



### Mission

The mission of Pleasant Knoll Elementary School is to develop and support a sense of community within each child, parent, and faculty member through purposeful learning experiences where all students are successfully reaching their highest potential.

### Beliefs

- We believe that all students have the right to a safe and nurturing learning environment.
- We believe that students, faculty, staff, and parents must work together to enhance learning.
- We believe a child's home, school, and community should share the responsibility for the success of the child.
- We believe that excellence is the result of high expectations and purposeful learning.
- We believe that all children can learn and should be provided with the necessary learning opportunities to meet their potential.

**C** greatness @ The Knoll

**C**haracter • **C**oaching • **C**reativity • **C**ontinuous Improvement



Pleasant Knoll Elementary School  
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Phone: 803.835.0090 Fax: 803.835.0099  
<http://pkcs.fortmillschools.org/>

### STUDENT-PARENT HANDBOOK

Welcome to Pleasant Knoll Elementary School! The information in this student handbook has been presented with the hope that it will help you know and understand our school and become an integral part of it. Pleasant Knoll 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.

We encourage you to support our Parent-Teacher Organization (PTO) and to become involved with your child's school. Friendly relations between parents and teachers work wonders in helping children become adjusted to school life. Our school website will be updated frequently to inform you of important events going on in the school. In addition, please look for notes and news from your child's teacher and graded work coming home on Tuesdays. You can also stay up-to-date by checking the class website on a regular basis.

We look forward to working with you to create a fun and exciting learning environment for your child. Please do not hesitate to call the office for assistance.

Sincerely,  
Mr. Travis Howard  
Principal

### THE SCHOOL DAY

- 7:05 am - Student supervision starts in the cafeteria
- 7:05 am - Students report to the gym
- 7:35 am - Breakfast starts (in classroom)
- 7:30 am - 1<sup>st</sup> bell rings; Students enter the classroom
- 7:40 am - **SCHOOL STARTS** – Students are tardy if they arrive after 7:40am.
- 2:25 pm - Student Dismissal

### EARLY DISMISSAL

The parent, guardian or an adult acting with the consent of the parent or guardian must come to the office and sign out the student. Photo identification is required. **Please be aware that students are not dismissed between 2:00 and 2:25.**

### TRANSPORTATION

#### CAR RIDERS

For the safety of our students we must follow a plan for loading and unloading cars. In both the morning drop off and afternoon pick up, all children are to be unloaded and loaded into cars in the front of the building. All cars should stay in one line of traffic. 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. Please put your child's name and grade level on a car rider tag and place visibly in the window of your vehicle until your child is safely in the car. Please know that teachers on duty will not release students to any car without the proper car rider tag. Car tags are available in the school office.

#### BUS RIDERS

Students are assigned to buses at the beginning of the year based on the neighborhood or area in which they live. All students are eligible to ride a bus to and from their home at no cost. Riding the bus is a privilege extended to students and good behavior is required at all times. The state law makes the school bus driver responsible for the conduct of the passengers while riding in the bus under their control and the administration at Pleasant Knoll Elementary fully supports the driver in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action by school officials and, when necessary, bus transportation will be denied. If an incident report is filed, a copy 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.

#### AFTER CARE PROGRAMS

Students picked up by off-site after cares will wait in the gym for their transportation home. Students in the FLYERS on-site after school program will walk to the cafeteria at dismissal. If your child is absent or will not be in attendance for the after school program, please call the after cares to make them aware.

#### CHANGE IN TRANSPORTATION

Parents are encouraged to have a consistent mode of transportation for their child to eliminate confusion and the potential for a child going home the incorrect way. However, we realize that there are times when a transportation change needs to be made. In this situation, a written note or email must be sent to the child's teacher. *If you do not get a confirmation from the teacher, please call the office to ensure your request has been received.* **Students will be sent home their usual way if no communication has been received from the parents.**

## **LUNCH, BREAKFAST, AND SNACKS**

Nutritious breakfasts and lunches are available at school everyday. Breakfast is served in the classroom except for the first week of school where it is served in the cafeteria. Students with parent/guardian approval for 'Breakfast in the Classroom' must report to their homeroom class by 7:35am in order to eat breakfast. Students are required to eat lunch in the cafeteria, either purchasing lunch or bringing lunch from home. When bringing lunch from home, students are encouraged to purchase milk and not bring carbonated drinks. Students who are allergic to milk must bring a note from the parent stating this. Menus are available on the Fort Mill School District website. Free and reduced price lunch and breakfast applications are available on the Fort Mill School District website ([www.fortmillschools.org](http://www.fortmillschools.org)) and must be submitted each school year. Please contact the school office for more information or for a copy of the application. Following are payment options for meals and snacks in the cafeteria:

### **PAYMENT OPTIONS:**

- Fort Mill School District has implemented an online payment process. Our goal is to keep cash and checks out of the schools and classrooms. The online system is set up to accept payment for registration fees, lunch accounts, activity fees (i.e. field trips) and classroom fees (i.e. class t-shirts, Kindergarten snack, magazine subscriptions and yearbooks).
- Click on '\$Pay Fees' on the PKES home page or go to <https://www.studentquickpay.com/fort-mill/> and you will be able to see current fees and your child's lunch account. If you have not created an account and need your child's student ID, please call the school office.
- Free and reduced price lunches and breakfasts are offered to students whose parents meet the income criteria. Applications are available on the district website and in the school office.
- 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. Please send a note to your child's teacher on the day you plan to come so your lunch can be added to the daily lunch count.

## **REGISTRATION**

All students are required to register for school each year. Parents will receive an email message when the online registration system is set up and ready for parents to register their children. In addition to the registration, parents will need to pay a \$25 registration fee per student, unless the student is on free lunch. Students on reduced lunch will pay a \$7 registration fee and students on free lunch will not pay a fee. If any personal information (custody, address, phone #, etc.) changes throughout the school year, please notify the school

office. A change in custody will require new custody papers and a change of address will require a new proof of residency. If you are separated or divorced, we need to have a copy of your custody papers on file. If at any time you feel that a problem of abduction may occur, we need to have immediate knowledge of this in the school office. This is the only way we can assist in preventing these issues from happening at school.

## **RESIDENCY**

All students that attend Pleasant Knoll Elementary School must reside within our specified attendance zone. If for any reason the school is made aware that you do not reside within our attendance zone, you will be contacted for new proof of residency. Students who move from our attendance zone into another attendance zone within the Fort Mill School District are welcome to finish the year at Pleasant Knoll Elementary. However, bus transportation will not be provided. Students who move out of our district will need to immediately withdraw from Pleasant Knoll Elementary and enroll in the new district. All appeals must be taken to the Assistant Superintendent.

## **TRANSFERS**

When a child is moving to another school, a parent should come to the school office to fill out a withdrawal form. School records will be forwarded to the new school upon request from that school. Parents will need to pay any outstanding fees prior to withdrawal and return all textbooks, library books and any books borrowed from the classroom teacher.

## **ATTENDANCE**

### **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, guardian, or doctor which includes the date of the absence(s), the reason for the absence(s), and the signature of the parent, guardian, or doctor. For perfect attendance purposes, a child must be in school at least half of the school day (3 ½ hours) every day. It is the parents' or guardians' responsibility to call after-school day care centers if their child is absent from school. Parents do not need to call in student absences as written documentation is required. All vacations and trips are considered unexcused.

### **LAWFUL ABSENCES**

- Serious, chronic, or extended illness of the student.
- Serious illness or death in the immediate family.
- Recognized religious holiday for the students of the particular religious faith when pre-arranged.
- 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. Under the guidelines of the No Child Left Behind Act, 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.**

### **TARDIES**

Pleasant Knoll 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. 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 after 7:40am. 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.

### **MEDICATION AND FIRST AID**

Pleasant Knoll Elementary is equipped to handle minor medical situations only. While we have a school nurse on duty, our ability to provide care for sick children is limited. It is critical that we have current emergency phone numbers in case your child gets sick or injured at school. Please know that parents must be reached before a physician will render aid. The health room will supply the following items for first-aid purposes: Vaseline, Saline Eye wash, Aloe Vera, 1% Hydrocortisone, and antiseptic wipes.

#### **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 (M105). 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 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. A permission form will need to be completed by the health care practitioner for each prescription medication to be given at school.

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

Non-prescription ("over-the-counter") medications are medicines that you can buy without a written prescription

from a health care practitioner. 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 permission form (M105) will need to be completed for 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.

### **HOMEWORK POLICY**

Homework should be specific reinforcement activities; no new skills or material should be introduced as a part of homework. Written homework should be such that it can be completed with a minimum of parental help. 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 ten 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 does not include daily reading that should occur for all students. Teachers will check each student's homework assignments with pre-established consequences for non-completion.

**In an effort to reinforce student responsibility, maintain equity, and keep our classrooms safe, students and parents will be prohibited from returning to the classroom after the school day has ended to pick up books or homework left in the room.** Exceptions can be made for glasses or coats, but must be approved by 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.

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

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged 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 will be refunded.

## **REPORT CARDS AND CONFERENCES**

All K-5 grades will be issued report cards on a 9 weeks grading period. These should be signed by a parent or guardian and returned to school the following day. Parent Portal is a secure login system where grades can be accessed for grades 2nd-5th during the school year. 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 will give you as much complete information as 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.

## **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

## **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 shall not be promoted if he has not made adequate progress and it is generally agreed that he will benefit by retention in the same grade for another year.

## **STUDENT TESTING**

Students at Pleasant Knoll Elementary will participate in testing as one of the methods we use to determine educational progress and to determine the need for special assistance. The following tests will be administered at Pleasant Knoll:

Kindergarten Readiness Assessment (KRA) – This test is an assessment given to all Kindergarten students. Teachers are able to systematically observe, record, and evaluate changes in student reading performance.

South Carolina College-and Career-Ready Assessments (SC READY) – These statewide assessments are in English language arts (ELA) and mathematics and meet all of the requirements of Acts 155 and 200, the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Improvement Act (IDEA), and the Assessments Peer Review guidance (3.

Palmetto Assessment of State Standards (PASS) - These tests measure student performance in reading, math, science, and social studies against “established standards” and are called criterion referenced tests (Grades 4 & 5).

Measures of Academic Progress (MAP) – These tests are administered on the computer to students in 2<sup>nd</sup> – 5<sup>th</sup> grades. 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.

Cognitive Ability Test (CogAT) – This test is an ability measure administered to 2<sup>nd</sup> grade students, as well as 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students that are new to the district. The CogAT is used to determine qualification into district and school programs.

STAR 360 Testing – This test is a customized reading and math test for students to take on a computer. The test is designed for students in grades K through 12. STAR is used to measure current student performance and growth.

The staff and administration of Pleasant Knoll 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.

## **FIELD TRIPS**

Field trips are centered on units of study and feature different activities for different grades. This insures 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. Volunteers are needed as chaperones on many of these excursions. All chaperones must complete a volunteer application (one time) and receive approval to be a chaperone. Please wait for confirmation from your child’s teacher before completing the online volunteer application. The application is available on the district website under the “For Parents” tab. In addition, parents must sign a chaperone responsibility form before attending 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 younger siblings on a field trip

## **CLOTHING**

School is a child’s “place of business” and we expect children to come to school with this attitude. Children need to come to school dressed appropriately to participate in classroom work, related arts and recess.

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 not felt to be appropriate for school. The School Board policy concerning clothing requires:

- Clothing should not be so immodest or indecent to the school setting as to be disrupting to the education process.
- Proper shoes must be worn at all times (no cleats or shoes with built in skates). For safety reasons, students wearing shoes without ankle straps may not participate in recess.
- Obscene slogans or pictures on clothing will not be allowed.
- Hats are not to be worn in the building.
- Shorts, skirts, and dresses must be longer than the length of the child's arm when down by their side.
- Tank top straps less than 1.5 inches wide and spaghetti strap tops are not considered proper attire for school and are not allowed.
- On days that students have physical education, it is expected that they dress appropriately with athletic shoes for physical activities.

### **PERSONAL ITEMS IN SCHOOL**

Students should not bring personal items from home such as toys, electronic games, MP3 players, iPods, iPads, smartwatches, or money not intended for lunch payment unless authorized by school administration. 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 is used during instruction, it will be confiscated and the parents will be contacted to pick it up the first time. If a second offense occurs, the cell phone will be confiscated and kept until the end of the year. The administration discourages having cell phones in school.

### **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 home for the parent/guardian to sign and return. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, isolation, 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, distribution of unauthorized materials, possession of drugs and alcohol, blackmail/threats/intimidation, student disorder, and possession of fireworks.

### **BULLYING**

Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. For instance, a group of children can gang up on a victim, or someone who is physically bigger or more aggressive can intimidate someone else. Bullying is also an ongoing event, not a one-time occurrence.

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone.

#### Types of Bullying

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

Every child should have the right to study, participate in class, and work in a safe environment. Name calling, intimidation, threats, and disrespectful attitudes toward classmates, volunteers, school staff members, or visitors will not be tolerated. Threats are taken seriously in the Fort Mill schools, and can result in students receiving consequences from administration. Threats and instances of bullying will be handled on a case-by-case basis. It is not acceptable for a child to draw, write, or make threatening statements. By the time children reach school age, they should be developing responsibility for their actions. We remind children that they make a choice about what they say, what they write, and how they control their bodies. Making poor choices is not automatically excused when a child says "I'm sorry" or "I

didn't mean it." Please join us in our effort to encourage children to not do or say things that are or could be hurtful or harmful to others.

**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 10 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.

### **PARENT COMMUNICATION**

All school communications will be sent home on **TUESDAYS** in a folder provided to your child. This does not take into account teacher communications or flyers sent via PeachJar. Also, emergency communications may need to be sent home from time to time.

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 find that you are not receiving these messages please contact the school so we can update your information in our database. Please be sure to notify the office if you have a change of phone number or email address.

### **VISITING THE SCHOOL**

We are proud of our school and invite you to visit us anytime. To insure our students' safety, all visitors are required to report to the office upon arriving. Please sign in and receive a visitor's badge to wear while you are in the school. Our sign-in system requires all visitors to provide a driver's license at the time of check in.

You are welcome to visit in the cafeteria during your child's lunch time or in the building during special events such as the book fair and classroom programs. To insure uninterrupted instruction time, parents will be allowed in the classroom only at the request of the teacher. No school-age child, relative or friend may visit in your child's class; however, they are welcome to visit during lunch time.

### **VOLUNTEERS**

Parent volunteers are WELCOME and NEEDED! Your assistance can help us improve the overall quality of our school program. Please talk with your child's classroom teacher about volunteer opportunities he/she may have. Please do not bring pre-school children with you when coming to volunteer because they are often an interruption to instruction and learning. For safety reasons, no children of any age are allowed in the workroom. You do not need to complete the online volunteer application to volunteer in the school. You will simply check in with the front office using your ID.

### **PARENT-TEACHER ORGANIZATION**

Pleasant Knoll Elementary has a strong, supportive PTO whose members work tirelessly for the betterment of each child's education. All parents are encouraged to join and participate in this vital parent organization. The faculty and staff look forward to a close relationship with the parents of our children. More information can also be found on the Pleasant Knoll Elementary web site.

### **SCHOOL IMPROVEMENT COUNCIL**

Pleasant Knoll 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. Officers of the PTO may be serving as ex-officio members on the School Improvement Council. Additional members will be elected each school year in the fall.

### **FIRE, TORNADO, EARTHQUAKE & LOCKDOWN DRILLS**

We hold periodic drills to help our students understand the proper procedures should we ever have an emergency. Fire drills are held each month. Tornado, earthquake and lockdown drills are held once a year. Our staff also receives yearly training on the proper procedures to follow should we have a problem with the nuclear plant.

### **FOOD BROUGHT INTO THE CLASSROOM**

Food brought into the classroom for your child's birthday or special event must be store bought. The Fort Mill School District School Board has passed a rule that requires parents to show some evidence, i.e. receipt of purchase, store packaging or an ingredient list, that the food they bring into classrooms is not homemade. The purpose of this rule is to address concerns for student safety as we have many students with food allergies.

### **LOST AND FOUND**

Items found at school are turned in to the Lost and Found area in the cafeteria. Parents and students are encouraged to check this area if they are missing any items. Several times a year when the area is overflowing, we take items not claimed to a local clothes closet. Please put your child's name on clothes, lunch boxes, notebooks, etc.

### **PETS**

Many of our classrooms have "class pets" that are cared for by the students and teachers. However, to school to insure the safety of all students and to be considerate of students with allergies, students are not allowed to bring their personal pets.