. This decision is based upon an assessment conducted by the school nurse. In addition, the school must also follow the DHEC School Exclusion List for specific medical conditions to be in compliance with SC State Health guidelines.**

If a student brings medication to school, the following requirements must be met:

#### ***PRESCRIPTION MEDICATION***

1. The Medication Consent Form must be completed and turned in with each medication. The form must be signed by the doctor and the parent.
2. Prescription medicines must be in the pharmacy container with your child's name on it. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
3. Parents must deliver all medications to school.
4. The medication must carry a prescription label with the following information: student's name, date, medication name, dosage, strength, and the directions for use (frequency, duration, mode of administration), the name of the prescriber, and the name and address of the pharmacy.

1. Medication will be kept in a locked cabinet in the office at all times.
2. School personnel will give medication only with a completed form signed by the parent and the doctor.
3. Medication must not be sent with a child on the bus or with a child walking to school.

#### ***OVER-THE-COUNTER MEDICATION***

1. The Medication Consent Form must be completed, signed by the parent and turned in with the medication when the parent brings it to the office.
2. The over-the-counter medication must be in the original container or box, unopened with the manufacturer's seal intact (not in a plastic bag).
3. The following items will be available in the health room for first aid treatment of your child during the school day: Saline eye wash, Vaseline, Hydrocortisone 1% cream, and Aloe Vera. If you do not wish for your child to be treated with these items, please send a written note to the nurse including your child's name, the teacher's name, the date, and your signature.
4. NO other medications are supplied by the school.

**NOTE: ASPIRIN OR PRODUCTS CONTAINING ASPIRIN CANNOT BE GIVEN OUT WITHOUT A DOCTOR'S PRESCRIPTION.**

***CONTAGIOUS DISEASES:*** Students with contagious diseases are not allowed to attend school. Children should be kept at home if they have experienced vomiting or fever during the night. Students should be fever free for 24 hours without using medicine to bring the temperature down before returning to school.

#### **Online Reporting of Close/Household Contacts or Positive COVID-19 Cases**

The district will continue to use the online reporting system to receive information regarding close/household contacts or positive COVID-19 cases. Please click on the link below to report information. The reporting form can also be accessed on the district website at [fortmillschools.org](http://fortmillschools.org).

[Student Reporting Form](#)

[Staff Reporting Form](#)

Please report information to the online system as soon as you receive it to allow the district to begin contact tracing as soon as possible. A FAQ sheet regarding online reporting is available on the district website or by [clicking here](#).

If your child is displaying symptoms and awaiting test results please notify your school nurse by phone or email: **Jennifer Miller, RN (803) 548-8150 or [millerj@fortmillschools.org](mailto:millerj@fortmillschools.org)**

Students will need to contact their school regarding missed assignments or schoolwork during their quarantine or isolation period.

***MEDICAL EMERGENCIES:*** If medical emergencies arise, the school nurse and school administrator will enact medical care deemed appropriate to the student (i.e. call 911 or transport the student to the hospital). In these cases, the schools will make every attempt to contact the parent/guardian. Please be sure to keep your student's emergency information updated with correct phone numbers. If a parent/guardian is out of town and has left their child in the care of another adult, written documentation should be on file with the school. This documentation will authorize the school to contact the alternate person in case of illness or a medical emergency.

***SCHOOL INSURANCE:*** Our school district partners with Bollinger Insurance to offer parents a variety of economical insurance plans: Student Accident Insurance, Life Insurance and Dental Accident Insurance. Enrollment information is available at: [www.bollingerschools.com/site](http://www.bollingerschools.com/site).

## **MONEY**

For your convenience, Springfield utilizes online payments only through the [\\$Pay Fees application](#) on our website and on the FMSD website. This includes your payments for lunch funds and field trips. We feel that this process keeps money from being lost at school. The school does not provide refunds for lost checks or cash. If you cannot pay online, here are the options available to you:

1. You may pay with a credit card at the school.
2. If you must send a check, please put it in a sealed envelope with the child's first and last name, the teacher's name, and the purpose, e.g. Zoo Field Trip. Your check must have a phone number or it cannot be accepted. You may write the phone number in the memo line if it is not printed.
3. PLEASE do not send cash to school with your children for payment of field trips, etc. If you must pay in cash, please drop it off at the school. However, if your child participates in our school store (operated by our fifth graders), then you may send cash with them. The school is not responsible for any lost cash.

## **PETS**

Pets are not allowed on school property as a violation of health code, and as a courtesy to students and staff who may have allergies or anxieties related to animals. If you should choose to bring your pet through the car rider line, then they must remain calmly in their car. We have had small ones afraid of the loud barking of the dog, and dogs have jumped out of cars. We all love our pets, and we must remember that the primary purpose of the car rider line is to have students enter safely and happily into the school. Designated service dogs may be on school property.

## **PHYSICAL EDUCATION:**

Physical education is required by the state for all students unless the student has an excuse from a physician due to a physical disability. If a child must be excused for a temporary illness, a note from a parent or doctor must be sent with the child. Any illness extending more than a week must be excused by a doctor. Children must wear athletic shoes to participate in Physical Education.

## **PROMOTION AND RETENTION OF STUDENTS:**

Every parent and teacher would like for students to move along successfully through each grade. Our goal is to evaluate each child's skills at the beginning of the year and provide instruction to ensure academic growth throughout the year. Please examine student work that is returned for your review because it will help you to see how your child is progressing. Parent conferences in October will provide you with another opportunity to discuss your child's progress.

State law requires that the school send a letter at the end of the second quarter (usually January) and at the end of the 3rd quarter (usually in March or early April) to alert parents of the possibility of retention for a student. The final decision will be made prior to the start of the next year, but the letters give parents a chance to work together with the teacher to make the progress needed to meet state standards for their grade. If you receive a retention letter, it does not mean that your child will be held back because we continue to hope that she/he will improve and be ready for the next grade. Retention can often be prevented by making sure the child completes and turns in all assignments, examining the possibility of health issues which may affect classroom performance, providing a routine time and place for the child to study daily, reading daily with the student, and making sure children have enough sleep. If you are unsure of what your child needs to know to pass, you can visit the state website at <http://www.ed.sc.gov> and search for curriculum standards, or ask your child's teacher or administrator for the information. Many things are taken into account in determining if a child is ready for the next grade: attendance, mastery of state standards, knowledge of the English language, age, physical size, intellectual ability, previous grade placement, behavior, maturity, level of achievement, motivation and disabilities are all considered. A Light's Retention Scale is a normed assessment used by elementary schools in Fort Mill to assist with making this important decision. Review [Board Policy](#) IKE-R Promotion And Retention Of Students for additional information.

## **PARENT-TEACHER ASSOCIATION (PTA)**

Our school encourages your participation in PTA sponsored activities during this year. Our PTA is an extension of the school family, and is dedicated to the support of instructional programs, teaching/learning, and safety. This important group has one major fundraiser each year ([Boosterthon](#)). In addition, the PTA needs volunteers to help with special programs and serve on committees. Please consider volunteering your time to assist this organization in helping all classrooms, teachers, and students through their many beneficial projects. See the [SES PTA](#) website for more details and information about ongoing events.

## **REHABILITATIVE BEHAVIORAL HEALTH SERVICES**

A mental health worker from Rehabilitative Behavioral Health Services sees children on-site that qualify for the services of that agency. Teachers or parents may refer children. Parent permission is required for service.

## **RESTRAINT**

For the purposes of these guidelines, physical restraint is defined as a personal restriction that immobilizes or reduces the ability of an individual to move his or her arms, legs, or head freely. This definition encompasses mechanical restraints, further defined as a device that restricts the movement or function of a child or a portion of a child's body.

Restraint, as defined by these guidelines, does not include the following:

1. temporarily holding an individual to help him or her participate in education or daily living activities;
2. escorting techniques, where a student is provided limited physical encouragement to help him or her move from one location to another without rising to the level of physically forcing compliance (e.g., hand on the back or a hand on the elbow);
3. chemical restraints (medication for safety or behavioral supports) determined by medical personnel;
4. appropriate use of adaptive equipment or products, provided they are used in accordance with manufacturers' recommended usage.
  - a. Adaptive equipment may include, but is not limited to, adaptive seating products or therapeutically prescribed devices such as weighted vests.
  - b. If adaptive equipment, such as a Rifton chair or weighted vest is used for the purpose of limiting mobility or as a punitive measure, its use constitutes restraint.

The use of restraint is limited to emergency situations where the behavior of the student poses a threat of imminent, serious, physical harm to self and/or others and the student has the ability to cause such harm. Restraint may be used only as a last resort after proper positive behavioral interventions and de-escalation techniques have failed to de-escalate the risk of injury. Restraint should never be used: 1. as punishment; 2. to force compliance or address non-compliance; 3. as a substitute for appropriate educational support; 4. in response to property destruction; 5. in response to a student's flight, escape, or running away, unless there is imminent risk of injury related to the escape; 6. in response to verbal threats and profanity that do not rise to the level of physical harm unless the student demonstrates a means of carrying out the threats; 7. longer than needed to resolve the risk of actual harm.

**Necessary Documentation & Review:** The use of restraint in the school setting triggers the district's obligation to create and maintain specific documentation regarding the incident. Documentation must include:

1. actions attempted prior to the restraint in an effort to manage or de-escalate the situation;
2. a clear description of the safety concerns posed to the student or others;
3. student's behavior before, during, and after restraint;
4. location of the restraint;
5. amount of time in restraint;
6. a description of the physical restraint techniques used and training personnel received prior to implementing restraint;

7. names and position titles of personnel involved with the incident;
8. date and time the administrator was notified;
9. date and time the parents were notified and by whom;
10. name and position of person(s) completing the documentation.

Training: Restraint training must be provided, and reviewed, at least annually, by a credentialed trainer through a nationally recognized, externally developed professional training program. The training must include the following components:

1. prevention of behavior problems through a positive behavioral supports climate;
2. conflict prevention and conflict management skills;
3. de-escalation skills that enable staff members to respond to students in ways more likely to calm, rather than escalate, the situation;
4. information on physical and emotional risks of escalation and restraint;
5. instruction on personal safety skills for staff who work with students who are more likely to present safety concerns;
6. prohibition on the use of prone restraints (face down on stomach) with the exception of approved Crisis Prevention Institute (CPI) endorsed floor restraints, supine restraints (face up on the back), or any hold or maneuver that places pressure or weight on the student's chest, lungs, sternum, diaphragm, back, neck, or throat. The training program used must include some method of assessment that ensures appropriate skills are in place. The program must also provide documentation that a participant has successfully completed the training, either through a certificate or other credential. Fort Mill Schools must keep a list of those who have completed training, including a description of the content of the training, on file. The school district retains discretion as to which personnel should receive restraint training. However, training must be provided to enough staff members that the school district can ensure a sufficient number of staff is available if restraint is used.

## **RISK ASSESSMENTS**

The safety and security of all students is of utmost importance to our faculty and staff. Should a concern arise about a student being a danger to him/herself or others, District protocols for conducting a risk assessment (suicide and/or threat) will be followed to the extent appropriate. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students. If, as part of its assessment and response, the District determines there is an articulated and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## **RETURNING TO CLASS AFTER SCHOOL**

Students are responsible for bringing home materials needed for assignments. Should a student need to return to class after school hours, we ask for that student to report to the front office to be escorted back to the classroom. At no point should a student or adult enter a classroom after hours without an escort from the school.

## **SCHOOL COUNSELORS**

The School Counseling program strives to prepare all students for academic, social/emotional, and career success by providing data-driven, comprehensive school counseling programming. School Counselors teach core curriculum to all students to support academic, social/emotional, and career development. They offer small group and short-term individual counseling services as needed to support student success in the school environment. School counselors do not provide long-term counseling or therapy and will refer parents to outside resources for ongoing issues or issues beyond the scope of school counseling (trauma, mental health, family dynamic, etc). Parents can refer students to the school counselor by reaching out to their child's school counselor via phone or email or in person by appointment. Students can self-refer by writing a note to the school counselor and placing it in the school counselors' secure student mailbox. Students may inform their teacher that they would like to see the school counselor in which case the teacher would put in a referral on behalf of the student. School counselors are available to consult and collaborate with teachers and parents to help students achieve school success. They can provide information about community resources for families as well as recommendations for books or online resources upon request.

### **Parent Resources**

The school counselors are available to consult and collaborate with parents and teachers to support student success. You may want to consult the counselor when you have concerns about your child's social/emotional well-being and behavior as these areas may impact school success. Please reach out via phone or email to your child's school counselor if you wish to discuss concerns or if you would like to learn more about the Springfield Elementary School Counseling Program. School counselors can sit in on parent-teacher conferences upon request when there are social/emotional or behavior concerns present.

## **SCHOOL IMPROVEMENT COUNCIL**

All elementary schools have a School Improvement Council made up of teachers, parents, and administrators that will help to facilitate communications between the community and the school. Officers of the PTA may be elected to serve on the School Improvement Council. Additional members will be elected later in the fall.

## STANDARDIZED TESTS

Standardized tests are administered in grades K through 5 as indicated below with a brief description:

	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>KRA</b>	X					
<b>COGAT Ability Test</b>			X			
<b>STAR Reading &amp; Math</b>	X	X	X	X	X	X
<b>MAP (Fall)</b>			X			
<b>Fountas and Pinnell (F&amp;P) Reading Assessments</b>	X	X	X	X	X	X
<b>State Achievement Test (SCReady &amp; SCPASS)</b>				X	X	X

**Kindergarten Readiness Assessment (KRA)** | A readiness test given individually to kindergarten students within the first 45 days of school.

**COGAT** | An ability test usually administered in the fall of 2<sup>nd</sup> grade to select participants in the Gifted and Talented Math and English Language Arts for grades 3-5.

**Measures of Academic Progress (MAP)** | MAP testing will only be administered to students in second grade. The assessment is used to assess achievement in reading, math, and language arts and will be administered in the fall. The students will receive a RIT score that serves as an estimation of his/her instructional level and will also help select participants in the Gifted and Talented Math and English Language Arts for grades 3-5.

**STAR Reading & Math** | STAR Reading & Math is a standards-based, computer-adaptive assessment that measures students' reading comprehension. These assessments are administered throughout the year and provide teachers formative data to guide instructional decisions in the classroom throughout the school year.

**F&P Reading Assessments** | The F&P Benchmark assessment (fall & spring, as well as throughout the year as needed) is used to determine student's independent and instructional reading levels. Teachers are able to observe student reading behaviors one-on-one, engage in comprehension conversations that go beyond retelling, and make informed decisions that connect assessment to instruction.

**SC Ready (May)** | The South Carolina College-and Career-Ready Assessments (SC READY) are statewide assessments in English language arts (ELA) and mathematics. The SC READY Assessment items measure student performance on the 2015 South Carolina College-and Career-Ready Standards.

**SCPASS (May)** | The South Carolina Palmetto Assessment of State Standards (SCPASS) is a statewide assessment administered to students in grade four for science. SCPASS test items measure student performance on the South Carolina Academic Standards. SCPASS test items are written to assess the content knowledge and skills described in the academic standards and indicators.

## **STUDENT CELL PHONES/ELECTRONIC DEVICES/PERSONAL ITEMS**

Student cell phones should be kept in a book bag. Electronic devices, including cell phones, must be turned off during the school day and while on the school grounds. A cell phone may not be used during the day to play games or to text message. The student may not use a cell phone to call or text a parent during the school day without a teacher's permission. This includes devices like smartwatches or electronic communication devices that serve as telephones. If a student has a smart watch and is only using the basic watch features while at school, it is fine to have and wear. Students should not use the watch features that make it function like a phone, such as calling, texting, using apps, or playing games. If this is happening, the teacher can ask the student to put the device away in their book bag or confiscate it and contact the parent. We want to minimize distractions and maximize engagement in our school environment.

As noted in [School Board Policy JICJ](#), the school principal or his/her designee will have the authority to limit the use, take disciplinary action and/or confiscate electronic communication devices if the use or possession of these devices may cause or is causing a disruption to the school and/or event. Unauthorized use of a cell phone or personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized time or use for unlawful activities.

The use of e-readers may be permitted under the supervision of the teacher. It is a privilege for students to use their personal electronic devices at school and this privilege can be taken away if students act irresponsibly or violate school policy.

All personal items such as toys, fidgets, trading cards, etc. must remain in bookbags and not be removed during the school day. A fidget may only be used when deemed necessary by the parents and teacher.

## **STUDENT MEALS**

Our cafeteria staff serves breakfast and lunch at school every school day. Breakfast is served in the classroom and we encourage our students to eat breakfast with their classroom or at home. Lunch this school year will be served in the classroom. Students will sign up with their teachers every morning and will be delivered to the classroom. Meals will also be offered by drive thru service for those students in virtual. Please refer to the Student Nutrition portion of the website to learn more about this program. Menus, nutritional and allergen information are available on our website and teachers post the menu in their rooms. There is also a free App available for your smartphone, Mealviewer.

Snacks may be sent in for celebrations, but must be prepackaged and have a label. Please be sure to check with the office or nurse if you have any concerns or questions about allergies in your classroom. The cafeteria offers a Celebration Basket to help celebrate your student's special day. Please click the link to order a basket for your student's classroom-

We also have extra sale items, milk, ice cream, juice, water and snacks to purchase via the cafeteria. If you do not want your student to purchase extras, you will need to send a note to the cafeteria. All foods served by the cafeteria meet state and federal guidelines. Our kitchens are tree nut and peanut safe. All managers have had extensive training in food safety and sanitation and are Certified Food Protection Managers.

The following are easy ways to pay for extra items purchased through the cafeteria:

- Online via the district website's Pay Fees lunch card feature. You are also able to see meal purchases and balances. You can set up email alerts for balances on Parent Portal.
- By a separate check made out to your school's cafeteria. The check should not include other school fees. Please note the child's cafeteria account number on the check - if the check is written for more than one child, each child's account number and the amount to credit to each child should be noted on the check. Include a phone number.
- Cash is also accepted as payment but is strongly discouraged as it can be lost.
- Transfer of funds from one sibling to another is also available via the Student Nutrition tab on the website.

Meal costs are free for the 2021-2022 school year.

The price for adult breakfast is \$2.75; adult lunch is \$4.30.

Applications for free and reduced-price meals are available at all times in the school office, in the cafeteria and on the district website and you can apply online at [www.lunchapplication.com](http://www.lunchapplication.com). Students **must** reapply each school year.

Our cafeteria does not deny students meals and we allow students to charge meals up to \$15. Automated calls, emails and letters are sent out weekly for students who owe the cafeteria money. If your student owes more than \$15 a charged alternate meal will be provided until payment is received or a payment plan is established. (Board Policy AR EF.)

When this pandemic is over, the students will return to eating lunch in the cafeteria and meal time guests will be able to join their students in the cafeteria. Outside food to be shared with students will be allowed again as long as our policies are followed. Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive

learning environment for all students. (Board Policy J LCDD) Our district also has a Wellness Policy (Board Policy ADF and EFE).

## **TARDIES**

Our school day begins at 7:35am. Students arriving after **7:35 a.m.** are tardy. These students must report to the office with a responsible adult to be signed in for admittance to class. Tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Be considerate of other students' education. Excessive tardiness may result in an intervention meeting for development of an attendance plan which will remain in the child's record and transfer to any receiving school.

## **TECHNOLOGY**

Please click the link to access information on our district technology policies: [Tech Policy](#)

## **TEXTBOOKS**

Textbooks are provided by the state and the school is accountable to the state for these resources. Students are responsible for all textbooks and library books issued to them during the school year. Students will be charged replacement costs for lost or damaged books, and these monies will be collected by the end of the year to replace the state funded textbook. If a lost book is later found, the money paid will be refunded.

## **TRANSPORTATION**

TRANSPORTATION CHANGES: Parents are to notify your child's teacher **and** our front office staff of any transportation changes. Teachers are to receive a written note stating: the way of transportation, the date, and a parent signature. **Please do not call the school about a transportation change.** We need written documentation (note with your signature, or email from your email address) that a change will occur so participating parties can be accurately informed. It is the parent's responsibility to notify daycares of changes. All transportation change requests must be made by 12:00 p.m.

BUS TRANSPORTATION (ALSO REFER TO INFORMATION FROM THE TRANSPORTATION DEPARTMENT): Administrators, parents, bus drivers, and students share the responsibility for safe transportation of students. Riding a bus is a privilege and must not be abused. Action will be taken by district and school officials to ensure that all students conduct themselves properly. Where there is evidence of misconduct by any student, action will be taken to correct the situation. It is important to review the bus rules and expectations set forth by our district transportation department prior to riding on a school bus. Please note that students will not be allowed to ride a different bus home with friends without prior approval from the

district transportation office. A complete list of school bus rules, policies and procedures can be found through the [Fort Mill School District Transportation website](#).

To ensure a safe environment on each bus, the school fully supports the driver in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action by school officials; when necessary, bus transportation will be denied. The driver will report to the school authorities any offenses committed by the students on the bus. When a student is reported for an infraction of the bus rules, the school administrator will investigate the incident and take necessary disciplinary action. A copy of the incident report will be provided to the parents. When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension period.

Students are assigned to buses at the beginning of the year, and any variation must be approved by the Director of Transportation. If your child needs to ride a different bus home than the one that picks him/her up, then a special request must be made to the district Director of Transportation. Students will be allowed to ride a different bus only as room allows. Forms for making these requests are available in the school office.

It is the desire of the Fort Mill School District that all students arrive at school and home safely. We appreciate your help in ensuring student safety.

## **VISITORS TO SCHOOL**

### **Visitors and volunteers must enter by the front door and stop by the office.**

We appreciate that many parents and grandparents like to help our school. In order to provide a learning environment free from distractions, we ask that volunteers dress in an appropriate manner, check in at the office, turn off cell phones, and avoid unscheduled conferences. Children are not allowed to accompany volunteers in our school. Volunteers should plan to attend the volunteer orientation. Because the maintenance of copying machines can be expensive, we require that volunteers be trained by a Springfield staff member before using any school machines.

Opportunities where we may have visitors include school programs, parent-teacher conferences, bookfair and other special events. Due to increased safety measures and rotating lunch schedules, we will no longer welcome visitors during our lunch period. Security doors to other parts of the building will be opened by an office person after the visitors log in at the computer and scan their driver's license or official government-issued identification. Security procedures require that badges of visitors/volunteers must *be visible* at all times. Visitors must always sign in at the office and obtain this visitor badge before entering the school building. This ensures all students' safety by letting office and classroom personnel know who is in the building. The school will communicate events that allow parents to attend in a safe and controlled manner.

## Non-Discrimination Statement

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Fort Mill Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:

**Non-discrimination Inquiries (Students and Families):**

Grey Young, Executive Director of Student Services

Fort Mill Schools

2233 Deerfield Drive

Fort Mill, SC 29715

(803) 548-8421

**Non-discrimination Inquires (Employees):**

Liza McGarity, Executive Director of Human Resources

Fort Mill Schools

2233 Deerfield Drive

Fort Mill, SC 29715

(803) 548-8381

**Non-discrimination Inquiries (Students and Families - Disabilities Inquiries)**

Dr. Amy Maziarz, Executive Director of Special Services

Fort Mill Schools

2233 Deerfield Drive

Fort Mill, SC 29715

(803) 548-8038

Additional information regarding non-discrimination policies may be obtained from:

Washington DC (Metro)  
Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1475

Telephone: 202-453-6020  
FAX: 202-453-6021; TDD: 800-877-8339  
Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

