

# 2016–2017 Doby's Bridge ES Parent Handbook



## Doby's Bridge Elementary School

1000 Dragon Way  
Fort Mill, South Carolina 29715

Visit us on the web at:

[dbes.fortmillschools.org](http://dbes.fortmillschools.org)

### *Our Mission*

*The mission of Doby's Bridge Elementary School is to work collaboratively to provide a positive learning environment that promotes engagement and enrichment while striving for excellence.*

### *Our Vision*

*Engagement, Enrichment, Excellence!*

Principal: Mrs. Jeanette M. Black  
Assistant Principal: Mr. Adam Fantone

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**WELCOME!**

Welcome to Doby’s Bridge Elementary School, home of the DRAGONS! Our theme is #bethebridgeDBES as we partner to build bridges to our students, staff, and families. The purpose of this handbook is to provide you with the expectations and policies of Doby’s Bridge Elementary School. DBES follows all policies and procedures outlined by the Fort Mill School District, York 4 Board Policy Manual (which can be accessed online on the district webpage).

At Doby’s Bridge Elementary School we are committed to building connections with parents and the community to support student achievement, and to create responsible citizens. We have a dynamic Parent-Teacher Organization (PTO), and you will have numerous ways to be involved in the school. Research shows that positive home-school connections enhance student achievement. Communication is the heart of every great relationship and we have numerous ways to connect with you: SchoolMessenger emails of events and information each week; teacher websites; our DBES website; text/and or phone messages when needed; teacher communication and email; Twitter; and monthly Principal’s Coffees.

At Doby’s Bridge our vision is Engagement, Enrichment, and Excellence. Our goal is to create a culture of learning for all, a strong community, and close relationships where are students thrive!

Yours for building bridges,  
Jeanette M. Black, Principal

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**THE SCHOOL DAY**

- 7:05am: Car/Bus rider drop off begins
- 7:05am – 7:30: Engagement and Enrichment (E&E) Time
- 7:30am: Students enter the classrooms/Breakfast in the Classroom begins
- 7:40am: **SCHOOL STARTS**
- 2:25pm: Student Dismissal

**DISMISSAL**

All students will be dismissed at 2:25 pm. If you plan to pick-up your child from school, please follow the designated pick-up procedures, as there will be a lot of traffic, both cars and buses, around the school at that time. Pick-up procedures are discussed later in the handbook. Students who are not picked up by 2:45 will be taken to the office to wait for their rides. Students picked up after 2:45 must be signed out by the person picking them up and the person must be on the approved pick up list.

**TO ENSURE THE SAFE ARRIVAL HOME OF YOUR CHILD(REN), CHANGES IN TRANSPORTATION HOME MUST BE MADE BEFORE 12:00 PM, OR MUST HAVE THE APPROVAL OF AN ADMINISTRATOR.**

## **EARLY DISMISSAL**

Approved parents and approved persons on the pick-up list provided by the parents must come to the office and sign out the student. To ensure safety, students may not be dismissed/picked up between 2:00 and 2:25.

## **SAFETY**

Safety is our first priority! Please adhere to these guidelines to support a safe environment for all students. We will have a security guard on the premises during the school day to support the safety and security of our building. Thank you in advance for your support.

1. Stop for the school bus when you see it has stopped to load or unload students. Never pass a bus from behind if it has stopped to load or unload students.
2. If you drive your child to school, make sure that you follow loading and unloading procedures (no passing stopped cars, driving slowly, and being mindful of safety patrols, students, etc.).
3. We require that all school visitors sign in and out at the school office through a computer system that scans your driver's license or photo identification. This system scans your driver's license against the most recent sex offender registry. You will receive a visitor's badge to wear while you are in the school. Since all staff are involved in the safety of students, you will be asked to return to the office to sign in if you do not have a visitors' badge.
4. Please follow appropriate speed limits on school grounds.
5. Additionally, Doby's Bridge Elementary is part of the DHEC, B2 program. B2 stands for Breathe Better. It is an anti-idling/clean air campaign to protect the health of children by eliminating harmful emissions from vehicles. While parents are in the car line, they will need to turn off their engines to eliminate these emissions. Thank you for your help with this!

## **PETS**

Student pets are not allowed at school as a safety precaution. Pets may behave differently in a new environment, and we want to avoid student exposure to allergens.

## **TRANSPORTATION - CAR RIDERS**

For the safety of our students, there is a specific plan for loading and unloading cars. In the mornings all children are to be unloaded in the front of the building near the gym/cafeteria area. In the afternoons, all students will be picked up in that same location. Parents are reminded that students will not be allowed to cross lines of traffic to waiting cars; therefore please do not park in the parking lot and expect your child to cross.

All cars should stay in **one line** of traffic; we will load your child as quickly as possible. Please put your child's name and grade level in the window of your vehicle on the card provided by the school. This will help speed the loading process. Safety regulations require separate car and bus entrances; consequently, the bus lane is closed to all cars in the morning and in the afternoon. Additionally, parents should not unload children in the teacher parking lot in the mornings.

Please do not park and leave your car unattended along the curb in front of the building unless you are signing your student in at arrival. Any other time of the day we request that you park in the parking lot.

Students must have a car rider tag clearly visible in the front windshield in order for students to be called for dismissal. These forms are provided in your welcome back folder and in our office.

**Transportation Change Form: If your child needs to go home a different way than typical, e.g. they need to be a car rider when they normally ride a bus, you must fill out a Transportation Change form. Otherwise, your child will be sent home the previously scheduled way. All changes made after 12 noon must be approved by an administrator.**

## **WALKERS**

Students may only walk if accompanied by a parent or approved adult. Students who are walkers must be picked up in the office.

## **BUS RIDERS**

Riding the bus is a privilege extended to students and good behavior is required at all times. To ensure a safe environment on each bus, the school fully supports the driver in maintaining safe bus expectations. Anyone who violates these safety standards will be subject to disciplinary action by school officials and, when necessary, bus transportation will be denied. The state law makes the school bus driver responsible for the conduct of the passengers while riding in the bus under his/her control. The driver will report to the school authorities any offenses committed by the students on the bus. When a student is reported for an infraction of the bus rules, the school administrator will investigate the incident and take necessary disciplinary action. A copy of the incident report will be sent to the parents. When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension period. Should a student ride another bus while under suspension, he/she will be subjected to further disciplinary action. Students are assigned to buses at the beginning of the year and the transportation office must approve any changes. **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 (803-802-1998). Students will only be allowed to ride a different bus if prior approval has been given.** Forms for making these requests are available in the school office.

## **FIRE/TORNADO/LOCKDOWN DRILLS**

We hold monthly drills to help our students understand the proper procedures should we have an emergency. Fire drills are held each month and a tornado drill is held in March. Lockdown drills will be conducted throughout the year.

## **REGISTRATION**

All students attending school in the Fort Mill School District are asked to pay a \$25 registration fee per student prior to each school year (waiver letters are sent annually by the district to students on free and reduced lunch). 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 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.

## **VOLUNTEERS**

Parent volunteers are WELCOME and NEEDED at Doby's Bridge Elementary! Your assistance can help us improve the overall quality of our school program. Here are general volunteer guidelines:

- In order to maintain our instructional program and ensure safety, please remain in the area that you are designated to volunteer in. Volunteer badges are available in the office and Mrs. Elliott can explain the process.
- If classroom volunteers are in the school of the end of the day, please plan your schedule to be in the car rider line prior to dismissal, if your child is a car rider. With almost 760 students, it is imperative that we maintain strict dismissal procedures so students arrive home safely. While it may be most convenient to pick up your child and walk to your car, this practice creates confusion and a "crisis" situation as the school responds to a student we believe is missing. Also, the car rider line must move efficiently; so we want to limit parents walking students to the cars across the cross walks, interrupting the traffic flow. Leaving the parking lot during the car rider dismissal can be challenging, so please plan ahead.

Please refer to the Volunteer Procedures on the school webpage for more information on Volunteering requirements. The Volunteer checklist that is currently posted is not the most current version and was posted in the roll-over of our new website. This site is being updated and new information will be posted early the week of August 15.

## **FIELD TRIPS AND CHAPERONING**

Field trips are centered on units of study and feature different activities for different grades so students have a wide range of experiences at the ages where it is most appropriate. Parents are asked to sign permission forms for their child's participation; **no child will be allowed to go on a field trip unless this form is signed.** Volunteers are needed as chaperones on many of these excursions. After being requested to be a chaperone on a trip, you must complete an application for a full background check which is run by the district office every two school years. Begin this process **ONLY** if you have been designated as a chaperone. Chaperones might be requested to ride the bus for a trip. Chaperones are expected to attend the entire length of the trip, which includes leaving and arriving back at the school to ensure student safety (following the bus both ways). As a reminder, field trips are educational experiences and not family/friend outings. Younger siblings are not allowed to attend field trips.

## **COURT ORDERS/CUSTODY DECREES**

If you are separated or divorced, we need to have a copy of your most recent custody paperwork on file. If at any time you feel that a problem of abduction may occur, we need to have knowledge of this in the school office. Please note that the school maintains a policy of neutrality in family situations; we explicitly follow the most current court orders and decrees that we have on file.

## **CONFERENCES**

Conferences are a valuable and important part of fostering a positive learning experience for students. School conferences take place in October each year. Your child's teacher will schedule a time for you to meet. Parents are encouraged to call for an appointment at other times as well. Conferences are normally scheduled after school, and may also be arranged before school and during planning times. We do not usually schedule conferences during the school day (except during planning time) as they interrupt instructional time.

## **RESIDENCY**

All students that attend Doby's Bridge 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 by the District Office. The District Office reserves the right to refuse a notarized statement. All residency appeals must be forwarded to the Assistant Superintendent. If your address changes but still remains in the appropriate attendance zone, you must provide a proper proof of residency of the new address.

## **ATTENDANCE - ABSENCES**

All students are expected to be in attendance each day that 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) to

include parent or guardian signature, or a signed medical excuse. For perfect attendance purposes, a child must be in school at least half of the school day (3 ½ hours). It is the parents' or guardians' responsibility to call after-school day care centers if their child is absent from school. Vacations and trips are considered unexcused.

## **LAWFUL ABSENCES**

Please see the Fort Mill School District policy located on the district website at [www.fortmillschools.org](http://www.fortmillschools.org) and search for "attendance" to see the full policy.

Fort Mill School District will accept five parent notes for lawful absences for illnesses that do not require a doctor visit. Medical notes, bereavement and religious holidays are all excused unless the absences become excessive, at which time a Student Intervention Plan will be created. The Student Intervention Plan meeting will be scheduled when the number of absences is near ten. The following are approved absences:

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

## **UNLAWFUL ABSENCES**

Any absence by a student with or without the knowledge of the parent which does not meet 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 too many unexcused absences. An Intervention (truancy) conference will be held to assist the principal or his designee in the development of an attendance intervention plan. Excessive absences could result in a family court referral.

## **TARDINESS**

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

## **MEDICATION AND FIRST AID**

Doby's Bridge is equipped to only handle minor emergencies and scrapes and bruises. While we have a school nurse on duty, our ability to provide care for sick children is



limited. If your child gets sick at school, we must have emergency phone numbers to call. Parents must be reached before a physician will render aid.

**Permission for School Administration of Prescription Medication:**

1. Effective March 4, 2013, school nurses and/or designee will no longer be able to dispense any medications, both prescription and non-prescription (over-the-counter), from the health rooms without a health care provider's order for that specific child.
2. Prescription medications are medicines that require a written prescription from a health care practitioner. In order for a child to be given a prescription medicine at school, the child's health care practitioner and the child's parent or guardian must sign a permission form available from the nurse or available on the school's website.
3. A parent/guardian should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it from their pharmacy. No Ziploc bags will be accepted.
4. If a prescription medicine is currently being given at school and needed while your child is on a field trip, the parent/guardian must bring and supply the medicine to school on the day of the field trip. It must be in the original, marked container. Additional labeled bottles may be obtained from your pharmacy. No Ziploc bags will be accepted.
5. For each new prescription medication, a permission form will need to be completed by the parent and health care practitioner.

**Permission for School Administration of Non-Prescription Medication:** Non-prescription medications are medicines that you can buy without a written prescription form a health care practitioner. Non-prescription medications are sometimes called "over-the-counter" medicines.

1. Effective March 4, 2013, school nurses and/or designee will no longer be able to dispense any medications, both prescription and non-prescription (over-the-counter), from the health rooms without a health care provider's order for that specific child.
2. Non-prescription medications are medicines that you can buy without a written prescription from a health care practitioner Non-prescription drugs are sometimes called "over-the counter" medicines. In order for a child to be given a non-prescription medicine at school, the child's health care practitioner and the child's parent or guardian must sign a permission form available from the nurse or available on the school's website.
3. A parent/guardian should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it from their pharmacy. No Ziploc bags will be accepted.
4. If a non-prescription medicine is currently being given at school and needed while your child is on a field trip, the parent/guardian must bring and supply the medicine to school on the day of the field trip. It must be in the original, marked

container. Additional labeled bottles may be obtained from your pharmacy. No Ziploc bags will be accepted.

5. For each new non-prescription medication, a permission form will need to be completed by the parent and health care practitioner.

### **PARENT-TEACHER ORGANIZATION (PTO)**

Doby's Bridge Elementary has established a strong, supportive PTO. At Doby's Bridge we look forward to a close relationship with the parents of our students. We would like to encourage all parents to participate in the parent organization and be a part of making our school even greater! For more information, go to our PTO website at

[dbes.fortmillschools.org](http://dbes.fortmillschools.org)

### **SCHOOL IMPROVEMENT COUNCIL**

Doby's Bridge Elementary has a School Improvement Council made up of teachers, parents, community members and administrators that will help to facilitate communications between the community and the school. Open nominations and elections are held in August or early September.

### **DISTRIBUTING MATERIALS AT SCHOOL**

All materials to be distributed at school must be approved by either the district office or school office. The district policy prevents distribution of materials and flyers for for-profit organizations in the community. Invitations to events outside of school (like birthday parties) cannot be distributed in the classroom.

### **SCHOOL PICTURES**

School pictures are taken twice a year. Packages of several sizes and price ranges are available for these color prints. Dates for pictures are announced in advance with individual pictures taken in the fall and spring. Class photos will also be taken in the spring.

### **REQUIRED STUDENT ASSESSMENT**

Students at Doby's Bridge Elementary will participate in testing as one of the methods we use to determine educational progress and to determine the need for special assistance. These assessments are required by the State of South Carolina/and or the Fort Mill School District. The following tests will be administered at Doby's Bridge:

1. **SC Ready** – SC Ready is administered in late April to students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade. SC Ready measures student performance and readiness in reading, writing, and mathematics. (SC)
2. **Palmetto Assessment of State Standards (PASS)** – PASS is administered in May to students in 4<sup>th</sup> and 5<sup>th</sup> grade. PASS measures student performance and readiness in science and social studies. (SC)
3. **Measures of Academic Progress (MAP)** – MAP is administered on the computer to students in Kindergarten – 5<sup>th</sup> grade. MAP is an achievement diagnostic assessment used by your child's classroom teacher to individualize instruction. Additionally, these tests are used as a baseline to qualify in district and school programs. (SC)

4. **Cognitive Ability Test (CogAT)**- This test is an ability measure administered to 2nd grade students, as well as 3rd, 4th, and 5th grade students that are new to the district. The CogAT is used to determine qualification into district and school programs. (SC)
5. **DRA2** - Kindergarten (SC)
6. **Fountas and Pinnell** - Reading benchmark assessments (FMSD)

It is important to remember that these tests only measure a specific set of skills and a student's performance at a certain point in time. Because of this, we are continuously using a variety of methods within the classrooms to assess student progress. No one measure provides the full learning profile of a student.

## **DISCIPLINE**

In order for students to have a positive and safe school experience, an atmosphere of good behavior must be maintained. 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, a copy of that referral will be sent to the parents. Parents will be notified by an administrator if a student is sent to the office. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, and in school or out of school suspension. Student actions that disrupt class work, involve substantial disorder, or invade the rights of others could be a basis for out of school suspension or expulsion. Examples of these student actions or major offenses are: theft, fighting, possession of weapons, damage to school property, assault of school personnel, defiance of school authority, profanity, obscene literature, distribution of unauthorized materials, possession of drugs and alcohol, blackmail/threats/intimidation, student disorder, and possession of fireworks.

## **CRISIS MANAGEMENT SAFETY**

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

## **RESTRAINT**

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

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

1. temporarily holding an individual to help him or her participate in education or daily living activities;
2. escorting techniques, where a student is provided limited physical encouragement to help him or her move from one location to another without

- rising to the level of physically forcing compliance (e.g., hand on the back or a hand on the elbow);
3. chemical restraints (medication for safety or behavioral supports) determined by medical personnel;
  4. appropriate use of adaptive equipment or products, provided they are used in accordance with manufacturers' recommended usage.
    - a. Adaptive equipment may include, but is not limited to, adaptive seating products or therapeutically prescribed devices such as weighted vests.
    - b. If adaptive equipment, such as Rifton chair or weighted vest is used for the purpose of limiting mobility or as a punitive measure, its use constitutes restraint.

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

Restraint should never be used:

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

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

## **NECESSARY DOCUMENTATION & REVIEW**

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

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

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

## **TRAINING**

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

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

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

## **CLOTHING**

School is a child's "place of business" and we expect children to come to school with this mindset! Children should come dressed ready to "work". We also expect adults coming into our building to adhere to the student dress code (at a minimum) and assist us by setting a good example. Any clothing causing a distraction at school is discouraged. A change of clothing may be required if clothing is not felt to be appropriate for school.

The School Board policy concerning clothing requires:

1. Clothing should not be so immodest or indecent to the school setting as disrupt the educational process.
2. Proper shoes must be worn at all times (no cleats, shoes with skates at the bottom, or flip flops).
3. Obscene slogans or pictures on clothing will not be allowed.
4. Hats are not to be worn in the building, except for special spirit days.
5. Students should wear shorts of appropriate length and remain modest while on playground equipment, or while participating in PE.

6. Spaghetti strap tops are not allowed.
7. Students should not color their hair or wear hats to school unless there is a coinciding school event (crazy hair day, hat day, etc.)

### **Bring Your Own Device (BYOD) – Specific information coming soon**

Students will be permitted at the discretion of their teacher to bring his/her personal electronic devices to school to support instruction and 21<sup>st</sup> century learning. Use is restricted to instructional activities designated by his/her teacher. It is a privilege for students to use their personal electronic device at school and this privilege can be lost if students act irresponsibly or violate school policy (see “If Privileges are Abused” section below). Bring Your Own Devices that are acceptable for the use above include the following: iPads, tablets, and e-readers such as chromebooks or kindles. Teachers choosing to take advantage of this will send home a BYOD Classroom Policy and DBES permission form for you to sign if you wish for your child to participate. **No student will be permitted to use personal technology devices unless the agreement is signed and returned.**

#### BYOD Agreements:

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

#### If Privileges are Abused:

1. If student doesn’t follow the rules for BYOD, they will receive a verbal warning which will be documented by the child’s teacher.
2. Upon the second warning, the personal electronic device will be taken from the student for the remainder of the day, parents will be notified, and student may be subject to disciplinary action, depending on the severity of the offense.
3. On the third offense, the personal electronic device will be taken from the student, parents will be contacted for a meeting with the child’s teacher at which the personal electronic device will be returned to the parent, the student will not be allowed to bring the personal electronic device back to school for a period of time specified by the administration, and the student may be subject to disciplinary action.

## **BREAKFAST IN THE CLASSROOM/LUNCH IN THE CAFETERIA**

Nutritious breakfast is available at school every day. Breakfast in the classroom is served daily at 7:40 each morning. **Students must indicate their interest in ordering breakfast each morning for the next school day.** Parents are now able to fund their child's meal account using \$ Pay Fees, the district's on-line fee payment system. Access to \$ Pay Fees is found on the district and every school's website. \$ Pay Fees replaces K12 Payment Center for funding student meal accounts; all balances have been carried over into \$ Pay Fees from the previous school year. Account funding is immediate and there are no service charges. [Click here to access \\$ Pay Fees.](#) For more information about how to set-up a \$ Pay Fee account, [please click here.](#)

**\*\*To set-up a new account or add a student to a current account, you will need your child's PowerSchool number. The FMSD Communication's Coordinator will email your student's PowerSchool number(s) over the weekend of August 13<sup>th</sup>.**

### **Meal prices:**

Breakfast: **\$1.30**

Lunch: **\$2.20 at the elementary level, \$2.45 or \$2.95 at the middle and high schools**

Reduced meal price is **\$.30** for breakfast and **\$.40** or lunch.

Students are required to eat lunch in the cafeteria, either purchasing lunch or bringing lunch from home. Extra milk is also available for purchase. School menus for August 2016 have been posted on the student nutrition department's webpage, [click here to review](#) (TIP: if viewing on a phone, click the + School Menus Info to open options) Free and reduced applications are posted on-line. Applications need to be re-submitted each school year. Further information about the Free and Reduced program can be [found here.](#)

Students that accumulate excessive charges on their account (three or more) will be provided with an alternative meal and will not have a choice of lunch. Adults who wish to eat with their child should contact the school by 9:00 am that day to reserve their meal. In order to establish routines, we ask that you plan to eat with your child beginning the second week of school for grades 1-5, and the third full week of school for kindergarten students (staggered start - students' first full week is the second week of school). If it is your child's birthday during the first week, then you are welcome to join them. Meals may be purchased in the cafeteria as you go through the line; and it is extremely helpful if you will send a note to your child's teacher on the day you plan to come. Second, third, fourth, and fifth graders can purchase extra food and snacks in the cafeteria. Extra food and snacks can only be paid for on a student's account once a parent has sent a letter approving the sales. Only one letter is necessary per school year.

## **SNACKS/CELEBRATIONS IN THE CLASSROOM**

**\*\*\* Students may not bring homemade food to school to share with others for classroom activities or in celebration of birthdays.**

With the growing number of life-threatening food allergies, only commercially made food items with clear labelings is allowed for school parties or celebrations. Birthday treats, even if purchased commercially, may not be brought to school. With this in mind, avoid peanut and tree nut snacks, if at all possible. If your child brings peanut butter to school for lunch, then special seating arrangements approved by our school nurse will prevent students who have peanut butter from being near students who are eating peanut butter.

For birthday celebrations, we offer Birthday Treats for purchase in the cafeteria from our student nutrition department. All birthday treats meet safe food nutrition guidelines and adhere to district policies on food allergies. Birthday treat ordering information is available on our school website. We want to acknowledge and celebrate with your child, while keeping the celebration simple and equitable in order to maximize instructional time and maintain the fundamental purpose of school, which is teaching and learning. Your child will receive a birthday pencil and certificate, and can be acknowledged in the classroom and during lunch. We prefer that "treat bags," etc. not be provided in order to respect individual parent preferences for their children.

## **INDIVIDUAL BIRTHDAY PARTY/SPECIAL EVENT INVITATIONS AND DISTRIBUTION OF MATERIALS**

Invitations for parties and events or activities outside of school may not be distributed in the classroom. The school is not allowed, by law, to provide information regarding any student to anyone other than family, guardians, or official agencies that are approved. To ensure the safety and privacy of all of our families, our school office will not provide you with any contact information pertaining to another student. In order to support new families who may not have access to contact information, our PTO has established an online directory. You may add as little, or as much information, as you wish. The site is searchable by student name. Visit our PTO website from our main website

[dbes.fortmillschools.org](https://dbes.fortmillschools.org) or directly at <https://ptoffice.mjssoftware.com/mywebsite/dbespto.org/Home>

## **MONEY REMINDER**

We prefer that you pay all available fees through \$ Pay Fees. However, if you send money with your child:

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



3. Lunch money should be placed in a sealed envelope with the child's name, teacher's name, and lunch number.

### CHECKS

Checks written to pay for your child's lunch, insurance, field trips, and lost or damaged books should be made payable to Doby's Bridge Elementary School. Please note your child's name on the check so that we can credit the child with payment. **Please also add your phone number to the check if it is not already indicated.**

### HOMEWORK POLICY

1. Homework assignments should be such that they can be completed within a reasonable length of time, taking into consideration the age and ability level of the child.
2. Homework should be specific reinforcement activities; no new skills or material should be introduced as a part of homework.
3. Written homework should be such that it can be completed with minimal parental help.
4. Homework will not be graded; however, it is expected that students learn to be responsible and complete assignments.

**\*Please note: In an effort to reinforce student responsibility and keep our classrooms safe, students and parents may not return to the classroom after the school day has ended to pick up books or homework left in the room. Teachers will provide students with one homework pass per year.**

### HOMEWORK SUGGESTIONS FOR PARENTS

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

### PROMOTION AND RETENTION

Promotion or retention will be determined according to district policy and shall be the collaborative recommendation of the teacher, principal, and the parent. Final decisions will be the responsibility of the principal. A pupil shall be promoted to the next grade level if his educational, physical, social, and emotional growth is satisfactory. Student retention is rare; and the student will not be retained unless all appropriate assessments

have been completed, and it is generally agreed that he will benefit by retention in the same grade for another year.

## **PROGRESS REPORTS AND CONFERENCES**

1. Interim progress reports will ONLY be printed and issued to parents of 2<sup>nd</sup>-5<sup>th</sup> grade students IF the parents/guardians request a paper copy. Otherwise, please access your child's grades using Parent Portal. Grades for 2<sup>nd</sup> – 5<sup>th</sup> grade students will be posted **no later than two weeks after the assessment is graded.**
2. Kindergarten and first grade will be using a Standards Based Report Card, which will be similar to the handwritten reports that have been given in the past.
3. All K-5 grades will be issued report cards on a 9 weeks grading period. These should be signed by one of the parents/guardians and returned to school the following day.

Furthermore, student progress can be determined from the work samples that are regularly sent home with the students. Please note that no form or 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. We hope you will confer with the teacher on the scheduled conference dates and whenever additional information will be helpful. Please send a note requesting a conference at times others than those scheduled.

## **STUDENT ACADEMIC ACHIEVEMENT**

Student academic achievement shall be based on the degree of mastery of the District's instructional objectives as outlined in the curriculum guides for each subject. The objectives reflect the South Carolina Department of Education College and Career Readiness standards and address the skills and concepts needed for successful performance in all grades.

## **GRADING POLICY**

Doby's Bridge Elementary teachers and staff are committed to providing you with clear information and consistent practices across all grade levels. Our teachers worked together last year to research best practices, and with the approval of the FMSD, we will be piloting the following grading policy in grades 2 – 5. The kindergarten and grade 1 reporting remains the same, and is listed below. Here is the general grading policy for Doby's Bridge Elementary School:

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated standards. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Doby's Bridge Elementary maintains a balanced curriculum. Curriculum offerings include language arts (reading, literature, oral language, composition, handwriting, and spelling), science, mathematics, social studies, art, music, physical education, and technology. Instructional plans draw upon state curriculum frameworks and program standards.

Achievement grades should be fairly determined from a wide variety of information, which could include student performance on daily assignments, tests, and/or special projects. The information used in grading should be developmentally appropriate to the grade level and subject being considered. At the beginning of each school year, students and parents should be informed of the class expectations, and the teacher will explain how grades are determined.

## **GRADING GUIDELINES**

### **Assessment and Evaluation**

Student mastery of subject matter may be assessed in a variety of ways, and will include both formative and summative assessments, projects, and observation. Formative assessments are used to help the teacher gauge student learning to adapt instruction to meet the needs of students. It is not necessary, therefore, for all grades to have as their source written paper work. Nor is it always necessary to receive a grade for every paper produced. Although the teacher will monitor and provide feedback to students for any activity which they assign, the feedback does not always need to be in the form of a grade. Assessment should always follow a period of guided practice and/or independent practice to increase mastery and opportunities for success.

Assessments serve to evaluate mastery of SCDE College and Career Readiness Standards. They provide opportunities to demonstrate mastery of a certain knowledge or skill. Types of assessments may include, but are not limited to the following:

- Classwork
- Quizzes
- Projects
- End of Unit Tests
- District reading assessments

### **Kindergarten/First Grade Report Card**

Evaluation key for kindergarten and first grade report card:

- Reading/writing/language skills, mathematics, social studies, science, handwriting, and general behavior/work habits.

- Grades are determined by a variety of formative assessments, summative assessments, and observations.

3=Mastery of standards

2=Progressing toward mastery of standard

1=Minimum mastery of standard

0 = Not assessed at this time

## **Report Card, Grades 2 - 5**

In grades 2-5, students are assessed in reading, writing/ language arts, mathematics, science, and social studies. Grades are based on a 100 point scale (new SC legislation shifting from a 7-point scale) and are weighted as follows:

- Classwork 0.25 %
- Quizzes 0.5 %
- End of Unit Assessments 1.0 %
- Projects 2.0 %

Explanation of Grading Scale:

A: 90 – 100

B : 80 - 89

C: 70 – 79

D: 60 - 69

F: 0 - 59

Please note that 60% is the lowest grade earned if an effort was made. 50% is the lowest grade entered in the gradebook. Lower grades can be kept for record to discuss with parents, but they will not affect final averages. The purpose of this district wide policy is to prevent students from being so negatively impacted by a “zero” that future efforts to improve grades are diminished.

## **Related Arts (art, music, physical education, and technology)**

Related arts teachers will issue grades to all students. These grades shall reflect state and/or national standards. Grades are based on mastery of skills and class participation.

S = Satisfactory

N= Needs Improvement

## **RETEST POLICY**

As part of our goal to support student work ethic, student responsibility, growth mindset, and parent partnership, we are in the process of developing a retest policy for students.

Please stay tuned as we will provide this information in the near future. Our goal is to create opportunities for all students to improve their performance on their end of unit tests.

## **PARENT COMMUNICATION**

1. All official school communications will be sent home on **WEDNESDAYS**, unless individual teachers require additional communication, or emergency communication is needed.
2. A weekly email, entitled \_\_\_\_\_ will be sent at the beginning of each week from the principal. The email is designed to keep parents up to date with activities and happenings at school and provide reminders about PTO sponsored events.
3. The school and district also use the School Messenger phone messaging system. We have emergency and non-emergency accounts set up for notifications about school events, weather delays, and other pertinent information. If you aware that you are not receiving these messages please contact the school so we can update your information in our database, or you can update the information through the parent portal. If you should selected "unsubscribe" to an email, then you will be blocked from further correspondence. Text messaging is an opt-in feature, and directions will be sent from the district communications officer. If you have listed a work email in PowerSchool, please remember that some work systems block our emails as spam.

## **CARE OF TEXTBOOKS AND LIBRARY BOOKS**

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

## **LOST AND FOUND**

Items found at school are turned into the "Lost and Found". Once per quarter we donate items in the lost and found to charitable organization. We strongly encourage you to have your child's name on clothes, lunch boxes, notebooks, etc.

Our goal at Doby's Bridge Elementary is to #bethebridgeDBES! We welcome all of our new families, and we are looking forward to a fantastic year of learning. This handbook highlights the most important policies and procedures that are based upon SC regulations and policies, and the FMSD policies and procedures. Please know that you are always welcome to contact us with any questions you may have.