Tega Cay Elementary Parent & Student Handbook

2026-2027

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

Welcome to Titan Country!

Welcome to Titan Country!

Returning Titans, we're thrilled to have you back! We can't wait to continue building upon your success. New Titan families, get ready to roar! We're eager to meet your incredible children and welcome you to our vibrant school community.

As your Principal, I'm honored to lead a team dedicated to empowering all Titans to become world-class learners. In Titan Country, students are knowledge seekers and problem solvers. Our safe and supportive environment encourages curiosity, exploration, and respect for individual differences.

Through dedicated educators and innovative programs, we provide a rigorous curriculum that caters to each student's needs. We believe in academic excellence coupled with strong social-emotional learning. Our core values of integrity, relationships, open-mindedness, commitment, and compassion are woven into everything that we do each day. Strong partnerships are the backbone of our success. We encourage active participation from all families. Together, we'll cultivate a thriving school community. Our mission is learning and growing together every day, and that includes you!

Our vision is that all *Titans will strive to meet academic, social, and emotional needs, while providing a place where everyone is known and valued*. Here at Tega Cay Elementary, we believe in fostering the whole child, and we're committed to creating a space where every student feels seen, supported, and empowered to learn and grow.

Have questions? Don't hesitate to reach out! We're here to support you and make this year the best one yet!

Please be on the lookout for our weekly newsletter, Titan Tidbits: Parent Edition, created through S'more Newsletter. These newsletters are sent out through our School Messaging system, FinalSite each Sunday at 4pm. If you are not receiving these emails, please ensure with our PowerSchool Clerk, Jen Brink (brinkj@fortmillschools.org) that your email address on file as well as Parent Portal information is correct. Additionally, please follow us on Social Media, to ensure you see all the latest!



Learning and growing together every day,
Brigitte Wagner, Principal
Ron Bosch, Assistant Principal
Danielle Ward, Assistant Principal

The Purpose of this Handbook

The Tega Cay Elementary School (TCES) Parent and Student Handbook is updated annually to align with the policies and procedures of Titan Country and the Fort Mill School District.

This handbook aims to establish clear guidelines and procedures for our school community, fostering a consistent educational experience for all TCES students. We encourage parents and students to familiarize themselves with this document and adhere to its guidelines.

Please note that parents and students are responsible for understanding the policies outlined in the Fort Mill School District Four Policy Manual, as well as those detailed in this handbook and the TCES Student Handbook.

Vision, Mission and Social Media

Vision | All Titans will strive to meet social, emotional, and academic needs, while providing a place where everyone is known and valued.

Mission | Learning and Growing Together Every Day!

Core Values | 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 | Instagram: @FortMillSchoolDistrict

Fort Mill School District Vision Statement	We will challenge and inspire all students to exceed their greatest potential and create a better community.
Fort Mill School District Mission Statement	In the tradition of excellence, Fort Mill Schools provide an engaging, rigorous education that empowers ALL students to achieve their greatest success.

The Fort Mill Four (Core Values)

- **Students** | Children First... Every Day
- **Equity** | ALL Means ALL
- **Family** | Relationships Build Trust
- **Excellence** | Expect and Give Our Best

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Click HERE to access TCES Teacher Wishlist. Thank you for supporting our teachers!
Click HERE to view our Titan Favorites. We appreciate you!

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.

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.

You will find a link to the TCES Absence Reporting Google form below. The form allows you to upload files and scans of medical notes/bereavement documentation/etc. This form will record your email address and send you a confirmation.

TCES Absence Reporting Form
Please use the link above to submit absence notes/excuses. If you have questions or issues with this form please contact our PowerSchool Clerk, **Jen Brink (brinkj@fortmillschools.org)**. We do not accept call in absence reports.

For additional information regarding our attendance policy, please CLICK HERE to be redirected to the Fort Mill School District Attendance Policy guidelines.

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. Parent notes cannot be used for travel.

Make-Up Work for Absences | Assignments and class work missed may be made up at the teacher's discretion if a student is absent from school. **This is the responsibility of the student.** Should assignments not be available for the entire period of the absence, the student is responsible for getting them upon his/her return in order to cover the material missed. Remember that experiments, discussions, group activities, etc. may be difficult to replicate. Graded work done or tests taken by the class while the student is absent will be made up, depending on the nature of the assignment; therefore, the student may have fewer grades at the end of the grading period. Additionally, for any tests given after the student returns, the student will be responsible for the material covered in class while he/she was absent. If any work is not made up, it may affect the student's grade. The work needs to be made up within two days of the absence or at the teacher's discretion. If the student is absent, the parent may call and request to pick up assignments **after school** in the office. Please do not expect the teacher to provide assignments during the school day. **Virtual/eLearning will not be available for students that are absent.**

Arrival and Dismissal & Transportation

Policies and Procedures for Arrival and Dismissal for 2026-2027, CLICK HERE

Please take time to watch this video about our car line procedures.

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 2026-2027 school year.

Transportation Changes | To minimize potential confusion and ensure every student arrives home safely, we strongly recommend maintaining a consistent afternoon transportation routine. We understand that occasional adjustments are necessary (e.g., transitioning from bus to car rider). For any modifications to your child's dismissal plan, you must complete the **Change of Transportation Request form**. This protocol guarantees that both the student and teacher are notified of the update. All dismissal changes must be submitted to the front office **by 1:30 PM**. **Parents are responsible for alerting daycare providers of these updates before the school day ends.**

Important Times for Arrival and Dismissal

Important Times for Arrival and Dismissal	Times
Doors open for students (those on duty should be in duty location	7:05am
End of Car Rider Line and Instructional Day begins • Students arriving after the 7:35 AM bell need to be escorted by a parent into the main office to be signed in tardy.	7:35am
No Student Dismissal after this time	1:30pm
Instructional Day Ends	2:00pm
Staggered Dismissal Schedule ***Thank you for your patience as we adjust dismissal times at the beginning of the school year to ensure safety and accuracy for all students.*** • 2:00PM: **Van Riders** and **K-2 Bus Riders** will be dismissed • 2:03PM: **ALL WALKERS** and **BIKERS** will be dismissed while **Car Riders** also begin being dismissed & **3-5 Bus Riders** will be dismissed • 2:08PM: **Late Bus** and **Flyers** • 2:13PM: Students of Titan staff and substitutes • 2:50PM: End of Teacher Workday	2:00 to 2:15pm **All students should be off campus by 2:15 PM.**

Bus Transportation | (ALSO REFER TO INFORMATION FROM THE TRANSPORTATION DEPARTMENT)
Administrators, parents, bus drivers, and students share the responsibility for safe transportation of students. Riding a bus is a privilege and must not be abused. Action will be taken by district and school officials to ensure that all students conduct themselves properly. Where there is evidence of misconduct by any student, action will be taken to correct the situation.

It is important to review the FMSD bus rules and expectations set forth by our district transportation department prior to riding on a school bus. Please note that students will not be allowed to ride a different bus home with friends without prior approval from the district transportation office.

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

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

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

Important Phone Numbers

- ☐ Tega Cay Elementary | 803-548-8282
- ☐ Fort Mill School District | 803-548-2527
- ☐ Bus Transportation Office | 803-548-1998
- ☐ Special Services | 803-548-8218

General Information & 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. This 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.

Title IX | It is the policy of Tega Cay Elementary and the Fort Mill School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by the Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the District's Compliance Coordinator or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.

Fort Mill School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:		
Non-discrimination Inquiries (Students and Families): Cori Hustedt, Executive Director of Student Services Fort Mill School District 2233 Deerfield Drive Fort Mill, SC 29715 (803) 548-8488	**Non-discrimination Inquiries (Students and Families – Disability Inquiries):** Dr. Amy Maziarz, Senior Executive Director of Special Services Fort Mill School District 2233 Deerfield Drive Fort Mill, SC 29715 (803) 548-8038	**Non-discrimination Inquires (Employees):** Peter Olinger, Assistant Superintendent of Human Resources Fort Mill School District 2233 Deerfield Drive Fort Mill, SC 29715 (803) 548-2527
Additional information regarding non-discrimination policies may be obtained from:	Washington DC (Metro) Office for Civil Rights U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1475	Telephone: 202-453-6020 FAX: 202-453-6021; TDD: 800-877-8339 Email: OCR.DC@ed.gov

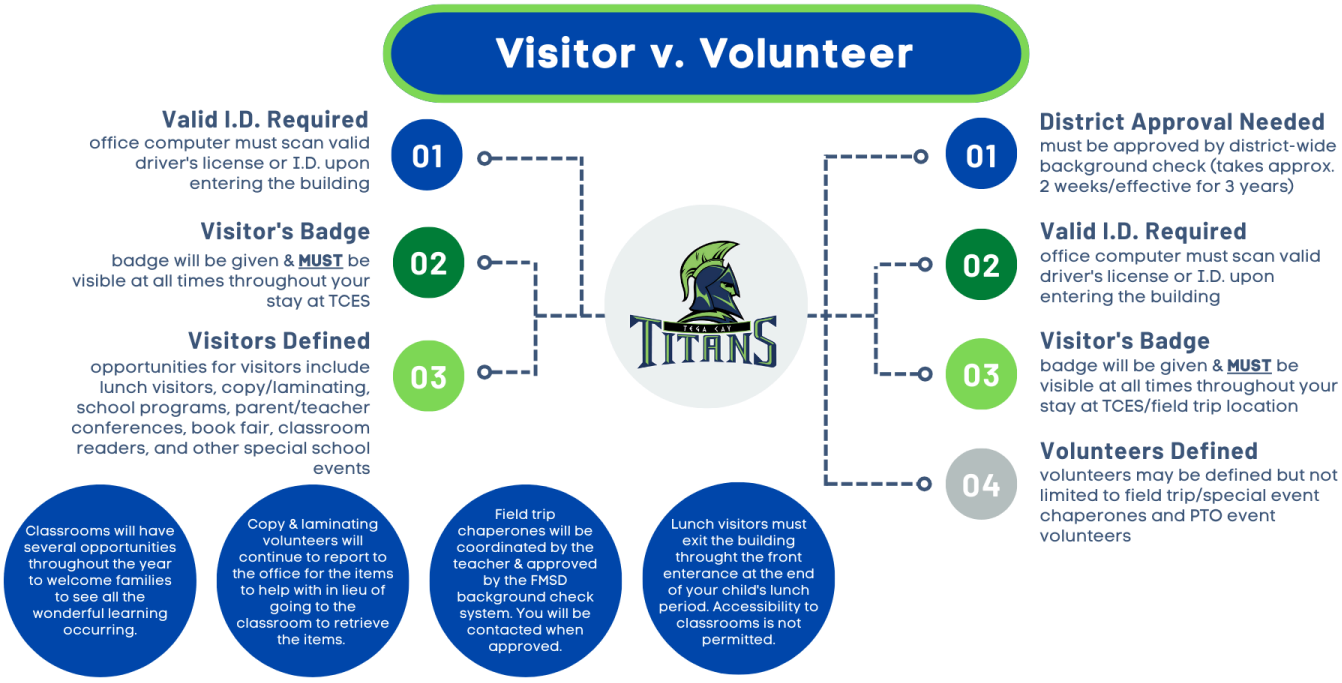
Emergency Drills | The safety of our students and staff is an extremely important priority at Tega Cay Elementary School. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

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

Visitors vs. Volunteers | Parent visitors are not required to submit a background check. These include, but are not limited to, parents visiting for lunch, parents visiting for a student event inside and outside of the classroom and mystery readers. Please note that when parent visitors check-in and scan their license, if the person has committed certain crimes, they would be flagged and not allowed to proceed past the office.

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. This check typically takes approximately 2 weeks to complete. If you are interested in becoming a chaperone, please reach out to Tracy Green with your name and valid email. Chaperones must have a background check. See the FMSD webpage for more details.

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. 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. After visiting or volunteering, please sign out in the front office.



Visitors at Lunch | Your child may have four visits per year with up to two adults per visit. This will be in addition to any school, class, or grade level event or celebration that we may plan. The reason for limiting the number of visits each student has is due limited space in our cafeteria and student safety. Parents at lunch will only be allowed in the lunchroom. Please be reminded that all visitors will be required to show a form of identification to visit lunch/visit our school. Students will not be allowed to have a friend sit with them when a parent is visiting for lunch. **Please be reminded that you shouldn't be videoing or taking pictures of children other than your own**. This will be the practice at all elementary schools in FMSD. Visitors will be welcomed beginning **Wednesday, August 19**.

The last day we will have parents at lunch this year is Thursday, April 29th. This will allow us to more easily ensure an appropriate testing environment school-wide.

Student Nutrition | Our cafeteria staff serves breakfast and lunch every school day. Breakfast is an important start to our student's day and it is served in the classroom. Lunch is served in the cafeteria daily. Menus, nutritional and allergen information are available on our website (fmsdstudentnutrition.com) and teachers post the menu in the classroom. There is also a free App available for your smartphone called LINQ Connect. Menus are planned by a Registered Dietitian and include input from parents, staff and students. The menus must meet dietary guidelines that include calorie, saturated fat, sugar, and sodium restrictions. We believe in giving students a variety of healthy options and we offer several fruits and vegetable choices daily.

- A lunch meal includes foods from the five food groups- 2 oz of grains, 2 oz of protein, 1/2 cup fruit, 1/2 cup vegetable, 1 cup of milk. Students may choose all of five groups or at the minimum three

food groups out of the five. One choice must be 1/2 cup of a fruit or a vegetable. Students have the option to select up to a cup of fruit and a cup of vegetable with their meal.

- A breakfast meal includes 4 items and students must select 3 of the 4 items and one choice must be a fruit.
- If a student does not take the required food components, then each item on the tray must be charged at a la carte pricing. Our cafeteria staff reminds students to take the required food groups.
- The cafeteria also offers extra sale items like milk, juice, water and snacks to purchase. Please complete the online form Opt Out for Snacks and Extras if you would prefer to add restrictions for purchasing extras or snacks.
- All foods served by the cafeteria meets State and Federal guidelines.
- Our kitchens are tree nut and peanut safe.

Pin Number | Each student is set up with a unique meal account identification number to use in the cafeteria to purchase breakfast, lunch and ala carte items. This is a 6 digit number and is the last 6 digits of your student's PowerSchool number. This number should never be shared with other students. Please help your student memorize their pin number.

Meal Payments | Please take advantage of the options to prepay for your student's meals. Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about meal money every day or that the money might get lost, stolen or used for items other than meals.

There are three easy ways to pay for meals and extras.

- Online via the district website's Pay Fees lunch card feature Quick Pay . This is a free service for adding money to your student's meal account. You are also able to see meal purchases and balances. You can set up email alerts for balances on Parent Portal.
- Write 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. The check must 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 by completing this form: **Transfer form**
- Refunds can be requested by completing the **Refund Form.**

Meal Prices | Meal prices are set to cover the cost of food and labor. Our department is self funded and our goal is to break even at the end of the school year. We depend on our students paying for their meals. If you are unable to pay for your meals, please apply for free and reduced priced meals.

Breakfast=$1.90	$0.30	Free to students who qualify for free
Lunch=$3.05	$0.40	Free to students who qualify for free

Free and Reduced Meal Application Program | Our district participates in the USDA Free and Reduced Meal Program. We encourage families to apply if they meet or fall at or below the income guidelines found on each application. Applications are printed in English and Spanish and we can provide any language needed. If another language is needed, please contact our office at 803.802.1968.
Please look at this graphic for more information.

To qualify for free or reduced priced meals, students must complete a meal application and have it approved. Applications are available in the school office, cafeteria, district website and you can apply online at https://linqconnect.com/public/meal-application/new . Students must reapply each year.

Charge Policy | Our cafeteria does not deny students meals and we allow students to charge meals up to $15. Automated calls, emails and letters are sent out weekly for students who owe the cafeteria money. Our cafeterias depend on meal payments to provide funding for our program.

Food Allergies and Specialty Dietary Needs | Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy (Board Policy J LCDD) is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive learning environment for all students. If you wish to "play it safe" the best option is to refrain from sending in food and opt for pencils, erasers, stickers, etc… Students with Special Dietary Needs will need to have documentation of their diet changes signed by a medical provider. Please contact the school nurse for the forms to complete.

Wellness Policy | Our district has a Wellness Policy (Board Policy ADF and EFE). Information on the wellness policy and how you can be a part of this committee can be found here - FMSD Wellness Policy info.

Classroom Celebration Baskets | Let us help make celebrating your child's birthday or any special occasion at school easier. Order a Classroom Celebration Basket from the Cafeteria and we'll take care of everything. Celebration treats will be delivered to your child's classroom on the date you specify. Complete the Celebration Basket Form and add money to your student's account to purchase a basket.

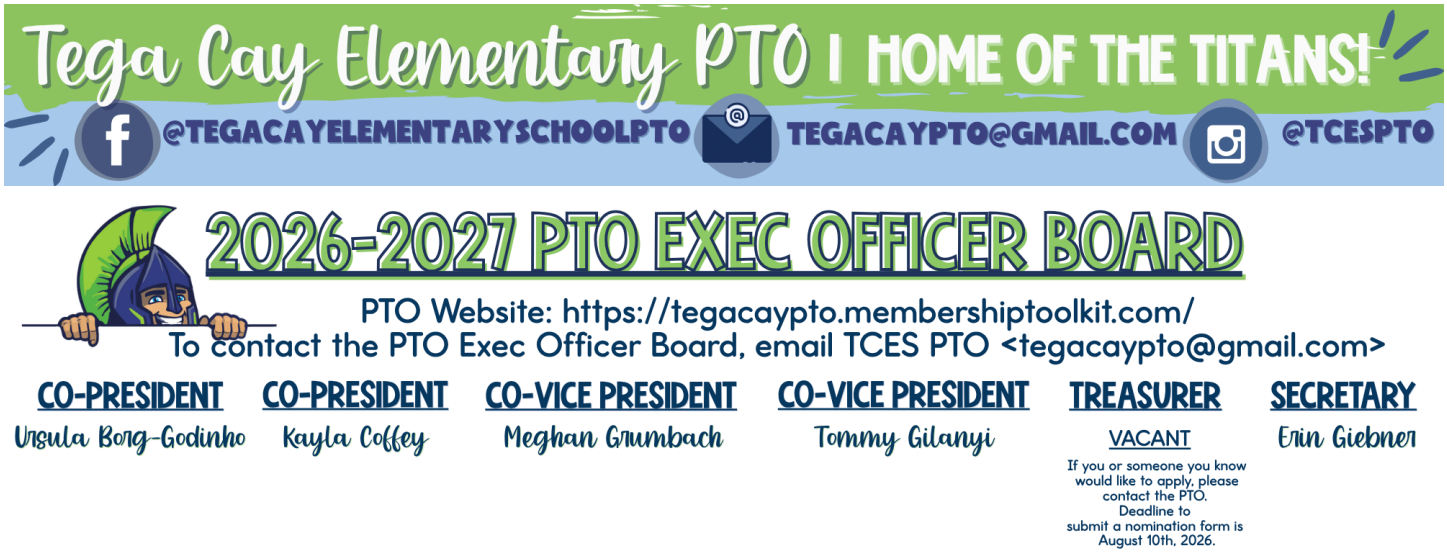
Other Cafe Items | The cafeteria also offers extra sale items, milk, ice cream, juice, water and snacks to purchase. For a student to purchase extra sale items, the parent must fill out a form giving permission. The cafeteria also offers extra sale items, milk, ice cream, juice, water and snacks to purchase. If a parent does not want their student to buy snacks, they must complete a form stating that. This form can be found by clicking here. All foods served by the cafeteria meet state and federal guidelines.

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.

Angel Fund | School meals are just as essential to learning as textbooks and pencils. Our café teams are dedicated to ensuring every student has access to nutritious meals that fuel both body and mind. We recognize that some families may experience financial hardship. That's why we work closely with them to connect to available meal assistance programs — so no student has to go without a meal during the school

day. The Angel Fund was created to support families facing temporary financial struggles. While it does not cover or forgive existing unpaid meal debt, it provides short-term support to help ensure students continue receiving the meals they need to succeed. Donations to the Angel Fund can be made by completing Angel Fund Donation

Parent Teacher Organization (PTO) | Our school encourages your participation in PTO sponsored activities during the year. Our PTO is an extension of our 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.



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. Additionally, the School Improvement Council is an opportunity for parents and community members to partner alongside TCES administration and staff to learn more about the school and its current operations and goals. The SIC works collaboratively to provide solutions and feedback to improve Titan Country! If you would like to nominate yourself or someone else to be a member of this council, please fill out the nomination below. Nominations will be accepted until **Friday, August 7, 2026**. Elections will open on **Sunday, August 16 and close on Sunday, August 30.**

Meetings will be held face-to-face from 2:30-3:30pm on the following dates:

- September 15
- October 20
- November 17
- December 8
- January 19
- February 23
- March 16
- April 20

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.* Click here to access Parent Portal.

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.

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. A reasonable response time from a teacher/staff member would be within **36 hours from the time you first left an email or message**, not including weekends. Additionally in order to allow our deserving staff time with their own family and friends, staff will not be required to respond to emails after their work hours. Thank you for your understanding and cooperation.

Classroom Concerns and Channels of Communication | When your student reports something of concern to you that occurs in a classroom, on campus, or with a specific staff member, I kindly and respectfully ask that you discuss the issue in detail with your student to get as much of the facts as possible. We are all on the same team and definitely want our students and our staff to have a positive experience here in Titan Country. The next step is to reach out directly to the staff member involved. Please do this via email or phone call. Please note that our teachers do have weekly meetings during their planning periods that they are expected to attend. A reasonable response time from a teacher/staff member would be within 36 hours from the time you first left an email or message. If more than 48 hours happens to occur before you hear

back from an inquiry, please feel free to send a quick email reminder to the staff member. Please do not go to your neighbors, friends, or social media to air your grievances or address something that the teacher or staff member has not had an opportunity to discuss directly and privately with you. We teach our students that everyone has a voice and that everyone deserves to be treated with respect, even if you disagree with them. This is the same behavior we expect from our parents/guardians. If you do not get a response within 48 hours, please contact me. At that time, s/he will be sure to check in with the teacher/staff member to arrange a time for you to connect or will reach back out to you directly so that the concern can be addressed. It is important that everyone has the opportunity to be heard. Our administrative team believes in the power of best intentions and we believe that our students, our staff, and our families are all on the same team and share a common purpose: seeing every child succeed at TCES.

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.

Smart Watches/Student Cell Phones | Please note, as previously communicated by the Fort Mill School District, a state law is in place that prohibits students from accessing or using "personal electronic communication devices" at any time during the school day. This includes field trips and on buses. Personal communication devices include smart watches, cell phones, and any form of communication device not authorized for classroom use by a student, utilized to access the internet, WiFi, or cellular telephone signals. **Cell phones and Smartwatches should be turned off and kept in their bookbag**. A cell phone/smartwatch may not be used during the day to play games, make calls, or to send text messages. Students can utilize the phone in the front office to contact parents if needed.

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.

- **First Offense:** Student warning and email sent home to parents.
- **Second Offense:** Device is taken by teacher for the day and parents are contacted.
- **Third Offense:** Device is given to administration and parents will need to pick up the device from the office.

Inclement Weather | The decision to close or delay schools will be made by 6:00am by the District Office. Announcements will be made via **email**, 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 **email**/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. Click here for more information about Inclement Weather.

eLearning | Refer to the FMSD eLearning Handbook for additional information regarding eLearning days.

**This plan will go into effect should the district call for an eLearning day due to events such as weather or utility issues. The eLearning day would be called prior to the day of implementation. The eLearning plan may also be utilized by the district on a scheduled weather make-up day.*

Homeroom Teacher Expectations

- Homeroom teachers are expected to provide 45 minutes of live instruction.
- Suggested times:
    - 8:00 - 8:45 K-2
    - 8:45 - 9:45 Office Hours
    - 9:00 - 9:45 3-5
    - 9:45-10:45 Office Hours

Required Minutes

Per SCDE eLearning Day Handbook: For any eLearning day used, the district certifies that each eLearning day will be 5.5 hours for students in kindergarten through grade 8 and 6.0 hours for students in grades 9-12, or a minimum of 200 minutes of daily instruction. Lessons provided should require a minimum of 200 minutes of instruction (video, reading, listening); the remainder of the time is for student engagement, studying and work completion, etc. These times are cumulative across subjects.

- Live Instruction: 45 minutes
- Independent Reading: 30 minutes
- Related Arts Lesson: 30 minutes (one RA class for each grade level)
- Counselors and Media: 30 minute read aloud
- Independent Work: 125 minutes
- Grade Level Assignments:
    - Assignments that align to current classroom instruction and activities (Reading, Writing, Math, Science, Social Studies) - Estimated time of 70 minutes

      OR
    - Grade Level Science Project - Estimated time of 70 minutes (Only one of the two projects need to be assigned on one eLearning Day.)
- *All items will provide approximately 200 minutes or more of instruction.

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. <u>However, rolling book bags are not permitted without a written recommendation of a physician.</u>

Lost and Not YET Found | Items found at school are turned into 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.

Medical Informaiton at Tega Cay Elementary

School Nurse: Michelle Remillard | (803) 548-8282 | remillardm@fortmillschools.org
Submit Parent/Doctor's Excuse Notes to: Jen Brink | (803) 548-8282 | brinkj@fortmillschools.org

Immunization Requirements | All students in grades Pre-Kindergarten through 12th Grade are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials shall record the immunization data on the student's health record and/or attach a copy of the certificate to the health record. For more information from DHEC, **click here**

School Health Rooms | Please **CLICK HERE** for the FMSD Student Nursing Services website. Every school's health room is managed by a registered nurse. Any student who is not feeling well should obtain a pass from the appropriate staff or faculty member to visit the health room. The health room is designed to assist students with chronic health conditions and is an emergency station to care for minor injuries and illnesses that occur at school. Injures that occurred outside the school environment should be treated at home or by a health care provider prior to returning back to school. Our school nurses cannot diagnose illnesses. A nurse cannot administer any medications without a medication consent form (see below for form M105) completed by a health care provider and/or parent or guardian.
The health and well-being of all students is of utmost importance. Procedurally, our nurses work towards returning students back to the classroom as soon as it is advisable. However, sometimes a student may need to go home due to illness. 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 DPH (Department of Public Health) 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. If your child is displaying symptoms and awaiting test results please notify your school nurse by phone or email: **Jennifer McGuire RN (803) 548-8150 or mcguirej@fortmillschools.org.** Students will need to contact their school regarding missed assignments or schoolwork during their quarantine or isolation period.

Medical Emergencies | If medical emergencies arise, the school nurse and a 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.**

Medical Orders, Documentation, and Devices | To ensure the safety, consistency, and legal compliance of student health services, the following requirements apply:

1. Independent Medical Orders Required
   a. Medical orders must be written, signed, and dated by a licensed healthcare provider (MD, DO, NP, or PA) who is not the student's parent or guardian.
   b. This requirement applies even if the parent/guardian is a licensed healthcare provider. In such cases, medical orders must be completed by another independent licensed provider.
2. Medical Excuses and Documentation
   a. Medical excuses, notes, or documentation cannot be written or signed by a student's parent or guardian, even if that parent/guardian is a licensed medical professional.

b. All medical documentation must be issued by the student's independent healthcare provider (MD, DO, NP, or PA).

3. Medical Devices on Campus
    a. If a student requires the use of a medical device during the school day, a formal medical note from a licensed healthcare provider is required prior to use on campus.
        i. This includes, but is not limited to:
            1. Boots, slings, or braces
            2. Crutches or walkers
            3. Wheelchairs
4. Required Accommodations Documentation
    a. When a medical device is prescribed, the healthcare provider must also include any necessary school-day accommodations. This may include, but is not limited to:
        i. Activity restrictions (e.g., PE, recess)
        ii. Mobility assistance needs
        iii. Elevator access, extra time between classes, or seating accommodations

Physical Education (PE) | 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, Ron Bosch, boschr@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 a Rifton chair or weighted vest is used for the purpose of limiting mobility or as a punitive measure, its use constitutes restraint.

The use of restraint is limited to emergency situations where the behavior of the student poses a threat of imminent, serious, physical harm to self and/or others and the student has the ability to cause such harm. Restraint may be used only as a last resort after proper positive behavioral interventions and de-escalation techniques have failed to de-escalate the risk of injury.

Restraint should never be used: 1. as punishment; 2. to force compliance or address non-compliance; 3. as a substitute for appropriate educational support; 4. in response to property destruction; 5. in response to a student's flight, escape, or running away, unless there is imminent risk of injury related to the escape; 6. in response to verbal threats and profanity that do not rise to the level of physical harm unless the student demonstrates a means of carrying out the threats; 7. longer than needed to resolve the risk of actual harm.

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.

Behavioral Mental Health Services | The mission of Fort Mill School District's Behavioral and Mental Health Services is to support social and emotional well-being in our school communities, provide immediate safety and crisis response, and promote awareness in order to help prevent mental health problems from interfering with school, home and community. Our staff include licensed mental health counselors and behavioral interventionists, who partner with school psychologists and school counselors in these efforts. We provide consultation to teachers, families and community providers.

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 receiving Titan Tickets. Students will earn Titan Tickets by showing our IROCC House Core Values and following our School-Wide Expectations. Titan Tickets will be turned in for school experiences and House gear from our new Titan Store. Students will have the opportunity to visit the Titan Store twice a month on Friday during arrival time. Titan Ticket stubs will be collected in their House Bucket to help each House reach their goal line. Once the House reaches their goal, they will have a House wide reward. 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 and expectations found below.

While each child is responsible for his or her own behavior, we encourage parental support of the school expectations. In the event that a student is sent to the office for a discipline referral, parents will be notified by an administrator. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, and in school or out of school suspension. Student actions that disrupt class work, involve substantial disorder, or invade the rights of

others could be a basis for out of school suspension or expulsion. Examples of these student actions or major offenses are: theft, fighting, possession of weapons, damage to school property, assault of school personnel, defiance of school authority, profanity, etc.

[TCES Reactive Plan]



CLASSROOM	HALLWAY	CAFETERIA	BATHROOM	RECESS	BUS	ARRIVAL / DISMISSAL
Be respectful	Walk calmly in a line	Be respectful	Respect others' privacy	Be kind	Be respectful	Be respectful
Be responsible	Level 0 voice	Control your voice level (0 & 1)	Quick and quiet (Level 0)	Use the equipment the right way	Level 1 voice	Level 0 voice
Be kind	Hands to yourself	Stay seated correctly	Wash your hands	Be responsible	Be kind	Walk directly to your destination
Be a good listener	Eyes forward	Clean up	Clean up	Line up quickly and quietly	Stay seated	Be a good listener



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 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. 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. Many groups have membership based on performance criteria, and others have open membership based on common interest or enjoyment. If you are interested in sponsoring a club, please contact our PTO (information above) *Activities vary from year to year based on student interest and the availability of teacher supervision.*

Classroom Performance and Academic Excellence

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.

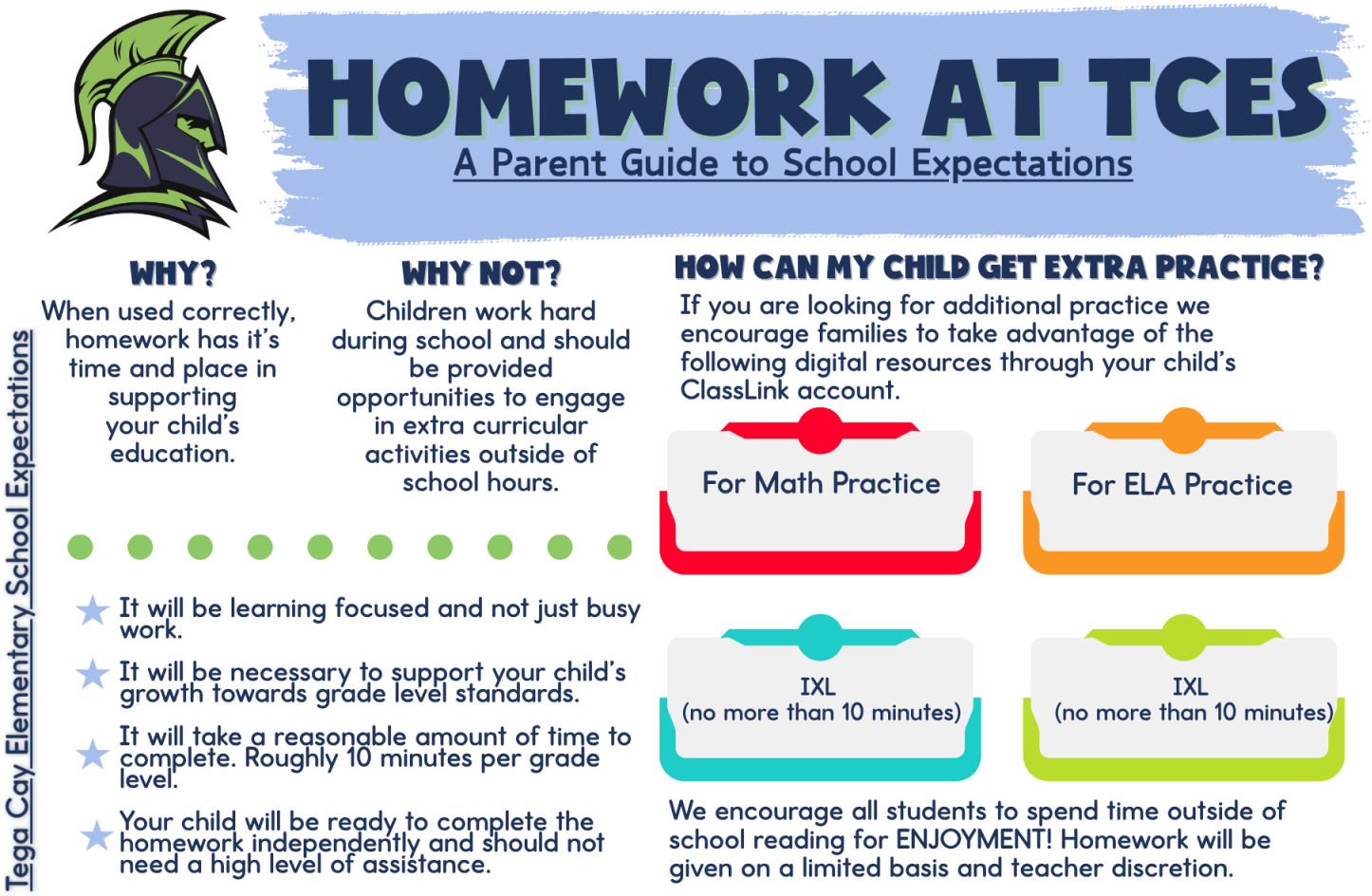
Ci3T | We're thrilled to announce improvements with our Ci3T district-wide initiative designed to support all students' academic, behavioral, and social-emotional needs for the 2026-2027 school year! Developed collaboratively with the school district, our Titan Action Team began implementing our Ci3T during the 21-22 school year. To find out more about Ci3T, the roadmap to how we "do" school here in Titan Country, see below:

- **Stronger Together: Home-School Partnership |** A key aspect of Ci3T is building a strong partnership between home and school.
- **Stay Informed: Easy Access to Ci3T Resources |** We've included a quick link below for easy access to general information and ongoing Ci3T updates.
- **Looking Forward to a Successful Year! |** We're excited to partner with you in implementing Ci3T and fostering a positive learning environment for all students.
- CLICK HERE to learn more!

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:



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, first semester, 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.

AI | While elementary students only experience generative AI through teacher-led demonstrations, our district utilizes secure, IT-approved educational software and state-approved, high-quality resources with built-in AI to safely enhance classroom instruction.

Progress Reports and Conferences | Academic achievement for grades 3-5 will be graded using a numerical grading scale to denote respectively, excellent, good, average, poor, and failing. Grades K-2 will use standards-based grading. 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**

FMSD Grading Key

3	Mastery of CURRENT grade-level expectations
2	Progressing toward CURRENT grade-level expectations
1	Minimum mastery of CURRENT grade-level expectations
NA	Not assessed at this time

Please remember that as the school year progresses, expectations increase.

Reassessment

MATH:

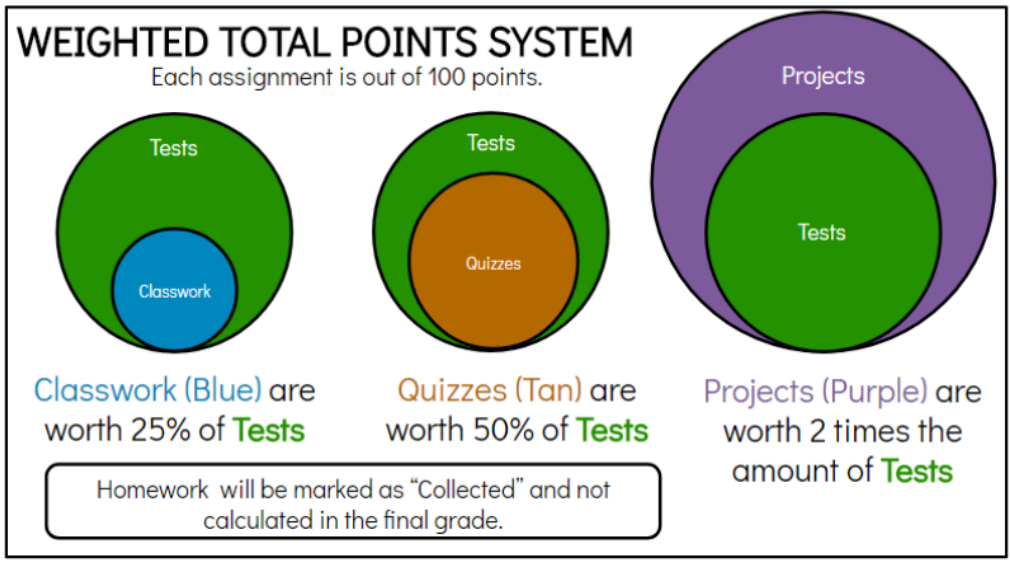
- Summative Assessments will be reassessed.
- Projects will not be reassessed.
- Scores below 90 can have an opportunity for a retake for full credit up to a 90,
- meaning a student reassessing can't earn above a 90.
- D's and F's will be required to retake. B's and C's will have the option.
- Students will have the opportunity for a reteach and one retake on each
- assessment that is eligible to retake.
- Reassessments will be new test questions, not the same questions.

ELA:

- Due to the cyclical nature of HMH and GT Curriculum, ELA end of quarter
- assessments will serve as a reassessment. Grades will not be replaced in ELA.
- Teachers are expected to reteach standards throughout the year.
- Formative Assessments - CLASSWORK grades
- End of Module Assessments - QUIZ grades
- Quarterly District Assessments - TEST grade
- No reassessments in Science and Social Studies.

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 3-5. Teachers will post grades within 2 weeks of the due date of the task. Kindergarten through second 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. By logging on to this secure program, parents will be able to check the grades of their students in grades 3-5. 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 Jen Brink, brinkj@fortmillschools.org, and she will be happy to assist.



A parent-teacher conference opportunity will be scheduled in the fall based on individual grade levels. 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.

Tests, Annual Assessments, and Screeners | Standardized tests are administered in grades K through 5 as indicated below with a brief description.

Assessments

	K	1st	2nd	3rd	4th	5th
Kindergarten Readiness Assessment (KRA)	☑					
STAR Early Literacy	☑	☑				
STAR Reading		☑	☑	☑	☑	☑
STAR Math	☑	☑	☑	☑	☑	☑
STAR CBM (Oral Reading Fluency)		☑				
DIBELS (Oral Reading Fluency)			☑	☑	☑	☑
Concepts About Print	☑					
CORE Phonics Assessment	☑					
LETRS Spelling Screener	☑	☑	☑	☑	☑	☑
District Summative Comprehension Assessment				☑	☑	☑
COGAT/IOWA Ability Test			☑			
State Achievement Test (SCReady)				☑	☑	☑
SRSS-IE	☑	☑	☑	☑	☑	☑

Kindergarten Readiness Assessment (KRA) | A state readiness test given individually to kindergarten students within the first 45 days of school. Readiness skills include: Social foundations, language/literacy, math, & physical well being.

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

STAR CBM Oral Reading Fluency | A tool to measure a student's reading rate and accuracy by having them read aloud from an unfamiliar passage for one minute. This assessment is given to 1st grade students three times a year.

DIBELS Oral Reading Fluency | A tool to measure a student's reading rate and accuracy by having them read aloud from an unfamiliar passage for one minute. This assessment is given to 2nd grade through 5th grade students three times a year.

Concepts About Print Assessment (CAPs) | A foundations of literacy skill assessment on understanding how print works given individually to kindergarten students three times a year.

Phonological Awareness (PAST) | An informal, diagnostic tool that assesses a child's understanding of phonological awareness given to Kindergarten through 2nd grade students three times a year and 3rd through 5th grade as needed.

CORE Phonics Assessment | A tool for identifying which phonics correspondences and patterns a student has learned, and which ones the student needs to be taught. THis assessment is given to Kindergarten three to four times a year

LETRS Spelling Screener | A tool that assesses students' spelling abilities by recording their encoding skills based on phoneme-grapheme correspondences and orthographic patterns. This assessment is given to Kindergarten through 5th grade students one to three times a year.

District Summative Comprehension Assessment | A quarterly assessment designed to measure students' application of reading comprehension skills using both narrative and informational texts. The assessment evaluates students' ability to analyze and apply grade-level standards, including literary elements, theme, central idea, text structures and features, and summarizing. Administered at the end of each quarter, the assessment provides evidence of students' progress toward grade-level reading comprehension expectations.

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

Iowa Assessment | Iowa testing will only be administered to students in second grade. The assessment is used to assess achievement in math and reading subtests. Students receive a NPR (National Percentile Ranking) score that serves as an estimation of his/her instructional level and will also help select participants in the Gifted and Talented Math and ELA for grades 3-5.

SC Ready (May) | The South Carolina College-and Career-Ready Assessments (SC READY) are statewide assessments in English Language Arts (ELA), Mathematics, and Science (4th Grade). The SC READY Assessment items measure student performance on the 2015 South Carolina College-and Career-Ready Standards.

SRSS-IE Screener | A social-emotional screener for identifying internalizing and externalizing behaviors. .

Social Emotional Learning

Missy Covington | covingtonm@fortmillschools.org | School Counselor serving grades K, Second, and Fourth Grades
Allison Carpenter | greshmana@fortmillschools.org | School Counselor serving serving First, Third, and Fifth Grade
Sarah Kinney | kinneys@fortmillschools.org | Mental Health Counselor
Jaclyn Thomas | carylj@fortmillschools.org | Behavior Interventionist
Dolly O'Hara | oharad@fortmillschools.org | Registered Behavior Technician

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.

Our school is committed to teaching students about personal safety in an age-appropriate and supportive way. Each year, students in Kindergarten through 5th grade receive a body/personal safety lesson taught by our school counselors during one of their monthly classroom guidance lessons.

The lesson focuses on helping students understand personal boundaries and how to stay safe. After the lesson has been taught in your child's classroom, families will receive information about what was covered so that you can continue these important safety conversations at home.

During the lesson, counselors use simple, consistent language to help students understand body safety, including:

- Your body belongs to you.
- Private parts are the parts of your body covered by a bathing suit.
- No grown-up or kid should touch your private parts except a doctor helping keep you healthy or a parent helping you stay clean.
- If anyone makes you feel uncomfortable, it is important to tell a trusted adult right away.

The lessons are developmentally-appropriate, respectful, and focused on body safety and personal boundaries.

In June of 2014 the State of South Carolina adopted Erin's Law, which mandates that all students in pre-k through the 12th grade receive age-appropriate instruction in sexual abuse and assault awareness beginning in the 2015-16 school year. Personal safety skills are also included in South Carolina state guidance standards. If you would like more information about Erin's Law please visit the Erin's Law website.

Gavin's Law Info from our technology teachers: Digital Citizenship & Online Safety lessons taught from K through 5th grade. Per the technology PLC facilitator, the requirements for Gavin's law at the elementary level are embedded in the lessons already taught. These lessons focus on protecting our personal/private information, what is & is not appropriate to share with others digitally, ways to stay safe while online, speaking out & telling a trusted adult when something happens online, & communicating safely while online. Gavin's Law Board Policy.

Snack Shack | The snack shack contains snacks and food for students who need a little extra. If your child needs a snack, please let their teacher know and they can grab a snack for you child.

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 learning and growing together every day!