

TEGA CAY ELEMENTARY SCHOOL

TCES Mission Statement

*Let's build a school that
parents value, where
teachers thrive, and
children long to be.*



*Student
Handbook*

2016-2017

2185 Gold Hill Road
Tega Cay, SC 29708

803-548-8282



Vision

Because children are the future, we use our ingenuity and imagination to challenge and inspire our students to exceed their greatest dreams and create a better community. That is why we place **Children First . . . Every Day**.

Purpose

In the tradition of excellence, Fort Mill Schools place **Children First . . . Every Day** by providing an innovative and rigorous education that empowers all students to achieve their greatest success.

Our Beliefs

- Children are our priority.
 - An innovative, rigorous, and engaging education provides the foundation for success in the lives and careers of our students.
 - High expectations, integrity and perseverance promote excellence.
 - Everyone has worth and value and should be treated with respect and dignity.
 - Recognizing achievement and celebrating success builds a culture of excellence.
 - Dynamic leadership, collaboration and continuous improvement enable our schools to be globally competitive.
 - The student, the family, the school, and the community share a commitment and a responsibility for student development.
 - Children should be provided with the resources and facilities to achieve their greatest success.
 - The school community should be a safe, healthy, and supportive environment.



Vision:

Let's build a school that parents value, where teachers thrive, and children long to be.

THE SCHOOL DAY 7:40 – 2:25

Arrival - Students should arrive at school between 7:10 a.m. and 7:35a.m. each day.

Adult supervision will begin at 7:10 each morning. Car riders are to be dropped off and picked up at the designated areas in front of the school.

Students arriving between 7:10 and 7:30 will go to their classrooms and sit in the hall until they are dismissed to their classrooms.

Dismissal – There will be no dismissal between 2:00 - 2:25 p.m. as this is a busy time. If you plan to pick up your child from school, please follow the designated pick-up procedures, as there will be lots of traffic, both cars and buses, around the school at that time. Pick-up procedures are discussed later in the handbook.

We prefer advance notice of changes in your student's afternoon transportation and that they are in writing to the homeroom teacher. If you e-mail the teacher concerning transportation change and have not received a reply by 12:00, please contact the office staff, 803-548-8282, and they will ensure the teacher is aware of the change.

Early Dismissal

The parent, guardian, or an adult acting with the consent of the parent or guardian, must come to the office and sign out the student on the computer which will show the date, time and reason the student is dismissed. You may be asked to show a photo ID and a photo will be taken of the person signing out the student.

VISITING THE SCHOOL

We are proud of our school and invite you to visit us. To ensure our students' safety and to allow for uninterrupted instruction time, all visitors are required to report to the office

upon arriving. When you arrive you will sign into IdentiKid, you will need to present a driver's license. In the office you will be given a visitor's badge to wear during your visit; all visitors must wear a badge at all times.

Please **do not** bring pre-school children with you when you come to observe or volunteer because they are often difficult to control and don't understand the need to remain quiet. Also, no school-age child, relative or friend may visit in your child's class.

IMPORTANT NOTE ABOUT CUSTODY

If you are separated or divorced, we need to have a copy of your custody papers on file. If at any time you feel that a problem of abduction may occur, we need to have knowledge of this in the school office.

CONFERENCES

Conferences are valuable and desirable for the benefit of the students. Review the district school calendar (attached to end of this document) for dates designated for scheduling formal conferences. Parents are encouraged to call or email for an appointment at other times as well. Conferences are normally scheduled after school but may also be arranged before school and at planning times. Parents may call the school office (548-8282), email or send a note to set up an appointment. Telephone calls are often good means of having an informal conference; you may also expect to have your child's teacher call you to update you on your child's work.

TRANSPORTATION

Car Riders - For the safety of our students, we must follow a plan for loading and unloading cars. In the mornings children are to be unloaded in the front of the building until 7:40 each morning. In the afternoons,

all car riders will be picked up in front of the building. Parents are reminded that for safety reasons students will not be allowed to cross lines of traffic to waiting cars; therefore, please do not park across from the loading area to get your child. All cars should stay in **one line** of traffic; we will load your child as quickly as possible. Please put your child's name and grade level in the window of your vehicle; this will help speed the loading process. Safety regulations require separate car and bus entrances; consequently, the bus lane is closed to all cars in the morning and in the afternoon.

Please do not park and leave your car unattended along the curb in front of the building in the morning or afternoon. If you need to come into the building, please park in the visitor spots.

Bus Riders

Riding the bus is a privilege extended to students, and good behavior is required at all times. 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 State law makes the school bus driver responsible for the conduct of the passengers while riding in the bus under his control. 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 mailed 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. 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 in advance to the school office. Students will be allowed to ride a different bus only as room allows. Forms for making these requests are available in the school office.

ATTENDANCE - ABSENCES

All students are expected to be in attendance each day school is in session. Following any absence, a student is required to present a written document from the parent or guardian stating the date of the absence(s), the reason for the absence(s), and the signature of the parent or guardian or a medical excuse. For perfect attendance purposes, a child must be in school at least half of the school day (3 ½ hours). It is the parents' or guardians' responsibility to call after-school day care centers if their child is absent from school.

Vacations and trips are considered unexcused.

LAWFUL ABSENCES

1. Serious, chronic, or extended illness of the student.
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.

UNLAWFUL ABSENCES

Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for an excused absence as defined above will count toward the cumulative limit of absences. Written notification will be sent by the school when a student has accumulated absences. **Under the guidelines of the No Child Left Behind Act, when a child accumulates five**

absences that are unlawful or not excused by a medical note, parents will be required to attend an attendance intervention (truancy) conference and assist the principal or his designee in the development of an attendance intervention plan. Excessive absences could result in a family court referral. **The school will only accept a parent written excuse for five total days of absences.**

TARDIES

Tega Cay Elementary School strives to maintain an orderly environment for student education. Students who arrive late not only miss valuable class time, but they also disrupt the classroom. The school day starts at 7:40am. Students arriving after 7:40 must be walked in by a parent or care-giver to insure safety while entering the building. Students who are late to school MUST be signed in by a parent/adult in the office. Tardies can result in a student with perfect attendance missing the perfect attendance recognition. Excessive tardiness will also result in a parent conference to set up an attendance intervention plan that is consistent with the district's truancy plan.

MEDICATION AND FIRST AID

Tega Cay is equipped to only handle minor emergencies and scrapes and bruises. While we have a school nurse on duty, our ability to provide care for sick children is somewhat limited. If your child gets sick at school, we must have emergency phone numbers to call. Parents must be reached before a physician will render aid.

Permission for School Administration of Prescription Medication:

1. Effective March 4, 2013, school nurses and/or designee will no longer be able to dispense any medications, both prescription and non-prescription (over-the-counter), from the health rooms without a health care provider's order for that specific child.

2. Prescription medications are medicines that require a written prescription from a health care practitioner. In order for a child to be given a prescription medicine at school, the child's health care practitioner and the child's parent or guardian must sign a permission form available from the nurse.
3. A parent/guardian should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it from their pharmacy. No Ziploc bags will be accepted.
4. If a prescription medicine is currently being given at school and needed while your child is on a field trip, the parent/guardian must bring and supply the medicine to school on the day of the field trip. It must be in the original, marked container. Additional labeled bottles may be obtained from your pharmacy. No Ziploc bags will be accepted.
5. For each new prescription medication, a permission form will need to be completed by the parent and health care practitioner.

Permission for School Administration of Non-Prescription Medication:

Non-prescription medications are medicines that you can buy without a written prescription form a health care practitioner. Non-prescription medications are sometimes called "over-the-counter" medicines.

1. Effective March 4, 2013, school nurses and/or designee will no longer be able to dispense any medications, both prescription and non-prescription (over-the-counter), from the health rooms without a health care provider's order for that specific child.

2. Non-prescription medications are medicines that you can buy without a written prescription from a health care practitioner. Non-prescription drugs are sometimes called “over-the-counter” medicines. In order for a child to be given a non-prescription medicine at school, the child’s health care practitioner and the child’s parent or guardian must sign a permission form available from the nurse or available on the school’s website.
3. A parent/guardian should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it from their pharmacy. No Ziploc bags will be accepted.
4. If a non-prescription medicine is currently being given at school and needed while your child is on a field trip, the parent/guardian must bring and supply the medicine to school on the day of the field trip. It must be in the original, marked container. Additional labeled bottles may be obtained from your pharmacy. No Ziploc bags will be accepted.
5. For each new non-prescription medication, a permission form will need to be completed by the parent and health care practitioner.

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, which receive funds under an applicable program of the U.S. Department of Education. For further information regarding your rights under FERPA, please refer to the “For Parents” section of the school district’s webpage at www.fort-mill.k12.sc.us.

In following the letter of this law, we will not be able to disclose first and/or last names of students.

SCHOOL FEES

Students will be furnished basic textbooks free. However, a fee of \$25.00 will be charged to all grades K - 5 students to cover such items as copy paper, construction paper, drawing paper, art supplies, etc. These fees should be paid during registration.

PTO

Tega Cay has an active and vital PTO for grades Kindergarten-5th. We would like to encourage all parents to belong to and participate in the PTO. Tega Cay’s PTO deals with many issues that concern the betterment of your child’s education. Fundraisers sponsored by the PTO will help to provide resources for improving our school program. The PTO this year will begin its efforts by improving the safety, aesthetics, and utility of the campus. Please lend your support by becoming a member and supporting the fundraisers and activities planned by the PTO.

DISCIPLINE

In order for students to have a positive school experience, an atmosphere of good behavior must be maintained; we expect our children to properly behave. While each child is responsible for his or her own behavior, we encourage parental support of the school rules.

In the event that a student is sent to the office for a discipline referral, a copy of that referral will be mailed to the parents. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, isolation, and in-school suspension. In each incident,

the consequences will be as appropriate for the infraction as possible.

Student actions that materially disrupt class work or 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, and distribution of unauthorized materials, possession of drugs, alcohol. No blackmail, threats, intimidation, student disorder, and possession of fireworks are allowed.

BULLYING

Every child has the right to study, participate in class, and work in a safe environment. Bullying behavior such as name calling, intimidation, threats, physical altercations, and relational aggression toward classmates, volunteers, school staff members, or visitors will not be tolerated. Bullying is a **PATTERN** of intentional aggressive behavior. It can take the form of physical or verbal harassment, (including messages and postings via cell phones and the internet) and involves an imbalance of power. This behavior will be addressed through disciplinary action at the discretion of the school administrator, as per FMSD Board Policy JICFAA.

CRISIS MANAGEMENT SAFETY

When a student's actions pose a clear, present, and imminent physical danger to self and/or others and the student has the ability to cause such harm, school staff may use reasonable and necessary restraint strategies, in accordance with a nationally-recognized, externally –developed professional training program.

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 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.

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 are strictly forbidden. Moreover, the degree of force used must not exceed what is necessary to protect the student or others from imminent bodily injury.

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.

COMMUNICATION DEVICES

A student may possess a cell phone in school as long as the device remains off and is not visible during the school day, including school bus rides to and from school.

A student in possession of a cell phone in conflict with this policy will have the device confiscated and will be subject to discipline as provided under the district's code of student conduct.

The student's parent/guardian may pick up the confiscated device from the school.

Bring Your Own Technology (BYOT)

Beginning with the 2013-2014 school year, students will be permitted at the discretion of their teacher to bring his/her personal electronic devices to school to support instruction and 21st century learning. Use is restricted to instrumental activities under the supervision of his/her teacher. It is a privilege

for students to use their personal electronic device at school and this privilege can be taken away if students act irresponsibly or violate school policy (see "If Privileges are Abused" section below). Bring Your Own Technology devices that are acceptable for the use above include the following: iPads, tablets, and e-readers such as chromebooks or kindles. Teachers choosing to take advantage of this will send home a BYOT Classroom Policy at TCES permission form for you to sign if you wish for your child to participate. **No student will be permitted to use personal technology devices unless the agreement is signed and returned.**

BYOT Rules:

1. Students take full responsibility of their devices and are brought to school at the owner's risk. TCES and its staff are not responsible for theft, loss of, or damage to personal electronic devices. Personal electronic devices cannot be left on campus before or after the school hours.
2. Students must *immediately* comply with teachers' requests to shut down devices or close the screen. Personal electronic devices must be in silent mode and put away when asked by teachers.
3. Personal electronic devices must be charged prior to bringing them to school and run off their own batteries while at school.
4. At the discretion of Fort Mill School District, a Guest Wi-Fi connection may be made available to students. Students joining devices to the Fort Mill School District Guest Wi-Fi agree to adhere to the district's Acceptable Use Policy. Guest Wi-Fi will be filtered for content in the same manner as other district computers. However, the district cannot filter or restrict access for students who bring 3G or 4G enabled devices and use a cellular connection instead of the Guest Wi-Fi to connect to the Internet.

If Privileges are Abused:

1. If student doesn't follow the rules for BYOT, they will receive a verbal warning which will be documented by the child's teacher.

2. Upon the second warning, the personal electronic device will be confiscated for the remainder of the day, parents will be notified, and student will be subject to disciplinary action.
3. On the third offense, the personal electronic device will be confiscated, parents will be contacted for a meeting with the child's teacher at which the personal electronic device will be returned to the parent, the student will not be allowed to bring the personal electronic device back to school for a period of time specified by the administration, and the student will be subject to disciplinary action.

CLOTHING

School is a child's "place of business", and we expect children to come to school with this attitude. Children should come dressed ready to work. We also expect adults coming into our building to respect this feeling and assist us by setting a good example. Any clothing causing a distraction at school is discouraged. A change of clothing may be required if clothing is not felt to be appropriate for school. The School Board policy concerning clothing requires:

AR JICA-R Student Dress

Issued 1/14

In the interests of health, safety, cleanliness, decency and decorum, students will follow these guidelines.

Grades K through five

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

Students will not be allowed to exhibit obscene slogans or pictures on shirts or other clothing.

Any endorsement of tobacco, alcoholic beverages or illegal substances will not be permitted.

Students may wear shorts, dresses, skirts, etc. which are neat and whose length is no shorter than half-way between thigh and knee. Tops must be long enough that they can be tucked into pants or shorts. No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building.

The following items are not appropriate for school.

- flip flops
- spaghetti straps
- form-fitting clothes
- tattered or torn clothing
- underwear that is visible

LUNCH, BREAKFAST, AND SNACKS

Nutritious breakfasts and lunches are available at school every day. Breakfast is served daily from 7:10-7:30. Students are required to eat lunch in the cafeteria, either purchasing lunch or bringing lunch from home. Extra milk is also available for purchase. Menus are sent home on a monthly calendar and can be accessed on the district website. Students may pay for breakfast and lunch daily, weekly, or monthly. We also offer mealpayplus.com, an online payment service for parents. Please remember to send your child's lunch money on a regular basis. We strongly encourage parents to pay on a weekly or monthly basis. Students that accumulate excessive charges on their account (three or more) will be provided with an alternative meal and will not have a choice of lunch. Adults who wish to eat with their child should contact the school by 9:00 am that day to reserve their meal. Meals may be purchased in the cafeteria as you go through the line; it's helpful if you will send

a note to your child's teacher on the day you plan to come. Second, third, fourth, and fifth graders can purchase extra food and snacks in the cafeteria. Extra food and snacks can only be paid for on a student's account once a parent has sent a letter approving the sales. Only one letter is necessary per school year. Those who qualify for free or reduced price lunches and breakfasts must fill out forms and return them to the school office or district office immediately.

The cost for meals at school is:

Breakfast: \$1.30 regular \$0.30 reduced

Lunch: \$2.00 regular \$0.40 reduced

Those who desire free or reduced price lunches and breakfasts must fill out forms and return them to the school office immediately.

Classroom Activities/Celebrations – Acceptable Food Guidelines

Effective with the 2014-2015 school year, homemade or home baked foods are no longer 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. 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 65district-wide, while maintaining a safe and positive learning environment for all students. It is important to note that the policy does not apply to a student's personal lunch.

The policy is part of a larger, comprehensive 65153Food Allergy Guideline approved by the Board of Trustees in May 2014, which can be found on the district's website at www.fort-mill.k12.sc.us under "Board Policies." Further questions can also be directed to the principal,

school nurse, or by contacting the district office at 803-548-2527.

.

MONEY REMINDER

PLEASE PARENTS –

If you send money or a note with your child:

1. Put it in a sealed envelope.
2. Write the **child's first and last name, phone number and teacher's name** on the outside of the envelope with a note inside telling for what purpose the money is to be used.

CHECKS

Checks written to pay for your child's lunch, insurance, pictures, and lost or damaged books should be made payable to Tega Cay Elementary School. Please note your **child's first and last name on the check, plus phone number** so that we can credit the child with payment.

FIELD TRIPS

Field trips are centered on units of study and feature different activities for different grades. This insures that students have a wide range of experiences at the ages that they would be most appropriate. Parents are asked to sign permission forms for their child's participation; **no child will be allowed to go on a field trip unless this form is signed.**

All students are expected to ride the bus to and from the field trip unless the parents have met with administration to discuss why they need an exception. Volunteers are needed as chaperones on many of these excursions. Chaperones must complete an application for a full background check which is run by the district office and must receive approval before they are allowed to attend a field trip. Chaperones might be requested to ride the bus for a trip.

Chaperones are expected to attend the entire length of the trip, which includes leaving and

arriving back at the school to insure student safety (following the bus both ways). Chaperones are not permitted to bring other children (younger siblings) on a field trip.

VOLUNTEERS

Parent volunteers are **WELCOME** and **NEEDED** at Tega Cay. Your assistance can help us improve the overall quality of our school program. You may choose to assist in one or more of the following areas: classroom teacher's assistant, clerical assistant, reading to children, having children read to you, tutoring, or other special projects. Fort Mill School District requires all District school volunteers, chaperones and coaches to meet certain requirements before they may begin working with students in our schools. All volunteers, chaperones and coaches must undergo a background check and complete the Volunteer/Chaperone Information Sheet. Volunteer Coaches and employees are required to have a TB test. Chaperones must complete the Chaperone Responsibility form. The District Office will send each school an updated, confidential list weekly of approved persons. Please go to your school office to pick up a Chaperone Responsibility form and a Background Check form to begin the process should you wish to volunteer in the classroom, on a field trip, etc. This must be complete and returned to us with an approval stamp from the District before you can begin working or volunteering in your child's classroom.

HOMEWORK POLICY

Homework should be specific reinforcement activities; no new skills or material should be introduced as a part of homework.

Written homework should be such that it can be completed with a minimum of parental help. Homework will also consist of teachers sending home, on a regular basis, class work to encourage parental involvement and support.

Written homework assignments will be checked by teachers with pre-established consequences for non-completion.

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 child. A good rule of thumb for this is approximately ten minutes per grade level per day; for example a third grader may expect to have about 30 minutes of homework per evening while a second grader should expect about 20 minutes.

HOMEWORK SUGGESTIONS

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 homework and discuss specific problem areas.
5. Be observant for signs of problems. If homework becomes too challenging, meet with your child's teacher.
6. Help your child balance household responsibilities, play, and study.
7. Review with your child the class work that your child's teacher sends home.

POLICY FOR STUDENT WORK DURING EXTENDED ABSENCES

In the event that a child will be absent from school for an extended period due to a trip or other activity not related to illness, the following policy will apply.
Students will be given an assignment sheet upon their return for the classwork that the missed during the time that the child was

absent. The completion of these assignments is the responsibility of the child and the parent. Additionally, after the student returns he/she will be responsible for any additional material covered in class while absent.

It is our hope that the material missed during the absence will be reviewed at a later time; however, seeing that work missed is completed or reviewed will be the responsibility of the parent and child.

PROMOTION AND RETENTION

Promotion or retention will be determined according to district policy and shall be the cooperative recommendation of the teacher, principal, and the parent. Final decisions will be the responsibility of the principal. A pupil shall be promoted to the next level of work if his educational, physical, social, and emotional growth is satisfactory. He/she shall not be promoted if he has not made adequate progress and it is generally agreed that he will benefit by retention in the same grade for another year.

REPORT CARDS

Report cards will be sent home the end of each nine weeks for all grade levels. Parent/teacher conferences will be held at the end of the first nine weeks. Student grades can be accessed anytime via the parent portal for grades 2 – 5. The link is found on our school webpage. The report card should be signed by a parent and returned the following day.

Letter Grades 2nd-5th New for 2016-17

Evaluation of each student's progress is inherent in the public school system. Some definitive format of grading policy must be evident in each subject. A report of the academic progress of a student is issued at the end of each nine-week grading period. The school district has a grading and reporting system. The grading scale for academic progress in Fort Mill School District Four is:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59-50	Failing

INCLEMENT WEATHER INFO

When necessary, the Fort Mill School District will delay starting school or dismiss early due to inclement weather. The District uses School Messenger, an automated calling system to call parents to share information about changes, delays, and cancellations with school schedules. Please be sure that we have current, correct contact information and that your child knows beforehand what to do in case of early school closing.

TV and radio announcements refer to Ft. Mill School District 4, not York County schools. (Please do not call the schools!)

TCES NEWSLETTER

A newsletter will be available online each month. The newsletter is designed to keep parents up to date with activities, happenings at school and provide reminders about recurring events such as PTO meetings. The newsletter is also aimed at informing parents about special awards and honors received by the students and staff. Often, hints are provided that may help parents assist their children with academic activities.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks are provided by the state, and the school is accountable to the state for them. Students are responsible for all textbooks and library books issued to them during the school year. To ensure that textbooks will be in good condition for students to use each year, we ask that students keep book covers on the books for the entire year. All lost or damaged books must be paid for. At the end of the school year students will be charged

for damages beyond normal wear. Monies collected for lost books are designated for replacement costs. If a lost book is later found, the money paid will be refunded. Library books are school property, and students will be charged if books are damaged or lost.

LOST AND FOUND

Items found at school are placed in the "Lost and Found" near the cafeteria. About twice per year we take items not claimed to the Fort Mill Care Center. We strongly encourage you to have your child's name on clothes, lunch boxes, notebooks, etc.

SCHOOL IMPROVEMENT COUNCIL

School Improvement Council is an organization (SIC) composed of teachers, parents, administrators and citizens elected or appointed by the Principal. This team works together to assist the Principal to determine present and future needs of our school.