



Riverview Elementary School

1300 Spratt Street
Fort Mill, SC 29715
(803) 548-4677
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Annette Chinchilla
Principal

Angie Padillo
Assistant Principal

Riverview Elementary's purpose is to nurture and educate all students in a positive, caring, and engaging environment where children recognize and achieve their fullest potential while making their most effective contribution to society.

Welcome to Riverview Elementary School! Our success is a result of a dedicated staff, supportive families, and wonderful students. As principal of our school, I encourage parents and families to become actively involved in our school. We welcome your support and involvement! We want to thank our wonderful parent-teacher organization (PTO) for providing these agendas for our families. We encourage you to support our parent-teacher organization and to become involved with your child's school. Please visit our school website (rves.fortmills.org) and view the PTO link which list meeting dates and times. This handbook/agenda is just one of the opportunities for communication between the home and school. The purpose of this handbook is to provide important information about practices, policies, and procedures for Riverview Elementary School. Please read this handbook and use it as a reference throughout the school year. We look forward to working together with you to create a fun and exciting learning environment for your child.

Sincerely,

Mrs. Annette Chinchilla

Principal

2017-2018 PTO BOARD

Co-Presidents: Shannon Edwards & Stephanie Key

Co-Vice Presidents: Kendra King & Jennifer Weiser

Secretary: Kimberly Nason

Treasurer: Emily Ogden

CONTACT US

**Follow the weekly activities on our
Riverview PTO Facebook Page!**



Visit our website

www.RiverviewPTO.org

Email us

rvespto@gmail.com

SCHOOL HOURS/DAILY SCHEDULE (ARRIVAL/DISMISSAL PROCEDURES)

- 7:10**Students may enter the building when an adult on duty is outside.
For the safety of the children, please do not drop students off if the staff members on duty are not outside. Adult supervision on the car rider line is 7:10 am until 7:40 am. Parents are asked to sign their child in at the office when walking them into the building at any time.
- 7:25**Students enter their classrooms.
Car riders planning to eat breakfast must be in their room by 7:30 am to be served. Car riders may not bring their own breakfast.
- 7:40**Instruction begins.
Parents will need to walk their child in and sign them in on the computer in the front office if walking student in from the parking lot at any time of the day.
- 11:00** Half-day (attendance)
- 2:25** Student dismissal (students are not signed out between 2:00 and 2:25)

Riverview Elementary School's Student/Parent/Educator Compact

As a student I pledge to:

Character

- Show respect and cooperate with all adults in the school
- Respect the rights of others to learn without distraction or disruption
- Follow all school and district expectations, procedures, and rules
- Come to school with an I CAN and I WILL ATTITUDE

Responsibility

- Come to school on time and prepared to work
- Bring my School Agenda to school everyday and take my School Agenda home every evening to show my parents
- Give my best effort each day by completing all my assignments
- Spend time at home on schoolwork everyday
- Limit my TV and screen time viewing and read instead

Communication

- Ask my teachers questions when I do not understand something
- Let my parents know when I need more school supplies
- Communicate with my parents what I am learning in school
- Make sure I give my parents all important communications from the school

As A Parent I Pledge To:

Set An Example

- Show respect for students and school personnel
- Support my child by attending school functions and activities

Preparation

- Provide adequate food and access to school supplies so my child is ready to learn
- Ensure that my child receives 8-10 hours of sleep daily
- Make sure my child arrives to school on time

Communication

- Share with the teacher important information and concerns regarding my child
- Talk with my child about his/her schoolwork and school activities everyday
- Find out how my child is progressing by attending conferences, looking over his/her School Agenda every evening

Guidance

- Help my child meet his/her responsibilities as a student
- Support and reinforce school and district rules
- Limit my child's TV and screen time viewing and help select worthwhile programming
- Encourage my child to read for a regular period of time each day

As educators we pledge to:

Intentionality

- Show respect for students and parents
- Guide students in their in their choices of reading material
- Create a balanced school/home workload

- Provide parents opportunities to volunteer and participate in their child's class

Responsibility

- Provide instruction as stated in the South Carolina standards
- Create and provide an environment where everyone feels safe and can learn
- Provide a School Agenda for every student

Communication

- Explain our expectations, instructional goals, grading system, school rules, and classroom rules to students and parents
- Communicate and cooperate with each parent to ensure the best education possible for his/her child
- Supply clear, timely evaluation of student's progress to students and parents
- Provide parents reasonable access to staff

Parent signature _____

Student signature _____

PARENT COMMUNICATION

Communication between the school and parents is a critical part of a child's success. At Riverview Elementary School we strive to keep parents informed about what is happening in their child's school life. Some vital communication tools are:

Daily Agenda: Your child's daily communication with their teacher will take place in this agenda, generously provided by our PTO. You will have daily communication about homework, and in some cases behavior, through the agenda.

Tuesday Folders: Almost all school communication (PTO flyers, newsletters, announcements, reminders, etc.) will come home in "Tuesday folders". This does may include teacher communication or emergency/time sensitive materials.

E-News Weekly: Our PTO sends out an E-Blast with news for the week - once a week.

Monthly Newsletter: The Rocket Report, our school newsletter, will be sent home on the first Tuesday of each month. We strive to keep the information on one to two pages.

Alert now emails/phone messages: The school and district use this system to keep parents informed of school events and weather delays. If you are aware that you are not receiving these messages, please contact the school so we can update your information in our data base. Also, please update the school of any phone or email changes.

CONFERENCES

Conferences are a valuable and desirable benefit for our children. Your child's teacher will schedule a time for you to meet to discuss your child's progress. Parents are encouraged to call for an appointment at other times as well. Conferences are normally scheduled after school but may also be arranged before school and at planning times. We do not normally schedule conferences during the day (except at planning times) as it takes away from instructional time. Parents may call the school office or send a note to set up an appointment. Telephone calls can also serve as informal conferences if a face to face meeting cannot be arranged.

VISITORS

Parents, volunteers, and visitors are welcomed at Riverview Elementary School. We are proud of our school and invite you to visit us. To ensure the safety of our children and minimize instructional interruptions, all visitors and volunteers are required to enter by the front door and stop by the office to sign into our computer. You will need to have your driver's license or pictured ID. You will be given a visitors badge to be worn during your visit. Please wear this badge at all times during your visit. Please do not use this time for unscheduled conferences with your child's teacher. Conference times can be arranged through the teacher or the office.

Please send a note to the teacher if you plan to have lunch with your child. Parents planning to have lunch with their child should meet their child in the **cafeteria** at the appropriate lunchtime. **Parents may not bring food for themselves or their child from outside eating establishments.** Parents are requested to follow the classroom procedures while eating lunch with their child. We ask parents to say their goodbyes to their child in the café and sign out in office.

Parents are asked not to bring or have deliveries made (balloons, flowers, etc...) to students during the school day.

VOLUNTEERS

Riverview Elementary School appreciates all of the wonderful volunteers that help our children and teachers be successful. For the safety of our children and the volunteers, and to minimize interruptions to instruction, we ask that volunteers follow a few simple guidelines:

- *Receive training in the safe and appropriate use of our expensive equipment.
- *Please report at designated time.
- * Park in the parking lot.
- * Log service time each day in the computer in the school office.
- *Wear your volunteer sticker (from signing in at the office) at all times.
- * Follow dismissal procedures. **Teachers will not allow you to take your child from their classroom at the end of the day before the bell.**
- * Parents can park in the car rider line after 2:00 if they are still volunteering.
- *Do not bring children with you when you volunteer. For safety reasons, children are not allowed in the work room. They can also be an interruption to instruction.
- *Please respect the teacher's time and do not try to conference with your child's teacher when volunteering.

CAR RIDERS

For the safety of all of our students we must follow a plan for loading and unloading cars. **Please cooperate with school personnel who are on duty.** This will ensure the safety of all children. If they ask you to move forward, it is for the flow and safety of traffic. Due to the increase in student enrollment and traffic, and in order to maintain the safety and security of each child, it is crucial that drivers follow the designated traffic pattern. Cars must not be left unattended in traffic lanes. When picking up or dropping off children, parents need to stay in their cars and in the car rider line until their turn. This is to ensure a fluid transition for **everyone**, and if followed, will allow for a shorter time spent in line. Please come inside if you do not have a tag.

MORNING PROCEDURES

1. Each car should pull all the way to the appropriate drop off station that begins at the end of the covered area in front of the Kindergarten classrooms and sign notes that car rider line starts there. We should be able to accommodate more children safely in this way and lessen the wait time for everyone.
2. Staff members are on duty to make sure students get out of their cars and into the building safely.
3. For safety reasons, students may only exit the car from the passenger side. If this is not possible, parents are asked to park in the parking lot and walk the child into the building.
4. If you must exit your car for any reason, you must park in the parking lot and cross at the cross walk safely.
5. Students MAY NOT be dropped off in the parking lot. **If you park in the parking lot, you must walk your child into the school building and sign them in on the computer in the front office.**
6. If teachers are no longer on duty, parents must walk their children into the building and sign them in on the computer.

DISMISSAL

Our students are involved in instruction until 2:25 pm. **Students will not be released between 2:00pm and 2:25pm** to prevent interference with instruction and for fairness to those already waiting in the car rider line. This not only takes your child away from instruction, but it interferes with the instruction of the other children by interrupting the class. **Students with appointments requiring early dismissal must be checked out before 2:00 pm.** Only the principal or her representative shall have authority to grant permission for the early dismissal from school. **Parents will not be permitted to pick students up from the classrooms.** The student will be called to the office for dismissal.

EARLY DISMISSAL

The parent/guardian or an adult acting with the consent of the parent /guardian (that is listed on the emergency information sheet) must come to the office and sign out the student on the computer after showing proper identification. Only the principal or his/her designee shall have the authority to grant permission for early dismissal from school. Students will be released from the office to an authorized person with appropriate identification.

DISMISSAL PROCEDURES

1. Parents should remain in their car.
2. You must have an official car rider pass (not homemade). The pass should be displayed until you have picked up your child. You were to pick these up at orientation or if needed, in the office. Please write the child's first and last name in large dark letters to assist the teacher on duty.
3. Please follow moving traffic and pull forward as directed by the staff on duty.
4. Students may load only on the passenger side. If you cannot do this, you must park and enter the building to sign out your child.
5. Students will not be called for dismissal after 2:00. If they have an appointment or something similar, please sign them out before 2:00.

There is no pick up or drop off allowed in the bus parking lot.

Parents are to notify teachers in writing of any transportation changes. **Teachers are to receive a written note in the morning stating:**

1. the different way of transportation

2. the date
3. parent's signature

Please do not call the school, email teacher during the day of changes, or tell a teacher at lunch of a transportation change. We need **written documentation** that a change will occur so participating parties can be accurately informed. It is the parent's responsibility to notify daycares of changes. **If written notification is not received or if approval has not been given from administration, students will be sent home in their pre-established fashion. We cannot guarantee transportation changes made after 2:00.**

SCHOOL BUS DISCIPLINE CODE

Riding the bus is a privilege that is extended to all students at Riverview Elementary School. The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. Action will be taken by 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 to ensure the safe transportation of all students. This action could result in a suspension of bus privileges.

All students/parents will be given a copy of rules for acceptable bus conduct. All parents should go over the rules with their students to help them understand what is expected of them and what happens when infractions occur.

Students are assigned to busses at the beginning of the year based on their address. The transportation department must approve any changes to that assignment. If your child needs to ride a different bus home than the one that picks him/her up, then special request must be made to the district Director of Transportation (802-1998). Students will be allowed to ride a different bus only if prior approval has been given. Students may not carry inflated balloons, flowers or major projects on the bus. All loose items should be secured in book bags which can be held in the child's lap. **If it does not fit on the child's lap, it should not go on the bus.**

It is our desire that all students arrive at school and home safely. If each student abides by the rules so that the bus is always under the driver's control, there should be no problems.

REGISTRATION

All students attending school in the Fort Mill School District are required to pay a \$25 registration fee per student prior to each school year (waiver letters are sent once by the district to students on free and reduced lunch). These fees will assist to cover the cost of copy paper, construction paper, drawing paper, copies, etc. In addition to the fees, parents need to fill out emergency registration forms with contact information. **If any personal information (custody, address, phone #, etc.) changes throughout the school year, a new registration form must be filled out and returned to the office.** This is for your child's safety.

TRANSFERS

When a child is moving to another school, the school should be notified at least a week in advance if possible. School records will be forwarded to the new school upon request from that school.

RESIDENCY

All students that attend Riverview Elementary School must reside within its specified attendance zone. If for any reason the school is made aware that you do not reside within the attendance zone, you will be expected to withdraw your child and enroll them in the school or district in which they are zoned. Once it has been brought to the school's attention, you will be notified in writing. The school reserves the right to refuse a notarized statement. All appeals must be taken to the Director of Pupil Services at the District Office at 548-2527. If your address changes and you remain in the appropriate attendance zone, you must provide a new, proper proof of residence.

Important Note about Custody

If you are separated or divorced, we need to have a copy of your custody papers on file. If the school does not have current legal documentation, we cannot deny parental privileges. If at any time you feel that a problem of abduction may occur, we need to have knowledge of this in the school office. This is the only way we can assist in preventing this from happening at school.

ABSENCES

All students are expected to be in attendance each day school is in session. Following any absence, a student is required to present a written document from the parent or guardian stating the date of the absence(s), the reason for the absence(s), and the signature of the parent or guardian. **A written document is needed even if the parent calls the office.** The excuse should be presented within two days of the child's absence(s); otherwise the absence will be recorded as unlawful. It is the parents' or guardians' responsibility to call after-school day care centers if their child is absent from school. For perfect attendance purposes, a child must be in school at least half of the school day (11:00). The FMSD attendance policy can be found on the district website.

LAWFUL ABSENCES

1. Serious, chronic, or extended illness of the student.
2. Death in the immediate family. (appropriate documentation)
3. Recognized religious holiday for the students of the particular religious faith **when pre-arranged.**
4. **Pre-arranged** absences for other reasons and/or extreme hardships at the discretion of the principal.

UNLAWFUL ABSENCES

Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for an excused absence as defined above will count toward the cumulative limit of absences. Written notification will be sent by the school when a student has accumulated absences. When a child accumulates 5 absences that are unlawful or not excused by a medical note, parents will be required to attend an attendance intervention (truancy) conference and assist the principal or his/her designee in the development of an attendance intervention plan. Excessive absences could result in a family court referral. **The school will only accept a parent written excuse for five days of absences.**

TARDIES

Riverview Elementary School strives to maintain an orderly environment for student education. Students who arrive late not only miss valuable class time, but also disrupt the classroom. The school day starts at 7:40 am. Students who arrive on late buses will not be considered tardy. Students who are late to school **MUST** be signed in by a parent/adult in the office if no adults are on duty outside after 7:40 am. Children who arrive late to school will be required to make up missed work. Students with more than 2 unexcused tardies or 2 days In-school suspension will not qualify for Perfect Attendance. Excessive tardiness will also result in a parent conference to set up an attendance intervention plan that is consistent with the district's truancy plan. Parents will be notified by letter and attendance intervention (truancy) conference held after 10 unexcused tardies.

MAKE-UP WORK

Assignments and class work missed may be made up if the absence is excused. **This is the responsibility of the student.** If the work is not made up, it will 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 before 10:00 AM and request to pick up assignments **after school** in the office. Please do not expect the teacher to provide this during the school day. Due to the additional burden on the teacher, assignments that are missed due to an extended trip will not be given before the trip or made up, this will result in leaving fewer grades during that grading period.

PROGRESS REPORTS/GRADES

A record of your child's progress will be sent home following the end of each nine weeks. Furthermore, student progress can be determined from the work samples that are sent home in the Tuesday folder. The report card should be signed by one of the parents and returned to school the following day. Parents also have access to grades and assignments for grades 2, 3, 4, and 5 through Parent Portal. Information will be given at the *Meet the Teacher* regarding access. Parents must sign for their confidential access and password. If this is lost, parents need to come in and sign for another one. Teachers have 2 weeks to update grades in Parent Portal. No form of written report can possibly give you as complete information as can be received through a conference with the teacher. Formal parent/teacher conferences will be held at the end of the first nine weeks with others scheduled during the year at the discretion of the teacher and parent.

HONOR ROLL

Students in grades 2-5 who have all A's, or all A's and B's are included on our honor roll. To make the "A" honor roll, the students must have all "A's" with no "Needs Improvement" areas marked on the report card. To make the "A/B" honor roll, the student must have all "A's" and "B's" with no "Needs Improvement" areas marked on the report card.

HOMEWORK POLICY

- *Homework will be specific reinforcement activities, no new skills or material will be introduced as part of homework.
- *Written homework will be such that it can be completed with a minimum of parental help.
- *Homework will also consist of teachers sending home on a regular basis work completed in class for parental review and support.
- *Written homework assignments will be checked by the teacher with pre-established consequences for incomplete assignments.
- *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 (approximately 10 minutes per grade level, not including reading each night).
- *Students will not be permitted to return to school to get homework materials after the school day has ended (2:25) because of safety and equity issues.

HOMEWORK SUGGESTIONS FOR PARENTS

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

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.

Fort Mill School District Policy JICA Student Dress/Uniforms Policy

Current Policy with Revisions:

Purpose: To establish the basic structure for determining appropriate dress standards for students.

Although the responsibility for the dress and appearance of students rests with each student and his/her parent/legal guardian, students are expected to show pride in themselves and their schools by having their dress and appearance in accordance with good acceptable standards. The school administration and board discourage extreme styles of dress and grooming.

Students will dress in appropriate attire. Students are expected to dress in clothing that abides the district dress code policy. Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, 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.

The board may establish such administrative rules and procedures as necessary to enforce this policy.

Policy AR-JICA-R Student Dress (Administrative Rule) Policy

Issued 1/14

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

Grades K-5

Proper 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, 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.

RULES FOR STUDENTS

Riverview's only rule is that **students will not interfere with their learning or the learning of others**. Accompanying this rule are school-wide procedures that students should:

- be prepared by having necessary materials ready for use.
- show respect and cooperate with all adults and students at the school.
- follow policy and regulations for every activity considered a part of the school program regardless of the time or place.
- follow all bus procedures while riding the school bus.
- keep hands and feet to themselves.
- avoid running on sidewalks, in hallways, and in the building.
- not to chew gum in the school.
- not to throw objects (including rocks/sand/mulch) that may injure others.
- not to leave school grounds during the day without permission.
- not to bring electronic equipment, or other communication devices to school. Any devices seen or heard at school will be confiscated and parents will need to retrieve items from school the first offense. If a second offense occurs, device is held in the office until the end of the school year.
- not to bring toys, glass bottles, unnecessary money, games (electronic or otherwise), or stuffed animals to school.
- not to distribute invitations to personal parties at school, unless the function involves the entire class.

STUDENT BEHAVIOR GUIDELINES

Riverview Elementary School conducts an instructional program for the benefit of the students attending the school. In order for students to have a positive school experience, an atmosphere of good behavior must be maintained. The faculty and staff of Riverview Elementary believe that good student behavior is primarily the product of two areas of personal development: (1) respect for others and (2) accepting responsibility. While each child is responsible for his/her own behavior, we encourage parental support of the school rules.

These two areas are stressed at the beginning of each year when teachers discuss school procedures. Parents help by reinforcing these areas to further ensure that the proper learning environment is maintained at our school.

Students are EXPECTED to be diligent in carrying out their school responsibilities. The staff deals with student misbehavior in a consistent and fair manner. The necessity for maintaining an orderly educational environment, combined with our concern for each child's safety and welfare enter into each disciplinary action. It would be impractical to cover every possible discipline incident in a student handbook, however, the following are levels of conduct outlined by District policy:

Level 1 – Disorderly Conduct – This includes any activity in which a student engages that ends to interfere with orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school. Acts of disorderly conduct may include but are not limited to: tardiness, cheating, lying, abusive language, cutting class, truancy, acting in a manner that interferes with instruction, failure to complete assignments or follow directions, or any other disorderly acts as determined at the school level.

Level 2 – Disruptive Conduct – This includes those activities that are directed against persons or property and the consequence of which tend to endanger the health or safety of themselves or others in the school. Acts of disruptive conduct may include but are not limited to: fighting, minor vandalism, stealing, threats against others, trespassing, abusive language to staff, refusal to obey school personnel, possession of unauthorized substances, unlawful use of communication devices, or any other disruptive acts as determined at the school level. Bullying or intimidation will not be tolerated.

Level 3 – Criminal Conduct- This includes those activities in which student engages that result in violence to themselves or to another person or property or which pose a direct and serious threat to the safety of themselves or others in the school. Acts of criminal conduct may include but are not limited to: Assault, extortion, bomb threat, possession of a weapon, major vandalism, threatening school personnel, or any other criminal conduct as determined at the school or district level.

DISCIPLINE CONSEQUENCES

In the event that a student is sent to the office for a discipline referral, a copy of the referral will be sent home with the child and another mailed to the parents. In each incident, the consequences will be as appropriate for the infraction as possible. The consequences include, but are not limited to: verbal reprimand, withdrawal of privileges, appropriate alternatives (ex: writing on walls would result in cleaning the walls), parent conferences, detention, in-school/out-of-school suspension.

Bullying/Harassment

For the purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- Harming a student physically or emotionally or placing a student in reasonable fear of personal harm.
- Insulting or demeaning a student or group of students causing substantial disruption in, interference with, the orderly operation of the school.

SCHOOL TELEPHONE

The school telephone number is (803) 548-4677. Messages can be taken for students and teachers, but it is not always possible to deliver them immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school hours, as teachers cannot leave their classes for telephone conferences between 7:25am and 2:30pm. Students wishing to call home may use the school phone for emergencies only and only with administration's approval.

Health Room

Philosophy and Mission Statement

The mission of the school district's health services is to foster health, well-being and safety with professional and compassionate attention to all students and staff. Our school nurses' goal is to minimize health barriers that can impair our students' ability to learn and our teachers' ability to educate. A healthy child is the best learner and healthy employees are the foundation for excellence in the classroom.

School Health Rooms

Every school's health room is run 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. Injuries 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 completed by health care provider and/or parent or guardian. Procedurally, our nurses work towards returning students back to the classroom as soon as it is advisable.

General First-Aid and Medication Administration

The school health rooms will supply the following items for first-aid purposes: **Vaseline, Saline Eye Wash, Aloe Vera, 1% Hydrocortisone**. If you do not wish for your child to be treated with these items, please provide your written response to your school's nurse.

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.**

Resources

The following links are available on the Fort Mill School District website (www.fortmillschools.org):

[2016-2017 Required Standards of Immunization for School Attendance](#)

[Family Resource Centers in York County - Medical Clinics](#)

[Field Trips Extended Past Normal School Hours or Overnight](#)

[Permission for School Administration of Non-Prescription Medication - Form M105](#)

[Permission for School Administration of Prescription Medications - Form M105](#)

[Safe Access to Vital Epinephrine \(SAVE\) Act](#)

[South Carolina DEHC Exclusion List](#)

[Students with Food Allergies](#)

Non-Prescription Medication

Non-prescription medications are medicines that you can buy without a written prescription from a health care practitioner. Non-prescription medications are sometimes called “over-the-counter” medicines. In order for a child to be given non-prescription medicines at school, the child’s parent/guardian must sign a permission form. A medication form (M105) will need to be completed on each medication that is to be given at school. A responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it. The dosage of the medicine cannot exceed the recommended dosage from the manufacturer without a prescription from the child’s health care practitioner.

Prescription Medications

Prescription medications are medicines that require a written prescription from a health care practitioner. In order for a child to be given a prescription medicine at school, the child’s health care practitioner and the child’s parent or guardian must sign a permission form. A medication permission form must be completed by the health care practitioner for each prescription to be given at school. A responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it from the pharmacy. No Ziploc bags will be accepted.

STUDENT MEALS

Nutritious breakfast and lunch are served at school every school day. If you plan on having your child at school after the designated breakfast time, please make sure they have already eaten breakfast. Students may not bring breakfast from home. Students are required to eat lunch in the cafeteria, either purchasing lunch or bringing lunch from home. Extra milk is available for purchases. **Students may not bring carbonated drinks to the school.** Menus are posted in homerooms and are on the district website (www.fortmillschools.org).

Students may pay for breakfast and lunch daily in the cafeteria as they go through the line or through the website at www.K12paymentcenter.com. The current cost of student lunch is \$2.20 and breakfast is \$1.30. Adult meals are \$3.00. **Prices may change during the budget process.** Students are encouraged to pay ahead on Mondays for up to a month at a time. **This payment covers only meals.** Extras (ice cream, water, etc.) must be paid for as the child goes through the line. Kindergarten and 1st Grade students can only purchase extras on Fridays. Occasionally parents wish to have a meal at school with their child. Meals may be purchased in the cafeteria as you go through the line; it’s important that you call early or send a note with your child so the cafeteria will know to prepare additional meals. **Do not bring food from outside eating establishments.** It is unfair to other children in the cafeteria. Information and applications for free and reduced-price meals are available at all times in the school office. Parents who are interested must reapply each school year even if previously qualified. After applying for free or reduced lunch, breakfast and lunch fees are accrued and are the parent’s responsibility until the application is accepted.

Money

If you send money to school with your child:

- 1- Please put money in a sealed envelope with your child's name and his/her teacher.
- 2- Please put a note in the envelope stating how the money should be used.

CHARGES IN THE CAFETERIA

All students are expected to have money daily or money prepaid in their account to pay for their meals. Charges in the cafeteria will result in a child receiving a standard nutritional lunch different from the daily menu choices. You will be notified of charges in the cafeteria by notes from the cafeteria manager or cashier, through a note in your child's agenda, by a note from administration or an Alert Now phone message. It is expected that all charges will be taken care of in a timely manner.

Classroom Activities/Celebrations – Acceptable Food Guidelines

Effective with the 2016-17 school year, homemade or home baked foods are no longer allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while maintaining a safe and positive learning environment for all students. It is important to note that the policy does not apply to a student's personal lunch.

TEXTBOOKS/LIBRARY

Textbooks are provided by the state and the school is accountable to the state for them. Students are issued textbooks from the school at the beginning of the school year. Textbooks are used as resources and usually not sent home. At the end of the year, students will be charged for damages beyond normal wear or will be charged for lost books. Books lost during the school year must be paid for in order for another to be issued. Library books, leveled readers, and novel sets are school property, and students will be charged if books are damaged or lost.

SCHOOL IMPROVEMENT COUNCIL

The Riverview Elementary School Improvement Council has been established to provide an important link between the school and community. The purpose of the School Improvement Council is to review the school program, assist with Title 1 planning, assist in setting goals, and to evaluate progress toward reaching those goals. Parents, community members, and teachers are elected and appointed as members of the council.

INCLEMENT WEATHER

The decision to close OR delay schools will be made by 6:00am. The district will utilize the Alert Now phone system to notify families of school delays or closings. Announcements will also be made on WRHI AM 1340, WRHM FM 107.9, and Charlotte TV stations. **Information will be FORT MILL SCHOOL DISTRICT #4, not York County Schools.** No breakfast will be served if school is delayed. There will be no pre-K classes if school is delayed. In an emergency, it is vital that the phone be available to school personnel. 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.

HOMEBOUND

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

PETS

Although, at times, some of our classrooms have “class pets” that are cared for by the students and teachers, students’ pets are not allowed at school. Again, this is a safety issue, as a pet may not behave in a strange place as it behaves at home. In addition, student with allergies must be taken into consideration.

PARENT-TEACHER ORAGANIZATION (PTO)

Riverview Elementary School has benefited from a very strong parent support base. As a parent at Riverview Elementary School you are a member of the PTO and are encouraged to participate in PTO sponsored activities during this year. Our PTO’s name is “The Rocket Boosters”. PTO board meetings are monthly and all parents are invited. Current PTO officers are listed on our school website. In addition to fundraising, the PTO needs volunteers to help with special programs and serve on committees. This strong and active organization assists in guiding the direction of the school.

SAFETY

Risk Assessments:

The safety and security of all students is of the 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 articulable 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.

Crisis Intervention:

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

RESTRAINT

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

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

1. 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);
2. chemical restraints (medication for safety or behavioral supports) determined by medical personnel;
3. appropriate use of adaptive equipment or products, provided they are used in accordance with manufacturers’ recommended usage.
 - a. Adaptive equipment may include, but is not limited to, adaptive seating products or therapeutically prescribed devices such as weighted vests.

- b. If adaptive equipment, such as Rifton chair or weighted vest is used for the purpose of limiting mobility or as a punitive measure, its use constitutes restraint.

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

Restraint should never be used:

1. as punishment;
2. to force compliance or address non-compliance;
3. as a substitute for appropriate educational support;
4. in response to property destruction;
5. in response to a student's flight, escape, or running away, unless there is *imminent* risk of injury related to the escape;
6. in response to verbal threats and profanity that do not rise to the level of physical harm unless the student demonstrates a means of carrying out the threats;
7. longer than needed to resolve the risk of actual harm.

The use of prone restraints (face down on stomach) with the exception of approved Crisis Prevention Institute (CPI) endorsed floor restraints, supine restraints (face up on the back), or any hold or maneuver that places pressure or weight on the student's chest, lungs, sternum, diaphragm, back, neck, or throat are strictly forbidden. Moreover, the degree of force used must not exceed what is necessary to protect the student or others from imminent bodily injury.

NECESSARY DOCUMENTATION & REVIEW

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

1. actions attempted prior to the restraint in an effort to manage or de-escalate the situation;
2. a clear description of the safety concerns posed to the student or others;
3. student's behavior before, during, and after restraint;
4. location of the restraint;
5. amount of time in restraint;
6. a description of the physical restraint techniques used and training personnel received prior to implementing restraint;
7. names and position titles of personnel involved with the incident;
8. date and time the administrator was notified;
9. date and time the parents were notified and by whom;
10. name and position of person(s) completing the documentation.

TRAINING

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

1. prevention of behavior problems through a positive behavioral supports climate;
2. conflict prevention and conflict management skills;
3. de-escalation skills that enable staff members to respond to students in ways more likely to calm, rather than escalate, the situation;
4. information on physical and emotional risks of escalation and restraint;
5. instruction on personal safety skills for staff who work with students who are more likely to present safety concerns;
6. prohibition on the use of prone restraints (face down on stomach) with the exception of approved Crisis Prevention Institute (CPI) endorsed floor restraints, supine restraints (face up on the back), or any hold or maneuver that places pressure or weight on the student's chest, lungs, sternum, diaphragm, back, neck, or throat.

The training program used must include some method of assessment that ensures appropriate skills are in place. The program must also provide documentation that a participant has successfully completed the training, either through a certificate or other credential. Fort Mill Schools must keep a list of those who have completed training, including a description of the content of the training, on file. The school district retains discretion as to which personnel should receive restraint training. However, training must be provided to enough staff members that the school district can ensure a sufficient number of staff is available if restraint is used.

FERPA Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. For further information regarding your rights under FERPA, please refer to the "For Parents" section of the school district's webpage at www.fortmillschools.org.



Fort Mill School District

2017-2018 Academic Calendar

2233 Deerfield Drive, Fort Mill, SC 29715 | Phone: (803)548-2527 | www.fortmillschools.org

**** First Day of School (Grades 1-12): Aug 17** **Please note staggered Kindergarten start schedule by birth month.
Last Day of School: May 25 (-1/2 Day-) ... Subject to weather make-up days (SC Law H.3890).

**** Kindergarten ONLY First Day Staggered Start Schedule**

- Aug 17: Jan, Feb, Mar Birthdays Attend ONLY (Full Day)
- Aug 18: Apr, May, Jun Birthdays Attend ONLY (Full Day)
- Aug 21: Jul, Aug, Sep Birthdays Attend ONLY (1/2 Day)
- Aug 22: Oct, Nov, Dec Birthdays Attend ONLY (Full Day)
- Aug 23: ALL Kindergarten Students Attend (Full Day)

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27	28	29	30	31		

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Student & Staff Holidays - No School

Sep 4 - Labor Day
 Nov 22-24 - Thanksgiving Break
 Dec 22-Jan 2 - Winter Break
 Jan 15 - Martin Luther King Day*
 Feb 19 - Presidents' Day*
 Apr 2-6 - Spring Break
 May 28 - Memorial Day*

* Indicates potential weather make-up day.

**Teacher Work & Professional Days
No School For Students**

Aug 9-11, 14-16 Jan 3*
 Oct 30* Mar 30*
 May 29*

* Indicates potential weather make-up day.

Instructional Full & Noted -1/2 Days-

-1/2 Days- 1/2 Day Dismissal Times
 - Aug 21 (Eclipse) - Elementary - 11:00 am
 - Dec 21 - Middle - 11:35 am
 - May 25 - High - 12:10 pm

End Of Term & Reporting Dates

30th Day - Sep 28 100th Day - Jan 24
 45th Day - Oct 19 120th Day - Feb 22
 60th Day - Nov 10 135th Day - Mar 15
 86th Day - Dec 21 150th Day - April 13
 1/2 day (End of 1st Semester) 180th Day - May 25
 1/2 day (End of 2nd Semester)

Report Card Dates

Grades K-8
 Q1=Oct 25, Q2=Jan 5, Q3=Mar 21, Q4=May 25**

Grades 9-12
 M1=Oct 4, M2=Nov 15, M3=Jan 5
 M4=Feb 28, M5=Apr 18, M6=May 25**

** Year end report cards are mailed home for grades 6-12

High School Graduation: May 26

Fort Mill High School: 10:00 am
 Nation Ford High School: 2:00 pm
 - Winthrop Coliseum, Rock Hill, SC -

SC State Law H.3890 - Weather Make-Up

May 30*

Board of Trustees Approved March 21, 2017
 Based on approved S.338 1-year only adjustment to SC Start Date Law

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

	First & Last Day of School (Last day of school is a 1/2 day)		Instruction Day - Students in School (please note -1/2-day indicator)		Student & Staff Holiday - No School For Staff or Students		Teacher Work Day - No School for Students		Potential Weather Make-Up Day - Typically the first available weather make-up day, after a school closure, is used. See H.3890 details below.
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School delays, early dismissals, and cancellations are communicated via the district's School Messenger calling system and are also posted on the district's website: www.fortmillschools.org. SC State Law H.3890 requires that 3 statutory weather make-up days must be used before a school board is granted the right to waive up to 3 remaining weather make-up days. Therefore the calendar, including the last day of school, is subject to change in the event of severe weather or other unforeseen circumstances.