

Tega Cay Elementary Parent & Student Handbook

2021-2022



2185 Gold Hill Road, Tega Cay, South Carolina 29708

Office Hours: 7:05-3:00 Monday - Friday

Phone Number: (803) 548-8282 | Fax Number: | (803) 548-8619

Website: <https://tces.fortmillschools.org>

Facebook: www.facebook.com/tegacayelementary | Twitter: @tegacaytitans

Welcome to Tega Cay Elementary | Home of the Titans!

Greetings Parents and Future Titans!

How is it already August and the start of school is just around the corner?!? For returning families, we look forward to continuing to serve you. For families that are new to Titan Country, we are excited to meet your child(ren) and you!

Our professional staff members are top notch in all they do. We are dedicated to providing each child with an experience that they can remember and treasure always. Cultivating a love of learning is among the many things our teachers strive to accomplish daily! Additionally, we work to lay a foundation paved rich in acquiring world-class skills, knowledge, and integrity which are at the core of the Profile of the South Carolina Graduate. The 5Cs of STEAM including communication, critical thinking, collaboration, creativity, and care are also embedded into our lessons and help to create a culture of excellence!!!

We would not be the success we are without the community we serve. Each year, we continue to strive to strengthen our home-school partnership and encourage all of you to become engaged in our Tega Cay School community. Our goal is to continue building and strengthening these relationships! We are fortunate to have such an involved parent community and your support helps cultivate our school's success!

Proudly serving our Titan Families,

Brigitte Wagner, Principal

Lisa Lucas, Assistant Principal

Tripp Hartley, Assistant Principal

The Purpose of this Handbook

The Tega Cay Elementary School Parent and Student Handbook is revised yearly and only reflects the policies and procedures of this school and of the Fort Mill School District.

It is the intent of this handbook to ensure continuity of goals and procedures throughout the school and to assist in providing the best educational opportunities possible for each child enrolled at Tega Cay Elementary School. Therefore, parents and students should acquaint themselves with the content of this publication and consistently follow its guidelines and procedures.

Parents and students are reminded that they are held accountable for knowledge of the policies and procedures that are listed in the Fort Mill School District Four Policy Manual as well as those outlined in this document and the TCES Student Handbook.

About Tega Cay Elementary School

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Vision of Tega Cay Elementary

Students, staff, and community will strive to be knowledge seekers and problem solvers in an environment that supports inquiry and risk-taking, while respecting the fundamental values and uniqueness of all individuals.

Mission of Tega Cay Elementary

1. Promote **Teamwork**
2. Emphasize **Character**
3. Challenge **Excellence** and
4. Maintain a **Student-Driven** focus

Core Values of Tega Cay Elementary

- Integrity
- Relationships
- Open Mindedness
- Commitment
- Compassion

About Fort Mill School District, York 4

2233 Deerfield Drive, Fort Mill, South Carolina 29715 | Office Hours: 8:00-4:00 | Website: <https://fortmillschools.org>

Phone Number: (803) 548-2527 | Fax Number: (803) 547-4696

Facebook: [@FortMillSchoolDistrict](#) | Twitter: @FortMillSD | Instagram: @FortMillSchoolDistrict

Vision of the Fort Mill School District (York 4)

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.**



PROMOTE TEAMWORK, DEVELOP CHARACTER, CHALLENGE EXCELLENCE, AND MAINTAIN A STUDENT-DRIVEN FOCUS
Integrity · Relationships · Open-Mindedness · Commitment · Compassion

Beliefs of the Fort Mill School District (York 4)

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

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Student 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 Tega Cay 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.



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Parents must provide the school with a note identifying the reason for the absence within three (3) days of their child returning to school. The note should be dated and specify the reason for the absence.

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 the 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.

Make-Up Work for Absences: Assignments and class work missed may be made up if a student is absent from school. The student is responsible for completing missed assignments upon his/her return to school. Remember that experiments, discussions, group activities, etc. may be difficult to replicate. 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. Incomplete or missing assignments could result in a lower grade. Please do not expect the teacher to provide assignments during the school day.

Arrival and Dismissal & Transportation

Policies and Procedures for Arrival and Dismissal for 21-22, [CLICK HERE](#)

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. [CLICK HERE](#) for the complete TCES arrival & dismissal guide for the 2021-2022 school year.



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Important Times for Arrival and Dismissal	Times
<ul style="list-style-type: none"> ❖ Doors open for students ❖ Car Rider Line begins & bus riders unload <ul style="list-style-type: none"> ➤ *Please note grade level specific entry doors 	7:05 AM
<ul style="list-style-type: none"> ❖ End of Car Rider Line and Instruction Begins ❖ Students arriving after 7:35 AM are to wait in the vehicle with parents until a TCES staff member greets them and provides a tardy pass. 	7:35 AM
<ul style="list-style-type: none"> ❖ No Student Dismissal after this time 	1:30 PM
<ul style="list-style-type: none"> ❖ Instructional Day Ends 	2:00 PM
<ul style="list-style-type: none"> ❖ Staggered Dismissal Schedule* <ul style="list-style-type: none"> ➤ 2:00 PM Day Care Van Riders ➤ 2:03 PM Bus Riders <u>Rhino, Bat & Horse</u> Car Riders (staggered) ➤ 2:06 PM <u>FRONT</u> Bikers (only) ➤ 2:07-2:08 PM Bus Riders <u>Bulldog & Ladybug</u> ➤ 2:10 PM <u>FRONT & BACK</u> Parent and Sibling Walkers/Bikers ➤ 2:13 PM <u>FRONT & BACK</u> Selfie Walkers; FLYERS Children of any Substitutes in the Building 	<p>2:00 PM to 2:13 PM All students should be off campus by 2:20 PM. Parents late to pick up car riders will be asked to wait in their car and a staff member will help them sign the student out.</p> <p>*Thank you for your patience as we adjust the times for dismissal. We are navigating through these procedures with more students back in our building this year.</p>

General Info. & Policies and Procedures at Tega Cay Elementary

Returning to Class After School: Students are responsible for bringing home materials needed for assignments. To respect teachers’ professional work hours and to encourage responsibility, students will not be allowed to return to their classroom after the school day has ended. At no point should a student or adult enter a classroom after hours without an escort from the school.

FERPA Information: The Family 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.

Emergency Drills: The safety of our students and staff is an extremely important priority at Tega Cay Elementary School. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.



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

Volunteers/Visitors at School:

Field Trips: We will begin having field trips again during the 21-22 school year.

Background Check: 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 [CLICK HERE](#).

Volunteers do not expire once approved. We are aware that there are some volunteer names in individual school queues showing as the volunteer having “expired.” We are working with BIB to get this corrected. An **initial** background check is performed in accordance with board policy. However, we do not conduct another background check unless we receive a concern about a volunteer/chaperone.

Visitors and volunteers must enter by the front door and stop by the office. The office door will remain locked throughout the day. We ask that should you need to access the front office, you push the button and someone will be with you as soon as possible. Opportunities where we may have visitors include school programs, parent-teacher conferences, book fair 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.

Student Nutrition: 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.

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 ways to pay for extra items paid for in 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.

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. Students must reapply each school year.

Classroom Celebrations: 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. Please note that many places will create a label for you. 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).

Please note that these items should be sent in with your child in the morning. If your child is unable to carry the items, please park and bring to the front door.

Birthday treats must be limited to a single item that can be eaten by hand, such as a cookie, cupcake, popsicle, fruit roll up, etc. No cakes or any item that require plates or utensils may be brought in. If you choose to bring items like a pencil, stickers, etc. (this is encouraged for healthy lifestyles), then this is the one item. To summarize, either one non-food item, or one food item, not both. It is important to note that the policy does not apply to a student's personal lunch. However, please join us in encouraging the children not to share food.

Please note that Celebration Baskets are available through the School's cafeteria. [CLICK HERE](#) to view Celebration Baskets available for parent/teacher/PTO purchase.

Invitations: Parents/Students cannot hand out invitations to out-of-school birthday parties or get-togethers unless every child in the class receives an invitation.

Parent-Teacher Organization (PTO): Our school encourages your participation in PTO sponsored activities during this year. Our PTO 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 fund-raiser each year ([Boosterthon](#)). In addition, the PTO 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 [TCES PTO](#) website for more details and information about on-going events.

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 Tega Cay Elementary staff member before using any school machines.



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.

21-22 PTO Officer Board					
PTO Email Address: tegacaypto@gmail.com PTO Website: https://tegacaypto.membershiptoolkit.com/ Instagram: @TCESPTO Twitter: @TCESPTO2 Facebook: @TegaCayElementarySchoolPTO					
Co-President	Co-President	Co-Vice President	Co-Vice President	Treasurer	Secretary
Julia Lentini	Travis Mayo	Kari Cates	Erin Roark	Liz Knight	Carri Bryson

School Improvement Council (SIC): 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 PTO may be elected to serve on the School Improvement Council. Additional members will be elected later in the fall.

Peachjar: FMSD uses a company called Peachjar to distribute electronic flyer information (i.e.: school newsletters, parent group information, school fundraisers, school/community events, etc.). To learn more about Peachjar, [click here](#).

FMSD Tip Line: The Fort Mill School District is committed to the safety and wellbeing of both students and staff members. In accordance with that commitment, the district promotes an environment that is conducive to learning and prevents disruptions to student education. Additionally, the district takes the mental health of students seriously and wants to ensure students are able to report concerns about suicide or self-harm by themselves or their peers.

In order to support those beliefs, the district has a tip line to allow anyone to anonymously report any issue or safety concern. The tip line can be accessed through the district's website, new district information app and the CrisisGo app. Parents are encouraged to download the CrisisGo app for more information about how to respond to emergency situations in our district or alternative access to the district's tip line.

For more information about the tip line please [click here](#).

Parent Portal: The FMSD believes parent involvement, on all levels, is important to a student's success in school. The "Parent Portal" allows parents access to their student's grades and attendance information. [Click here](#) to access the parent portal. *If you are new to the school district or do not have an account, please contact your child's school for new account information and instructions on how to set up a portal account.*

FMSD App: The district app provides quick access to tools like the tip line, important information, district notifications and the ability to follow individual schools. The app is available in Apple and Google stores.

Classroom Communication: Messages can be taken for students and teachers, but it is not always possible to deliver them immediately. Teachers cannot leave their classes for telephone conferences. Students wishing to call home may use the school phone for health and transportation EMERGENCIES ONLY. Forgotten snacks, improper shoes for physical education, and assignments left at home do not constitute an emergency.



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The main job for our teachers is to provide quality instruction in a safe environment. In addition, all Tega Cay Elementary School teachers have a schedule of duties, meetings, and grade level planning. Because of their daily teaching schedule, please do not expect an immediate response to an email that you send. A teacher may not check email until school is out, so you should send any changes in afternoon transportation plans (for example, ride the bus instead of car rider) via email to Hope Trigg, triggh@fortmillschools.org.

The main job for our teachers is to provide quality instruction in a safe environment. In addition, all Fort Mill Elementary Schools have a schedule of duties for teachers. Our goal is to respond to emails within 24 hours.

Information Regarding 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. If at any time you feel that a problem of abduction may occur, we need to have immediate knowledge of this in the school office.

Student Cell Phones/Electronic Devices: 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 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 Smartwatch 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. These devices may not be worn during state testing.

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.

Inclement Weather: The decision to close or delay schools will be made by 6:00am. Announcements will be made via **Blackboard**[®], 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 and available at the district office phone number 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. 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 **Blackboard**[®] 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.

Assemblies and Performances: Our first commitment is to classroom instruction. Assembly programs and performances are sometimes an important part of the educational program. It is expected that an atmosphere of



respect will be maintained throughout all assemblies by presenters, participants, and members of the audience. When visitors come to the school, it is expected that they will demonstrate polite behavior and be role models for students by staying for the entire program to avoid disruption. For example, if attending a performance, please do not get up and leave as soon as your child's part is over.

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

Lost and Found: Items found at school are turned in to the Lost and Found area outside the cafeteria doors. 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 write your child's name on clothes, lunch boxes, notebooks, etc.

School Fees: Students must settle all fees and property owed to the school prior to the end of the school year. This includes library books, textbooks, and teacher materials.

Fort Mill School District has implemented an online payment process. Our goal is to keep cash and checks out of the schools and classrooms. The online system is set up to accept payment for registration fees, lunch accounts, activity fees (i.e. field trips) and classroom fees (i.e. class t-shirts, Kindergarten snack, magazine subscriptions and yearbooks).

- Click on '\$ Pay Fees' on the school home page or go to <https://www.studentquickpay.com/fort-mill/> and you will be able to see current fees and your child's lunch account. If you have not created an account and need your child's student ID, please call the school office.

Deliveries: The school will not accept nor deliver any items to students before, during, or after school unless they are 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.

<p>Non-Discrimination Statement</p> <hr/> <p>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:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Non-discrimination Inquiries (Students and Families):</p> <p>Grey Young, Executive Director of Student Services</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8421</p> </td> <td style="vertical-align: top;"> <p>Non-discrimination Inquires (Employees):</p> <p>Liza McGarity, Executive Director of Human Resources</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8381</p> </td> </tr> </table>	<p>Non-discrimination Inquiries (Students and Families):</p> <p>Grey Young, Executive Director of Student Services</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8421</p>	<p>Non-discrimination Inquires (Employees):</p> <p>Liza McGarity, Executive Director of Human Resources</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8381</p>	<p>Non-discrimination Inquiries (Students and Families - Disabilities Inquiries)</p> <p>Dr. Amy Maziarz, Executive Director of Special Services</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8038</p> <p>Additional information regarding non-discrimination policies may be obtained from:</p> <p>Washington DC (Metro) Office for Civil Rights U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1475</p> <p>Telephone: 202-453-6020 FAX: 202-453-6021; TDD: 800-877-8339 Email: OCR.DC@ed.gov</p>
<p>Non-discrimination Inquiries (Students and Families):</p> <p>Grey Young, Executive Director of Student Services</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8421</p>	<p>Non-discrimination Inquires (Employees):</p> <p>Liza McGarity, Executive Director of Human Resources</p> <p>Fort Mill Schools</p> <p>2233 Deerfield Drive</p> <p>Fort Mill, SC 29715</p> <p>(803) 548-8381</p>		



Medical Information at Tega Cay Elementary

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: [CLICK HERE](#)

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.

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 the 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:
 - a. Child's name
 - b. Name of drug
 - c. dosage instructions
 - d. doctor name
 - e. CURRENT prescription date
5. Medication will be kept in a locked cabinet in the office at all times.
6. School personnel will give medication only with a completed form signed by the parent and the doctor.
7. Medication must not be sent with a child on the bus or with a child walking to school.

Over the Counter Medicine:

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 (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.



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.

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.

- [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 Debbie Swartzman by phone (803-548-8282) or email (swartzmand@fortmillschools.org).

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.**

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

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 Assistant Principal, **Tripp Hartley, hartleyj@fortmillschools.org**

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.

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 support 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.

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.

Conduct, Discipline & The Titan House System at Tega Cay Elementary

Tega Cay Elementary is recognized by the Anti-Defamation League as a **NO PLACE FOR HATE** school. Everyone in our building has the right to be treated with dignity, courtesy, and respect. Every child has the right to learn in a positive classroom environment. Every teacher has the right to teach without disruption. Our secret to discipline – we will develop relationships with our students so they know we truly care about them as an individual. As we invest in student relationships, discipline will be more effective.

Student Conduct: Students will be recognized for the positive actions & behaviors they demonstrate each and every day. Through our TITAN House & points system, individual and class incentives will be used to reward students who choose to exhibit good behavior by following the TITAN expectations. If a student does choose, however, not to follow the TITAN expectations, we do have interventions in place to deter those actions in the future. These interventions include, but are not limited to, parent contact and/or conference, verbal warnings, checklists, loss of privileges, lunch detention and in-school & out-of-school suspensions.

Students are to report problems with other students immediately and are expected not to retaliate. Any student participating in a disruption - regardless of who started the argument, fight, etc. - will be subject to consequences. Parents will be contacted regarding repeated or major problems.

The following school expectations will be supplemented by each teacher's set of classroom rules and expectations in addition to lessons taught by our counselors in related arts. A specific focus on TITAN behaviors and expectations will be followed via the IROCC TITAN core values & expectations found below.

I R O C C Titan Core Values and Expectations
Kindergarten - Second Grade

I R O C C Titan Core Values and Expectations
Third - Fifth Grade



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IROCC = TITAN core values

- I = Integrity**
I DO THE RIGHT THING EVEN WHEN NO ONE IS WATCHING. 
- R = Relationships**
I AM FRIENDLY AND NICE TO EVERYONE ALL THE TIME. 
- O = Open-Mindedness**
I AM OPEN TO NEW IDEAS AND WAYS OF DOING THINGS. 
- C = Commitment**
I HAVE AN "I CAN DO IT" ATTITUDE AND ALWAYS TRY MY BEST. 
- C = Compassion**
I CARE ABOUT OTHERS AND WILL HELP THEM. 

IROCC = TITAN core values

- I = Integrity**
I VALUE HONESTY AND BELIEVE IN DOING THE RIGHT THING EVEN WHEN NO ONE IS WATCHING. 
- R = Relationships**
I AM FRIENDLY AND NICE TO EVERYONE AND SHOW A GENUINE INTEREST IN THEM. 
- O = Open-Mindedness**
I AM OPEN TO NEW IDEAS AND WAYS OF DOING THINGS, AND I WELCOME DIFFERENCES BETWEEN ME AND MY PEERS. 
- C = Commitment**
I ALWAYS TRY MY BEST AND VOW TO FOLLOW THROUGH IN ALL I DO WITH A POSITIVE ATTITUDE AND DETERMINATION. 
- C = Compassion**
I CARE ABOUT THE FEELINGS OF OTHERS AND IT IS IMPORTANT TO ME TO MAKE SOMEONE'S DAY BETTER. 

Bullying: 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. **Bullying is also an ongoing pattern of behavior, not a one-time occurrence.** This behavior will be addressed through disciplinary action at the discretion of the school administrator, as per [FMSD Board Policy JICFAA](#). If you suspect your child is being bullied or bullying others, please reach out to your child's homeroom teacher immediately to discuss your concerns. If concerns persist after working with your child's teacher for resolution, please reach out to our administration team for further support.

Tega Cay Elementary is committed to providing a school environment that is safe, orderly, conducive to teaching and learning, and free from unnecessary disruption. 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 school 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



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parents are requested to discuss with children the importance and the need for good behavior and a positive attitude at school. 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.

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.

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 for 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.

Student Clubs/Opportunities: Tega Cay Elementary recognizes the importance of being a well-rounded individual. In order to help students reach their potential, several opportunities await every child as he/she enters the doors of TCES. Whether just beginning his/her educational journey or nearing completion, Tega Cay Elementary has something to offer all students. Throughout our school, one will find many activities, clubs, and service organizations. Many groups have membership based on performance criteria, and others have open membership based on common interest or enjoyment. Whatever your choice, TCES can help meet your needs. *Activities vary from year to year based on student interest and the availability of teacher supervision.*

Invitations: Parents/Students cannot hand out invitations to out-of-school birthday parties or get-togethers unless every child in the class receives an invitation.

Classroom Performance and Academic Excellence



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High Expectations for Student Achievement: As part of each student’s intellectual development, the administration and staff of Tega Cay Elementary School set high standards each year for its students in the areas of academic achievement. We encourage our students to do their best on schoolwork so that each child can achieve his/her personal best. We also support homework as part of the learning experience. Good citizenship and leadership are also recognized.

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. 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.
5. 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.
3. Guide your child through any problems or questions until he/she can find the solution.
4. Help your child check his/her homework and discuss specific problem areas.
5. Be observant, 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.
8. Encourage your child to read at home daily.

Promotion and Retention of Students: Every parent and teacher would like for students to move along successfully through each grade. Our goal is to take each child, evaluate their 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 following school year. 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.

Progress Reports and Conferences: Academic achievement for grades 2-5, 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 =	80-89 =	70-79 =	60-69 =	59 or below =
A = Excellent	B = Good	C = Average	D = Poor	F = Failing

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

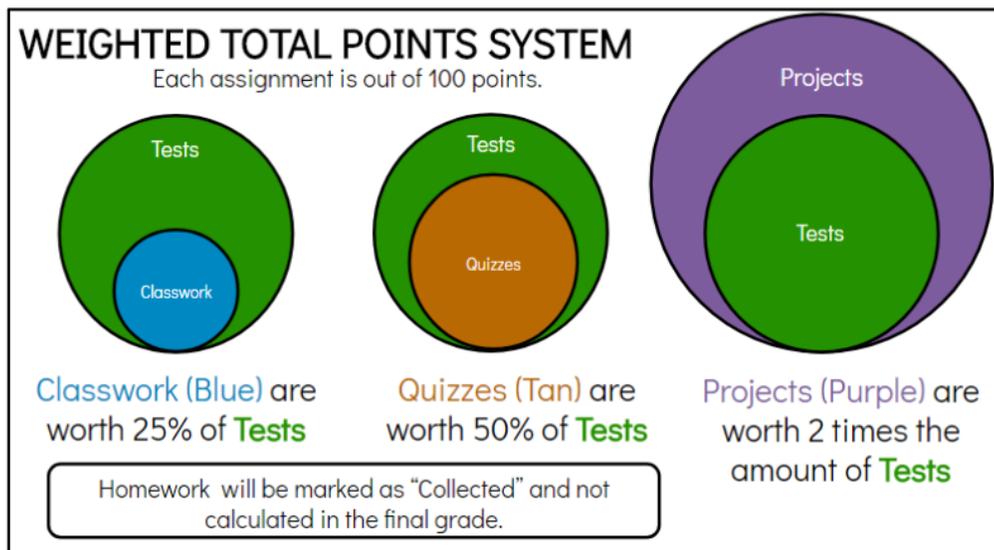
Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task. Kindergarten and first grade will 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 the 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. All users will need access to the student's Powerschool number. If you are unable to locate your student's Powerschool number, please contact Sharlene James, james@fortmillschools.org, and she will be happy to assist.

A parent-teacher conference opportunity will be scheduled in October or early November. These conferences are an opportunity to learn about your child's strengths and areas needing improvement. You need to make an appointment with the teacher to discuss your child's progress. Teachers are also available to meet with you before or after school if you make an appointment. Additional conferences may be requested by families or school personnel.



Report Card System Grades 2 - 5:



Standardized Testing: Standardized tests are administered in Kindergarten through Fifth Grades as indicated below:

	Kindergarten	1 st	2 nd	3 rd	4 th	5 th
KRA	X					
COGAT Ability Test			X			
STAR Reading & Math	X	X	X	X	X	X
Fountas and Pinnell (F&P) Reading Assessments	X	X	X	X	X	X
State Achievement Test (SCReady & SCPASS)				X	X	X

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

COGAT Ability Test - An ability test usually administered in 2nd grade to select participants in the Gifted and Talented Math and English Language Arts for grades 3-5.

SC READY/SC PASS State Achievement Tests- State achievement tests in core subject areas during the last 20 days of school.

STAR - Reading and Math assessments that provide teachers formative data to guide instructional decisions in the classroom.

MAP - Measures of Academic Progress used to assess achievement in reading and math given in second grade.

Fountas and Pinnell - Reading assessments given individually that provide teachers formative data to guide instructional decisions in the classroom.



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Social Emotional Learning

School Counselors at Tega Cay Elementary

Kristen Hyatt (mottek@fortmillschools.org) serving First, Third, and Fifth Grades

Katelyn Price (pricek@fortmillschools.org) serving Kindergarten, Second, and Fourth Grades

Julie Sander, Mental Health Counselor

Marcia Patete (patetem@fortmillschools.org) Behavior Interventionist

School Counseling Services: The Tega Cay Elementary 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 Tega Cay Elementary School Counseling Program. School counselors can sit in on parent-teacher conferences upon request when there are social/emotional or behavior concerns present.

Do not hesitate to contact us at *Tega Cay Elementary* if we can be of assistance. Let us know if you have any questions. We look forward to a wonderful year together!



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