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## Student-Parent Handbook

### 2016-2017

Welcome to Springfield Elementary School! We are excited to have your family as a part of our school community. It is the goal of our faculty and staff to provide each student with a safe, caring, and positive learning environment. We hope that the following information will help you understand our school and become an integral part of it. Springfield Elementary School follows all policies and procedures outlined by the Fort Mill School District #4 Board Policy Manual (which can be accessed on the district website). Our doors are always open, and our staff is eager and willing to assist should you have any questions or concerns about our handbook or any other concern that may arise during the year. We appreciate your support for your child, our staff, and our PTA as we look to make the 2016-2017 school year a successful one. Please let me know if I can ever assist you and your family in any way. Enjoy your school year!

Sincerely,

*Peter Olinger*  
Principal

#### Attendance

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. The excuse should be presented within two days of the child's absence(s), otherwise the absence will be recorded as unlawful. 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/trips are unexcused.

#### **Lawful Absences:**

1. Serious, chronic, or extended illness of the student.
2. Serious illness or death in the immediate family.
3. Recognized religious holiday for the students of the particular religious faith when pre-arranged.

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

**Early Dismissal:** A parent, guardian, or an adult acting with the consent of the parent or guardian that is on the white information sheet must come to the office and sign out the student on a form provided by each school. The form shall show the date and time the student is dismissed. Only the principal or his/her designee shall have the authority to grant permission for early dismissal from school. Students are not dismissed between 2:00 and 2:25.

**Tardies:** Instruction for the school day starts at 7:40 AM. Students who arrive late not only miss valuable class time, but they also disrupt the classroom. Students who arrive on late buses will not be considered tardy. Adult supervision and the Safety Patrol duties end at the car drop off at 7:40 each

morning, so they can participate with instruction. Students arriving after 7:40 must be walked in by a parent or care-giver to insure safety while entering the building. Students who arrive late must be signed in by a parent/care giver in the office. Tardies can result in a student with perfect attendance missing the perfect attendance recognition. Excessive tardiness will also result in a parent conference to set up an attendance intervention plan that is consistent with the district's truancy plan.

### **Books (Textbooks & Library Books)**

Textbooks are provided by the state and the school is accountable to the state for them. Students are responsible for all textbooks and library books issued to them during the school year. Students' handwriting, math, and social studies (grades K-2; 4-5) books are consumable and replaced each school year. Social Studies books for grade 3 are not consumable. In order to keep these books in good condition for students to use each year, we ask that students keep book covers on these books for the entire year. All lost or damaged textbooks and library books must be paid for. At the end of the school year students will be charged for damages beyond normal wear. Monies collected for lost books are designated for replacement costs. If a lost book is later found, the money paid would be refunded. If lost or damaged books are not paid for, students' records will not be released.

### **Buses**

**Bus Riders:** Riding the bus is a privilege extended to students, and good behavior is required at all times. To ensure a safe environment on each bus, the school fully supports the driver in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action by school officials; when necessary, bus transportation will be denied.

The state law makes the school bus driver responsible for the conduct of the passengers while riding in the bus under his control. The driver will report to the school authorities any offenses committed by the students on the bus. When a student is reported for an infraction of the bus rules, the school administrator will investigate the incident and take necessary disciplinary action. A

copy of the incident report will be mailed to the parents. When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension period. 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 variation. **If your child needs to ride a bus home other than the one that picks him/her up, then a 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.** Forms for making these requests are available in the school office.

**Bus Safety:** Please stop for the school bus when you see it has stopped to load or unload students. Do not try to go around the bus or pass it. Never pass a bus from behind if it has stopped to load or unload students.

### **Car Riders**

For the safety of our students we must follow a plan for loading and unloading cars. In the mornings all children are to be unloaded in the front of the building along the sidewalk beginning near the gym/cafeteria area and ending along the kindergarten playground. Students should exit the vehicle on the passenger side to help ensure their safety. In the afternoons, all students will be picked up along the gym/cafeteria. Parents are reminded that for safety reasons, students will not be allowed to cross lines of traffic to waiting cars; therefore please do not park across from the loading area to get your child. All cars should stay in **one line** of traffic; we will load your child as quickly as possible. Please put your child's name and grade level in the window of your vehicle on the car tag given to you by the school. This will help speed the loading process. Students will not be released to any adult without the school assigned car tag with the student's name. 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 in the morning or afternoon. If you need to come into the building please park in the visitor spots.

Any transportation changes for your child on any given day need to be communicated to the teacher by note or email.

### COLT Core Values



### Communication

School-to-home communication is of high value at Springfield Elementary. It is our goal to keep you informed of activities and events at the school. We will do our best to use multiple means of communication to keep you informed.

- School communication folders will be sent home every Tuesday. These folders may contain news from the teacher, school, and /or PTA, and also information about grades and assignments.
- Teachers may send home grades and assignment information on other days if needed.
- Once a month, you will receive a copy of our school newsletter, "Hoofbeat News". This is a joint newsletter between the school and PTA to help streamline information to you. An electronic version will also be available on the school website.

· Routine updates will be sent out detailing events and activities via email through our "SchoolMessenger" messaging system. This system may be used more than once a month should an important message about school delays or closings due to weather be necessary or if there is a change for an important event.

· Our website and school marquee also will be continuously updated to help keep you up-to-date on events and activities.

### Conferences

Conferences are a valuable and an important part of fostering a positive learning experience for students. The month of October has been designated this year for formal conferences. Your child's teacher will schedule a time for you to meet. Parents are encouraged to call or email for an appointment at other times during the year. Conferences are normally scheduled before school, during a teacher's planning period, or after school. Telephone calls are often good means of having informal conferences.

### Custody (Important Note)

If you are separated or divorced, we need to have a copy of custody papers on file. The school will follow the court documents with the most recent date on file.

### Discipline

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

In the event that a student is sent to the office for a discipline referral, a copy of that referral will be sent to the parents. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, time out in the "Focus Room", and in school or out of school suspension. In each incident, the consequences will be as appropriate for the infraction as possible.

Student actions that materially 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, and distribution of unauthorized materials, possession of drugs and alcohol, blackmail/threats/intimidation, student disorder, and possession of fireworks.

### **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 which are located under "Car Riders". Students not picked up by 2:45 will be taken to the office to wait for their ride. Students picked up after 2:45 must be signed out by the person picking them up. Dismissal on 1/2 days begins at 11:25 AM.

### **Dress Code**

School is a child's place to learn, and we expect children to come to school dressed appropriately. Children should be dressed for learning/work. We also expect adults coming into our building to respect this feeling and assist us by setting a good example. Any clothing causing a distraction at school is discouraged. A change of clothing may be required if clothing is felt to be inappropriate for school. The School Board policy concerning clothing requires:

1. Clothing should not be so immodest or indecent to the school setting as to be disrupting to the education process.
2. Proper shoes must be worn at all times (no cleats or shoes that have skates on the bottom).
3. Obscene slogans or pictures on clothing will not be allowed.
4. Hats are not to be worn in the building.
5. Students should wear shorts of appropriate length.

\*Tank tops and spaghetti strap tops are not considered proper attire for school.

\*Students will be expected to dress appropriately for physical activities and on days when they have physical education.

### **Emergency Drills**

Emergency drills are conducted to help our students understand the proper procedures should we ever have an emergency. Fire drills are held each month. Lockdown drills are held once each semester. Tornado and Earthquake drills are held once a year. Our staff also receives yearly training from York County Emergency Management on the proper procedures to follow should we have an alert from the nuclear plant.

### **Field Trips**

Field trips are centered on units of study and feature different activities for different grades. This ensures that students have a wide range of experiences at the ages that they would be most appropriate. Parents are asked to sign permission forms for their child's participation; **no child will be allowed to go on a field trip unless this form is signed**. Students are required to ride the bus to and from all field trips. However, students are permitted to walk to field trips at the Greenway. Volunteers are needed as chaperones on many of these field trips. All chaperones must complete an application for a full background check that is run by the district office. All background checks must be submitted at least two weeks prior to the trip. Chaperones might be required to ride the bus for a trip. Chaperones are expected to attend the entire length of the trip, which includes leaving and arriving back at the school to insure student safety (following the bus both ways). Chaperones are not permitted to bring other children (younger siblings) on a field trip.

### **Food**

**Meals & Snacks:** Nutritious breakfasts and lunches are available at school every day. Our school will utilize the "Breakfast in the Classroom" program this year. To order breakfast, a student must place their order in their classroom by 7:25 each morning. Students are expected to eat lunch in the cafeteria, either purchasing lunch or bringing lunch from home. Extra milk is also available for purchase. Students are discouraged from bringing canned/carbonated drinks to the lunchroom. Menus are posted on the district website and are published in area newspapers. Students may pay for breakfast and lunch daily, weekly, or monthly. We also

offer mealpay.com, an online payment service for parents. Please remember to send your child's lunch money on a regular basis. Meal prices for this year are \$1.30 for breakfast and \$2.20 for lunch. Parents are welcome to occasionally have a meal at school with their child. Parents may purchase meals from the cafeteria by sending in a note or notifying the office by 8:30 AM. Adult meal prices are \$2.10 for breakfast and \$3.55 for lunch.

\*Free or reduced price lunch and breakfast applications are emailed out by the district prior to the beginning of each school year. Please contact the school office for more information or for a copy of the application.

### **Classroom Activities/Celebrations – Acceptable Food**

**Guidelines:** Homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. 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.

The policy is part of a larger, comprehensive Food Allergy Guideline approved by the Board of Trustees in May 2014, which can be found on the district's website at [www.fort-mill.k12.sc.us](http://www.fort-mill.k12.sc.us) under "Board Policies." Further questions can also be directed to the principal, school nurse, or by contacting the district office at 803-548-2527.

**Food Allergies:** Please notify your child's teacher and school nurse if your child is allergic to any type of food or ingredients. To help insure a safe classroom environment for all students to learn, there are classrooms that will be "peanut free" or not allow other types of foods. In these situations, the classrooms will be labeled with a sign and communication given to the students and parents of the specific foods/ingredients that will not be allowed out in the classroom. However,

students can pack and bring the items to be eaten in the cafeteria during lunch. The items will need to be kept stored in their lunchbox and in their backpacks prior to lunch.

### **Grading Scale**

The following grading scale has been adopted by the state of South Carolina for grades 2-5:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 or below

### **Guidance Counselor**

The Guidance Program of Springfield Elementary School is a developmental program that includes classroom guidance, along with group and individual counseling. The counselor teaches classroom guidance to each class bi-weekly. Classroom guidance lessons are meant to be preventative and proactive. They are based on South Carolina's Comprehensive Developmental Guidance and Counseling Program Curriculum Standards. Each child will have the opportunity to develop academic understanding, character education, career awareness, and personal/social skills. Topics covered include COLTS core values (caring, outreach, lead, think, succeed), along with study skills, social skills, conflict resolution, career exploration, bullying, personal health, and many more.

Small group guidance involves the counselor working with 3-6 students for thirty minutes weekly for a period of five to six weeks. Some topics addressed include: friendship, divorce, grief, anger control, study skills, and self-concept. Parents will be informed of the availability of groups whenever possible and will have an opportunity to recommend their children for participation.

During individual counseling the counselor creates an accepting, nonjudgmental atmosphere and assists the student with developmental concerns which would be uncomfortable or difficult for them to deal with in a group setting. This includes emotional support and the use of problem solving skills to help students cope with any problem that diverts them from the ability to learn

successfully. Request for individual counseling may come from the parent, teacher, or the student.

For more information, please visit:

<http://springfieldelementarycounseling.weebly.com/>

### **Homework Policy**

Homework should be specific reinforcement of activities previously learned in class. No new skills or material should be introduced as part of homework. Written homework should be such that it can be completed with a minimum of parental help. Teachers will check written homework assignments with pre-established consequences for non-completion. Homework assignments should be such that they can be completed within a reasonable length of time, taking into consideration the age and ability level of the child. A good rule of thumb for this is approximately 10 minutes per grade level per day. For example, a third grader may expect to have about 30 minutes of written homework per evening while a second grader should expect about 20 minutes. This time frame does not include daily reading that should occur for all students.

\*In an effort to reinforce student responsibility, maintain equity, and to keep our classrooms safe, students and parents will not be allowed to return to the classrooms after the school day has ended to pick up books or homework left in the room. Exceptions can be made for eye glasses and coats by school administration.

### **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, and study.

7. Review with your child the class work that the teacher sends home.

### **Lost & Found**

Items found at school are turned into the office. If they are not claimed right away they are placed in the "Lost and Found" on the stage. Several times a year "Lost and Found" items that are not claimed are taken to a local clothes closet. We strongly encourage you to have your child's name on clothes, lunch boxes, notebooks, etc.

### **Medical**

Springfield Elementary is equipped to handle minor emergencies, scrapes and bruises. While we have a school nurse on duty, our ability to provide care for sick children is somewhat limited. If you have concerns about your child's well-being, please take them to your family physician. 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. If a student has a medically defined fever or has vomited, the student needs to stay home and may return after 24 hours.

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

- 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 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 their pharmacy. No Ziploc bags will be accepted.
- 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 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.

### **Non-Prescription Medication Procedures**

- Health rooms are able and willing to supply the following items for first-aid purposes: Vaseline, Saline

Eye wash, Aloe Vera, and 1% Hydrocortisone. If you do not wish for your child to be treated with these items, please provide your written response to the nurse. · If your child needs any non-prescription medicine (over-the-counter) at school, it needs to be given to the nurse in the original container along with the permission form for the given medicine.

### **Money**

Please help us when sending money into school. Please put it in a sealed envelope, write your child's name and teacher's name on the outside of the envelope, and place a note on the inside of the envelope telling for what purpose the money is to be used.

**Checks** written to pay for your child's lunch, insurance, field trips, and lost or damaged books should be made payable to Springfield Elementary School. Please note your child's name on the check so that we can credit the child with payment.

### **Parent-Teacher Association (PTA)**

Springfield Elementary has a strong and supportive PTA. At Springfield we look forward to a close relationship with the parents of our children. We would like to encourage all parents to join and participate in the parent organization. Please lend your support by becoming a member and supporting the activities planned by the PTA.

### **Personal Items in School**

Students should not bring personal items from home such as toys, electronic games, or money not intended for lunch payment. These items are valuable and the school is not responsible for their care. If these items interfere with a child's learning, they will be confiscated and the parents will be contacted to pick up the item(s) at school. The district has a policy regarding cell phone usage. Cell phones must be turned off at all times during instruction. Cell phone usage is intended for emergencies only. If a cell phone rings or makes noise during instruction, the student will be issued a warning by administration and the parents notified for a first time infraction. Any subsequent infractions will result in time in the Focus Room.

### **Pets**

Some of our classrooms have "class pets" that are cared for by the students and teachers. However, students' pets are not allowed at school. This is a safety issue, as a pet may not behave in a strange place as it behaves at home. In addition, students with allergies must be taken into consideration.

### **Promotion and Retention**

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

### **Report Cards & Progress Reports**

Report cards for all grades are sent home at the end of each nine week grading period. The report card should be signed by one of the parents and returned to school the following day. Grades and progress can also be monitored through work sent home by the teacher and through routine communication with your child's teacher. For second through fifth grades, grades can be monitored through the Parent Portal system.

### **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). 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.

### Residency

All students that attend Springfield Elementary School must reside within its specified attendance zone. If the school is made aware that you do not reside within the attendance zone, you will be expected to withdraw your child and enroll him/her in the school or district for 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 Assistant Superintendent of Administration and Student Services.

### School Improvement Council (SIC)

Springfield Elementary will have a School Improvement Council made up of teachers, parents, and administrators that will help to facilitate communications between the community and the school. An officer of the PTA may serve on the School Improvement Council as an ex-officio member. New members will be elected each September.

### School Pictures

Twice a year we have school pictures made. Printed in color, packages of several sizes are available for purchase. 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.

### Spirit Days

Springfield Elementary School will celebrate school spirit on the first Friday of each month. Students are encouraged to wear blue and silver or their favorite Colt apparel. The PTA will have Colt apparel for sale throughout the year at various events.

### Standardized Testing

Students at Springfield Elementary in grades K-5th grade will participate Measures of Academic Progress (MAP) testing on the computer each Fall and Spring in the areas of reading and math. Student reports will be provided to parents once the testing window is complete. Students in grades 3, 4, and 5 will participate in state testing in the spring. Second grade students will take a cognitive ability test, the CogAT test.

The staff and administration of Springfield Elementary want to caution all parents about putting too much emphasis on test results. These tests only measure a certain set of skills and a student's performance at a certain point in time. Because of this, we are continuously developing alternate ways of assessing student progress. These assessments offer a much more accurate picture of student performance and provide much greater information concerning needed instructional approaches.

### Technology Devices

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, Springfield Elementary permits you to bring your own technology (B.Y.O.T.). There will be technology device waiver that all students wanted to bring their device to school must sign as well as their parent/guardian. These will be distributed at "Meet the Teacher" and to new students as they enroll during the year.

### 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.

### Visiting Springfield Elementary

We are proud of our school and invite you to visit us anytime for special programs, lunch, or to volunteer. To ensure our students' safety and to allow for uninterrupted instructional time, all visitors are required to report to the office upon arriving. Your driver's license is required to sign in for each visit per district policy. You will be given a visitor's badge to wear during your visit; all visitors must wear a badge at all times.

**Please do not bring pre-school children with you when coming to visit because they are often an interruption to instruction and learning.** They are welcome to join you for a visit while bringing a student lunch in the cafeteria. Also, no school-age child, relative, or friend may visit in your child's class.



## Volunteers

Parent volunteers are WELCOME and NEEDED at Springfield Elementary. Your assistance can help us improve the overall quality of our school program. You may choose to assist in one or more of the following areas: classroom teacher's assistant, clerical assistant, reading to children, having children read to you, tutoring, or other special projects. If you would be willing to volunteer, please contact the school office and we will notify our volunteer coordinator.

## Crisis Interventions

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

## Restraint

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

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

1. temporarily holding an individual to help him or her participate in education or daily living activities;
2. escorting techniques, where a student is provided limited physical encouragement to help him or her move from one location to another without rising to the level of physically forcing compliance (e.g., hand on the back or a hand on the elbow);
3. chemical restraints (medication for safety or behavioral supports) determined by medical personnel;
4. appropriate use of adaptive equipment or products, provided they are used in accordance with manufacturers' recommended usage.

A. Adaptive equipment may include, but is not limited to, adaptive seating products or therapeutically prescribed devices such as weighted vests.

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

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

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

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

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

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

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

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

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

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