

PUT YOUR BEST FORWARD!

Pleasant Knoll Elementary School Student and Parent Handbook 2026-2027



Mr. Chad Allen - Principal
Mrs. Rachel Driver - Assistant Principal
Mr. Tripp Hartley - Assistant Principal

All district programs are operated without discrimination on the basis of race, sex, religion, national origin or handicap in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable Civil Rights Laws.

ATTENDANCE

Good attendance is essential to the academic success of students **and** all students are expected to be in attendance each day school is in session. Attendance at Fort Mill School District is traditionally outstanding. Each year, we have excellent attendance by our students. This is a tribute to each family's efforts to have their child at school daily. We appreciate this effort! See the [FMSD Attendance Policy](#) for more details.

LAWFUL ABSENCES

According to SC Code of Laws 59-65-10, the following types of absences are the only ones considered lawful:

1. Serious, chronic, or extended illness of the student. (If your child has a chronic illness or is hospitalized for an extended period of time, please submit medical verification to the principal.)
2. Serious illness or death in the immediate family.
3. Recognized religious holiday for the students of the particular religious faith when pre-arranged.
4. Pre-arranged absences for other reasons and/or extreme hardships at the discretion of the principal.

Parents must provide the school with a note identifying the reason for the absence within three (3) days of their child returning to school. The note should be dated and specify the reason for the absence.

Following any absence, a student is required to present a written note from the parent or guardian stating the date(s) of the absence(s), the reason for the absence(s), and the parent's signature. The note should be presented within two days of the child's absence(s). If we do not receive a note explaining the child's absence then it will be coded as unlawful. The school will only accept a parent written excuse for five total days of absences when the student is ill or absent for another lawful reason. Notes are kept on file by the attendance clerk.

UNLAWFUL ABSENCES

Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for a lawful absence as defined above will count toward the cumulative limit of absences. Written notification will be sent by the school for accumulated absences. A call will be made by the attendance clerk after 3 consecutive

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absences. When a child accumulates 5 absences that are unlawful or not excused by a medical note, the parents will be required to attend an attendance intervention (truancy) conference and assist the principal or his/her designee in the development of an attendance intervention plan which will be valid in any SC school district. Excessive absences and failure to adhere to guidelines of an intervention plan could result in a family court referral. The school will only accept a **parent-written note for five days of absences**. Following those days, doctor's excuses are required. All vacations and trips are unlawful reasons for a student to miss school, and will be considered unexcused. Any questions or notes regarding attendance should be directed to the PKES PowerSchool Clerk, Tanya Hudson, at hudson@fortmillschools.org or 803-835-0097.

MAKE-UP WORK FOR ABSENCES

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

TARDIES

Our school day begins at 7:35am. Students arriving after **7:35 a.m.** are tardy. These students must report to the office with a responsible adult to be signed in for admittance to class. Tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Be considerate of other students' education. Excessive tardies may result in an intervention meeting for development of an attendance plan which will remain in the child's record and transfer to any receiving school.

EARLY DISMISSAL

It is requested that students not be picked up before the regular dismissal time. This is an interruption of the educational process, not only for your child, but other children as well. A child must be present for at least half of the school day to be considered present as related to perfect attendance. However, any portion of the day a child can attend is to his/her benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school. There will be no student dismissal between 1:30-2:00 PM. All students must be dismissed by 2:25 PM.

If a child will be dismissed from school before the close of the day, please send a note or email in the morning stating the reason for the early dismissal and the time the child will be picked up. Parents are requested to enter by the front door, come to the school office, and sign out their child. **Students leaving early must be signed out in the office and be dismissed only to a parent or approved adult on the emergency contact list. This procedure is for your child's protection - please keep student information updated to facilitate this function, especially in emergency situations or early weather related school closings.** In an effort to minimize disruption at dismissal time, all early checkouts must occur before 1:30 PM.

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DAILY SCHEDULE

7:05 AM	Breakfast/Car Rider Drop-Off Adult Supervision Begins
7:35 AM	Instructional Day Begins *(Students must be in the classroom at this time)*
2:00 PM	Dismissal Begins
2:25 PM	Dismissal Ends
2:50 PM	End of workday for teachers

OFFICE HOURS

7:05 AM to 3:00 PM

Main office803-835-0090

<https://pkcs.fortmillschools.org/>

ARRIVAL AND DISMISSAL

Safety is our top priority. We need your help to ensure that students are not in dangerous situations. By following the guidelines below, we can work together to make sure our children get to school and leave safely.

Important Times to Consider for Arrival & Dismissal

Doors Open for Students & Car Rider Line Begins	7:05 AM For safety purposes no student should be out of their car until the 7:05 AM bell rings and PKES adults are present.
End of Car Rider Line & Instruction Begins	7:35 AM Students are considered tardy after 7:35 AM. Parents will be asked to get out of the car and check their student in through the front office when arriving after 7:35 AM.
Instructional Day Ends	2:00 PM
Car Rider Line & Bus Dismissal	2:00-2:20 PM
End of Dismissal	2:20 PM All students should be off campus by 2:20 PM. Any parent arriving after 2:25 PM will be asked to come inside the building and sign their child out. An ID will be required.

Student Arrival

The doors at Pleasant Knoll Elementary open at **7:05 AM** for bus riders and car riders. For safety purposes no student should be out of their car until the 7:05 AM bell rings and PKES adults are present. The car rider line ends and instruction begins promptly at **7:35 AM**. Any student who arrives after 7:35 AM is considered tardy. Parents will be asked to come inside and sign their child in after 7:35 AM. Students who are frequently arriving after 7:35 will be placed on an attendance intervention plan and their parents will need to meet with school administration.

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We will consider any more than **three tardies for the school year excessive**. Arriving on time is extremely important.

This year we will only be using the right car lane during student arrival.

- ❖ Independence Day begins on the first day of school for students in 1st – 5th grade. Parents will not be allowed to enter the building and/or escort their child to class.
- ❖ A separate communication will be sent to PKES Kindergarten parents in regards to staggered start, dropping off students and Kindergarten Independence Day.
- ❖ Students arriving to school between 7:05-7:20 each morning will be supervised by PKES staff members as they report straight to the following locations:
 - 4th & 5th grade students will report to the cafeteria.
 - 1st, 2nd & 3rd grade students will report to the gym.
 - Kindergarten students will report to their respective classrooms.
- ❖ At 7:20 each morning, all students will report directly to their homeroom teacher's classroom.
- ❖ Staff members, as well as our student safety patrol, will be on duty through the car rider line and will make every attempt to open doors for students. Please understand that we may not be able to get to every door, every morning.
- ❖ **Parents should remain in their car at all times during arrival.**
- ❖ We ask that parents not park unless directed to do so by a PKES staff member (see below).
- ❖ If you are asked to park to escort your child in, please make sure to stop at the crosswalk and wait for an employee to help you get across safely. This will be after the flow of traffic is stopped and it is safe to cross.
- ❖ Should a child have a difficult time getting out of the car, we ask that parents pull up to the **“Buckle Up Zone”** next to the book box at the end of our car rider line. A staff member will make every effort to help the student. At some point, we may ask parents to park and assist their child. **Please do not park unless you are asked to do so by a PKES Staff Member.**
- ❖ If for some reason you need to park to come into the school for an appointment or another valid reason, we ask that you first drop your child off in the car line then circle around to park. This will help expedite the flow of traffic and minimize the flow of foot traffic at our cross walk in the parking lot.
- ❖ We ask that parents follow the car rider protocols and not stop until they have fully pulled forward to the stopped traffic or the top of the car rider zone near the staircase.

Student Dismissal

Dismissal will begin daily at 2:00 PM. Please understand that we may start later than 2:00 PM the first few days of school. We ask that all car riders be picked up by no later than 2:15 PM. Parents who arrive after 2:15 PM should plan to come inside and sign their child out. An ID will be required. We ask that all parents plan to arrive on time as our faculty & staff have professional learning and meetings to attend after school.

This year we will only use the right car lane during afternoon dismissal.

The information below provides important information about **car dismissal** for this school year.

- ❖ Families will be assigned a number for dismissal. Each family's number will be unique.
- ❖ Car tags will be supplied by the school and have the family's number and student name(s) on them written clearly in bold font.
- ❖ If you plan to carpool, you should plan to have all car rider tags and family numbers for the students you are picking up.

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- ❖ Parents/guardians without car tags will be required to park and show a staff member on duty a valid ID that we will cross reference with our student information system.
- ❖ If you lose a car tag, please contact Elizabeth Smith in the front office and she will arrange to get you a new tag immediately.
- ❖ **Parents should plan to remain in their vehicles at all times during car rider dismissal.**
- ❖ Staff members will not be able to assist children with seat belts or other safety restraints. If your child requires assistance we will ask you to pull up to the **“Buckle Up Zone”** where you can assist your child.

Below is important information about **walker** dismissal for this school year.

- ❖ You should choose for your child to be a red walker or green walker in your transportation form.
- ❖ Green walkers will be dismissed after school with no parent present at pick-up.
- ❖ Red walkers will only be dismissed to an adult with an approved PKES Walker Card.

DAY CARE RIDERS

Since daycare vans take many children at one time and pick them up at other schools, they are allowed to pick up students in the bus loop.

LATE BUSES AND DAY CARE

Pleasant Knoll Elementary School may have some late bus students and day care riders who are not picked up when school is let out. While waiting in the gym, students are expected to have some type of material to read and to abide by school rules and expectations.

PARENT VOLUNTEERS AND DISMISSAL

Many parents graciously volunteer their time to the school. If you volunteer in the building, please follow standard dismissal procedures by checking out through the front office.

TRANSPORTATION CHANGES

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, an email must be sent to the child's teacher and to our front office receptionist, Elizabeth Smith at SmithE@fortmillschools.org. *If you do not get a confirmation from the teacher by 1:30 PM, please call the office to ensure your request has been received.* All changes must be made by 1:30 PM. **Students will be sent home their usual way if no communication has been received from the parents.**

Important Phone Numbers

Pleasant Knoll Elementary – 835-0090
Fort Mill School District – 548-2527
Bus Transportation Office – 802-1998
Special Services – 548-8218

BUS TRANSPORTATION

(ALSO REFER TO INFORMATION FROM THE [TRANSPORTATION DEPARTMENT](#))

Administrators, parents, bus drivers, and students share the responsibility for safe transportation of students.

Riding a bus is a privilege and must not be abused. Action will be taken by district and school officials to

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ensure that all students conduct themselves properly. Where there is evidence of misconduct by any student, action will be taken to correct the situation.

It is important to review the bus rules and expectations set forth by our district transportation department prior to riding on a school bus. Please note that students will not be allowed to ride a different bus home with friends **without prior approval from the district transportation office**. A complete list of school bus rules, policies and procedures can be found through the [Fort Mill School District Transportation website](#).

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

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

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

POLICIES AND REGULATIONS

RETURNING TO CLASS AFTER SCHOOL

Students are responsible for bringing home materials needed for assignments. Should a student need to return to class after school hours, we ask for that student to report to the front office to be escorted back to the classroom. At no point should a student or adult enter a classroom after hours without an escort from the school.

FERPA INFORMATION

The Family Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

The law requires that student records be managed in a confidential manner. Regulations and procedures for compliance of this act are provided through board policy. For more information about your rights under FERPA, please refer to the district's website.

EMERGENCY DRILLS

Safety of our students and staff is an extremely important priority for us here at Pleasant Knoll Elementary. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

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

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VISITORS AND VOLUNTEERS TO SCHOOL

Visitors and volunteers must enter by the front door and stop by the office. Opportunities where we may have visitors include school programs, parent-teacher conferences, book fairs and other special events. Security doors to other parts of the building will be opened by an office person after the visitors log in at the computer and scan their driver's license or official government-issued identification. Security procedures require that badges of visitors/volunteers must be visible at all times. Visitors must always sign in at the office and obtain this visitor badge before entering the school building. This ensures all students' safety by letting office and classroom personnel know who is in the building. The school will communicate events that allow parents to attend in a safe and controlled manner.

Title IX

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

PETS

Pets are not allowed on school property as a violation of health code, and as a courtesy to students and staff who may have allergies or anxieties related to animals. If you should choose to bring your pet through the car rider line, then they must remain calmly in their car. We have had small ones afraid of the loud barking of the dog, and dogs have jumped out of cars. We all love our pets, and we must remember that the primary purpose of the car rider line is to have students enter safely and happily into the school. Designated service dogs may be on school property.

GENERAL INFORMATION ABOUT PLEASANT KNOLL

STUDENT NUTRITION

"FOOD FOR THOUGHT!"

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

- A lunch meal includes foods from the five food groups- 2 oz of grains, 2 oz of protein, 1/2 cup fruit, 1/2 cup vegetable, 1 cup of milk. Students may choose all of five groups or at the minimum three food groups out of the five. One choice must be 1/2 cup of a fruit or a vegetable. Students have the option to select up to a cup of fruit and a cup of vegetable with their meal.
- A breakfast meal includes 4 items and students must select 3 of the 4 items and one choice must be a fruit.
- If a student does not take the required food components, then each item on the tray must be charged at a la carte pricing. Our cafeteria staff reminds students to take the required food groups.

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- The cafeteria also offers extra sale items like milk, juice, water and snacks to purchase. If you do not want your student to purchase extra sale items, please complete the online form [Opt Out for Snacks and Extras](#).
- All foods served by the cafeteria meets State and Federal guidelines.
- Our kitchens are tree nut and peanut safe.

PIN Number

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

Meal Payments

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

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

- Online via the district website's Pay Fees lunch card feature [Quick Pay](#) . This is a free service for adding money to your student's meal account. You are also able to see meal purchases and balances. You can set up email alerts for balances on Parent Portal.
- By a separate check made out to your school's cafeteria. The check should not include other school fees. Please note the child's cafeteria account number on the check - if the check is written for more than one child, each child's account number and the amount to credit to each child should be noted on the check. The check must include a phone number.
- Cash is also accepted as payment but is strongly discouraged as it can be lost.
- Transfer of funds from one sibling to another is also available by completing this form: [Transfer form](#)

Meal Pricing

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

Breakfast=\$1.90 Reduced Breakfast Price \$ 0.30 Free to students who qualify for free

Lunch=\$3.05 Reduced Lunch Price: \$0.40 Free to students who qualify for free

The price for adult breakfast is \$3.35; adult lunch is \$5.75.

Free and Reduced Meal Application Program

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

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

Charge Policy

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

Food Allergies & Special Dietary Needs

Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive learning environment for all students. (Board Policy J LCDD)

Students with Special Dietary Needs will need to have documentation of their diet changes signed by a medical provider. Please contact the school nurse for the forms to complete.

Wellness Policy

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

Classroom Celebration Baskets

Let us help make celebrating your child's birthday or any special occasion at school easier. Order a Classroom Celebration Basket from the Cafeteria and we'll take care of everything.

Celebration treats will be delivered to your child's classroom on the date you specify. Complete the [Celebration Basket Form](#) and add money to your student's account to purchase a basket.

Classroom Celebrations

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. Please be mindful that if your child is in an allergy classroom, food brought in may not be allowed to go to the cafeteria and/or classroom depending upon the ingredient list. For example, if there is a peanut allergy in your child's classroom, the packaging must clearly state that it does not contain peanuts. 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. If you wish to "play it safe" the best option is to refrain from sending in food and opt for pencils, erasers, stickers, etc...

PARENT-TEACHER ORGANIZATION (PTO) AND CLASSROOM VOLUNTEERS

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Our school encourages your participation in PTO sponsored activities during this year. Our PTO is an extension of the school family, and is dedicated to the support of instructional programs, teaching/learning, and safety. This important group has one major fundraiser each year ([Boosterthon](#)). In addition, the PTO needs volunteers to help with special programs and serve on committees. Please consider volunteering your time to assist this organization in helping all classrooms, teachers, and students through their many beneficial projects.

We appreciate that many parents and grandparents like to help our school. In order to provide a learning environment free from distractions, we ask that volunteers dress in an appropriate manner, check in at the office, turn off cell phones, and avoid unscheduled conferences. Children are not allowed to accompany volunteers in our school. Because the maintenance of copying machines can be expensive, we require that volunteers be trained by a Pleasant Knoll staff member before using any school machines.

Off-site chaperones for off-campus field trips or any adult who will be working 1:1 with a kid, unsupervised with MUST first be approved by our district-wide background check. This check typically takes approximately 2 weeks to complete. Please complete this google form if you are interested in volunteering <https://forms.gle/gyy4qr3BmKhVoRju5>

Due to increased security protocols and limited seating, parents and guardians may join their child during their lunch period up to four times per year per child. Visitors coming for lunch should limit the number of adults to two per visit.

We are excited to allow parents in our building. To allow us to establish routines and procedures, we will not open parent lunches until Monday, August 25th. We will also have to close lunches during testing windows and other school events.

Due to increased security protocols and limited seating, parents and guardians may join their child during their lunch period **up to four times per year per child**. Visitors coming for lunch should limit the number of adults to two per visit.

- Our front office will keep a record of parent visits for lunch.
- For safety reasons, parents visiting for lunch will only be allowed to visit the cafeteria.
- We ask that families work together on lunch passes. Due to the size of our school and the cafeteria capacity, we will not be able to make any exceptions to the four visit limit.
- The PKES Staff and Administration will not mediate between split families in regards to using passes. We are unable to limit specific visitors if they are on the approved contact/pickup list.
- At least one of the visitors each visit must be on the approved contact list (pickup list). If you would like to add someone to that list, please send an email to Tanya Hudson at HUDSONT@FORTMILLSCHOOLS.ORG with the name of your child and the person or persons you would like to add.
- All visitors will be required to show a form of identification to visit lunch/visit our school.
- Students will not be allowed to have a friend sit with them when a parent is visiting for lunch. They will be asked to sit on the stage for security purposes.

SCHOOL IMPROVEMENT COUNCIL

All elementary schools have a School Improvement Council made up of teachers, parents, and administrators that will help to facilitate communications between the community and the school. Officers of the PTO may be elected to serve on the School Improvement Council. Additional members will be elected later in the fall.

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CLASSROOM COMMUNICATION

Messages can be taken for students and teachers, but it is not always possible to deliver them immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school hours, as teachers cannot leave their classes for telephone conferences between 7:20am and 2:20pm. Students wishing to call home may use the school phone for health and transportation EMERGENCIES ONLY. Forgotten snacks, improper shoes for physical education and assignments left at home do not constitute an emergency.

The main job for our teachers is to provide quality instruction in a safe environment. In addition, all Fort Mill Elementary Schools have a schedule of duties for teachers. Each teacher has a short planning time on most days. Because teachers are busy teaching and planning, please do not expect an immediate response to an email that you send. A teacher is often not able to check email until school is out. Our goal is to respond to emails within 24 hours. As a reminder, when changing your child's transportation an email must be sent to the child's teacher. *If you do not get a confirmation from the teacher by 1:30pm, please call the office to ensure your request has been received.* All changes must be made by 1:30pm. **Students will be sent home their usual way if no communication has been received from the parents.**

CUSTODY

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

STUDENT CELL PHONES/ELECTRONIC DEVICES

Student cell phones should be kept in a book bag. Electronic devices, including cell phones, must be turned off during the school day and while on the school grounds. A cell phone may not be used during the day to play games or to text message. The student may not use a cell phone to call or text a parent during the school day without a teacher's permission. This includes devices like smartwatches or electronic communication devices that serve as telephones.

If a student has a smart watch and is only using the basic watch features while at school, it is fine to have and wear. Students should not use the watch features that make it function like a phone, such as calling, texting, using apps, or playing games. If this is happening, the teacher can ask the student to put the device away in their book bag or confiscate it and contact the parent. We want to minimize distractions and maximize engagement in our school environment.

As noted in School Board Policy JICJ, the school principal or his/her designee will have the authority to limit the use, take disciplinary action and/or confiscate electronic communication devices if the use or possession of these devices may cause or is causing a disruption to the school and/or event. Unauthorized use of a cell phone or personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized time or use for unlawful activities.

The use of e-readers may be permitted under the supervision of the teacher. It is a privilege for students to use their personal electronic device at school, and this privilege can be taken away if students act irresponsibly or violate school policy.

INCLEMENT WEATHER

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The decision to close or delay schools will be made by 6:00am. Announcements will be made via **email** and on WRHI AM radio, CN2, and Charlotte TV stations (WSOC, WBTV, WSOC). Delays and closings will be posted on the district website www.fortmillschools.org and available at the district office phone number 548-2527. Information will be listed for FORT MILL SCHOOL DISTRICT #4, not York County Schools. No breakfast will be served if school is delayed.

When weather is threatening, please be sure your child and the teacher know how he/she is to get home if school is dismissed early. The phone system (803-548-8379) will leave messages about changes of schedules. In order for you to receive these messages, we must have your up-to-date phone number and e-mail address in our PowerSchool database. It is the parent's responsibility to contact after-school care to learn about their procedures.

ASSEMBLIES AND PERFORMANCES

Our first commitment is to classroom instruction. Assembly programs and performances are sometimes an important part of the educational program. It is expected that an atmosphere of respect will be maintained throughout all assemblies by presenters, participants, and members of the audience. When visitors come to the school, it is expected that they will demonstrate polite behavior and be role models for students by staying for the entire program to avoid disruption. For example, if attending a performance, please do not get up and leave as soon as your child's part is over.

LOST AND FOUND

Items found at school are turned into the Lost and Found area. 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 clothing closet. Please put your child's name on clothes, lunch boxes, notebooks, etc.

SCHOOL FEES

Students must settle all fees and property owed to the school prior to the end of the school year. This includes library books, textbooks, and teacher materials.

Fort Mill School District has implemented an online payment process. Our goal is to keep cash and checks out of the schools and classrooms. The online system is set up to accept payment for registration fees, lunch accounts, activity fees (i.e. field trips) and classroom fees (i.e. class t-shirts and yearbooks).

Click on '\$ Pay Fees' on the school home page or go to <https://www.studentquickpay.com/fort-mill/> and you will be able to see current fees and your child's lunch account. If you have not created an account and need your child's student ID, please call the school office.

DELIVERIES

The school will not accept nor deliver to students any items before, during, or after school unless they are of an educational nature/value or medically necessary. When sending balloons or flowers to a child, please use his/her home address. Do not send these items to the school. District procedures do not allow these items on a bus.

MEDICAL INFORMATION

IMMUNIZATION REQUIREMENTS

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All students in grades Pre-kindergarten through 12 are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials shall record the immunization data on the student's health record and/or attach a copy of the certificate to the health record. For more information from DHEC, [see this link](#).

CONTAGIOUS DISEASES

Students with contagious diseases are not allowed to attend school. Children should be kept at home if they have experienced vomiting or fever during the night. Students should be fever free for 24 hours without using medicine to bring the temperature down before returning to school.

HEALTH SERVICES

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate must sign the student out in the office. **The health and well-being of all students is of utmost importance. We will request that you pick up your child if his/her medical condition is unstable, or if he/she is not capable of participating in the daily school activities. This decision is based upon an assessment conducted by the school nurse. In addition, the school must also follow the DHEC School Exclusion List for specific medical conditions to be in compliance with SC State Health guidelines.**

If a student brings medication to school, the following requirements must be met:

PRESCRIPTION MEDICATION

1. The Medication Consent Form must be completed and turned in with each medication. The form must be signed by the doctor and the parent.
2. Prescription medicines must be in the pharmacy container with your child's name on it. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
3. Parents must deliver all medications to school.
4. The medication must carry a prescription label with the following information: student's name, date, medication name, dosage, strength, and the directions for use (frequency, duration, mode of administration), the name of the prescriber, and the name and address of the pharmacy.
5. Medication will be kept in a locked cabinet in the office at all times.
6. School personnel will give medication only with a completed form signed by the parent and the doctor.
7. Medication must not be sent with a child on the bus or with a child walking to school.

OVER-THE-COUNTER MEDICATION

1. The Medication Consent Form must be completed, signed by the parent and turned in with the medication when the parent brings it to the office.
2. The over-the-counter medication must be in the original container or box, unopened with the manufacturer's seal intact (not in a plastic bag).
3. The following items will be available in the health room for first aid treatment of your child during the school day: Saline eye wash, Vaseline, Hydrocortisone 1% cream, and Aloe Vera. If you do not wish for your child to be treated with these items, please send a written note to the nurse including your child's name, the teacher's name, the date, and your signature.
4. NO other medications are supplied by the school.

NOTE: ASPIRIN OR PRODUCTS CONTAINING ASPIRIN CANNOT BE GIVEN OUT WITHOUT A DOCTOR'S PRESCRIPTION.

School Health Rooms

PUT YOUR BEST FORWARD!

Every school's health room is managed by a registered nurse. Any student who is not feeling well should obtain a pass from the appropriate staff or faculty member to visit the health room. The health room is designed to assist students with chronic health conditions and is an emergency station to care for minor injuries and illnesses that occur at school. Injuries that occurred outside the school environment should be treated at home or by a health care provider prior to returning back to school. Our school nurses cannot diagnose illnesses. A nurse cannot administer any medications without a medication consent form (see below for form M105) completed by health care provider and/or parent or guardian.

The health and well-being of all students is of utmost importance. Procedurally, our nurses work towards returning students back to the classroom as soon as it is advisable. However, sometimes a student may need to go home due to illness. We will request that you pick up your child if his/her medical condition is unstable, or if he/she is not capable of participating in the daily school activities. This decision is based upon an assessment conducted by the school nurse. In addition, the school must also follow the DPH (Department of Public Health) School Exclusion List for specific medical conditions to be in compliance with SC State Health guidelines.

Medication Consent Form M105

General First-Aid and Medication Administration

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

Medical Emergencies

If medical emergencies arise, the school nurse and school administrator will enact medical care deemed appropriate to the student (i.e. call 911 or transport the student to the hospital). In these cases, the schools will make every attempt to contact the parent/guardian. Please be sure to keep your student's emergency information updated with correct phone numbers. If a parent/guardian is out of town and has left their child in the care of another adult, written documentation should be on file with the school. This documentation will authorize the school to contact the alternate person in case of illness or a medical emergency.

Medical Orders, Documentation, and Devices

To ensure the safety, consistency, and legal compliance of student health services, the following requirements apply:

1. Independent Medical Orders Required

Medical orders must be written, signed, and dated by a licensed healthcare provider (MD, DO, NP, or PA) who is **not the student's parent or guardian**.

This requirement applies even if the parent/guardian is a licensed healthcare provider. In such cases, medical orders must be completed by another independent licensed provider.

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2. Medical Excuses and Documentation

Medical excuses, notes, or documentation cannot be written or signed by a student's parent or guardian, even if that parent/guardian is a licensed medical professional.

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

3. Medical Devices on Campus

If a student requires the use of a medical device during the school day, a formal medical note from a licensed healthcare provider is required prior to use on campus.

This includes, but is not limited to:

- Boots, slings, or braces
- Crutches or walkers
- Wheelchairs

4. Required Accommodations Documentation

When a medical device is prescribed, the healthcare provider must also include any necessary school-day accommodations. This may include, but is not limited to:

- Activity restrictions (e.g., PE, recess)
- Mobility assistance needs
- Elevator access, extra time between classes, or seating accommodations

MEDICAL EMERGENCIES

If medical emergencies arise, the school nurse and school administrator will enact medical care deemed appropriate to the student (i.e. call 911 or transport the student to the hospital). In these cases, the schools will make every attempt to contact the parent/guardian. Please be sure to keep your student's emergency information updated with correct phone numbers. **If a parent/guardian is out of town and has left their child in the care of another adult, written documentation should be on file with the school. This documentation will authorize the school to contact the alternate person in case of illness or a medical emergency.**

PHYSICAL EDUCATION

Physical education is required by the state for all students unless the student has an excuse from a physician due to a physical disability. If a child must be excused for a temporary illness, a note from a parent or doctor must be sent with the child. Any illness extending more than a week must be excused by a doctor. Children must wear athletic shoes to participate in Physical Education.

HOMEBOUND

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

RISK ASSESSMENTS

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The safety and security of all students is of the utmost importance to our faculty and staff. Should a concern arise about a student being a danger to him/herself or others, District protocols for conducting a risk assessment (suicide and/or threat) will be followed to the extent appropriate. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students. If, as part of its assessment and response, the District determines there is an articulated and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RESTRAINT

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

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

1. temporarily holding an individual to help him or her participate in education or daily living activities;
2. escorting techniques, where a student is provided limited physical encouragement to help him or her move from one location to another without rising to the level of physically forcing compliance (e.g., hand on the back or a hand on the elbow);
3. chemical restraints (medication for safety or behavioral supports) determined by medical personnel;
4. appropriate use of adaptive equipment or products, provided they are used in accordance with manufacturers' recommended usage.
 - a. Adaptive equipment may include, but is not limited to, adaptive seating products or therapeutically prescribed devices such as weighted vests.
 - b. If adaptive equipment, such as 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:

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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.

REHABILITATIVE BEHAVIORAL HEALTH SERVICES

A mental health worker from Rehabilitative Behavioral Health Services sees children on-site that qualify for the services of that agency. Teachers or parents may refer children. Parent permission is required for service.

CONDUCT AND DISCIPLINE

STUDENT CONDUCT

Every child has the right to learn in a positive classroom environment. Every teacher has the right to teach all students without disruptions. The secret to discipline – we will develop relationships with our students so they know we truly care about them as an individual. As we invest in student relationships, discipline will be more effective.

We have high behavior expectations for all. Pleasant Knoll Elementary follows a [behavior matrix](#) consisting of clearly defined expectations which are consistently and fairly enforced throughout the building. Individual and class incentives may be used to reward students who exhibit good behavior. Interventions such as verbal warnings, checklists, buddy room, mediation, taking away privileges, parent contact and/or conference, in school suspensions, and out of school suspensions may be used with students who do not follow the expectations.

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Students are to report problems with other students immediately and are expected not to retaliate. Any student participating in a disruption – regardless of who started the argument, fight, etc. – will be subject to consequences. Parents will be contacted regarding repeated or major problems.

As always, students will be expected to make good choices.

All staff will use an instructional approach to behavior. This includes teaching, reminding, and reinforcing expected behaviors, as well as being able to respond to teachable moments as well as minor and major behaviors. Here you can access the complete PKES and FMSD Elementary [Reactive Plan](#).

BULLYING

While every effort will be made to shape behavior through positive reinforcement, we must all keep in mind that every child should have the right to study, participate in class, and work in a safe environment. Name calling, intimidation, threats, and disrespectful attitudes toward classmates, volunteers, school staff members, or visitors is not acceptable. Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. It is not acceptable for a child to draw, write, or make threatening statements online or in person. **Bullying is also an ongoing pattern of behavior, not a one-time occurrence.** This behavior will be addressed through disciplinary action at the discretion of the school administrator, as per [FMSD Board Policy JICFAA](#). Resources for addressing bullying behaviors are available from the guidance counselors or for checkout from the bookcase in the guidance office.

Pleasant Knoll Elementary is committed to providing a school environment that is safe, orderly, conducive to teaching and learning, and free from unnecessary disruption. The [Put Your Best P.A.W. Forward](#) matrix is based on limits established by School Board policies, laws, and school regulations related to student discipline. The Discipline Guidelines provide school administrators with comprehensive descriptions and definitions of discipline offenses, specific levels of disciplinary action, and a range of disciplinary actions for specific offenses.

Please be aware that School Board policy and South Carolina Code 59-24-60 require school officials to contact law enforcement officers when a student engages in any activity that *may or does result in injury or serious threat of injury to a person or property*.

Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and administrators discuss with students behavior expectations, but parents are requested to discuss with children the importance and the need for good behavior and a positive attitude at school, too. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

While each child is responsible for his or her own behavior, we encourage parental support of the school expectations. In the event that a student is sent to the office for a discipline referral, parents will be notified by an administrator. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, and in school or out of school suspension. Student actions that disrupt class work, involve substantial disorder, or invade the rights of others could be a basis for out of school suspension or expulsion. Examples of these student actions or major offenses are: theft, fighting, possession of weapons, damage to school property, assault of school personnel.

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DRESS CODE

In the interests of health, safety, cleanliness, decency, and decorum, students will follow these guidelines as identified in [FMSD Board Policy JICA-R](#).

Students will follow these guidelines during the traditional school day. School administration reserves the right to permit exceptions to the policy for school-sanctioned events. In the interests of health, safety, cleanliness, decency, and decorum, students will follow these guidelines.

Grades K through Five

Shoes must be worn at all times for safety reasons. Shoes with cleats may not be worn.

Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.

Students may wear shorts, dresses, skirts, etc. which are of appropriate length. Tops must be long enough that they can be tucked into pants or shorts. Basketball jerseys must be worn with an appropriate garment (i.e. tee shirt). No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building.

The following items are considered inappropriate for school:

- flip flops
- tops with straps that are less than 3-fingers wide of the student
- pants or jeans with holes, tears, or tattered to the extent that skin or undergarments are visible above the mid-thigh
- visible undergarments

Violations will result in the following: First and subsequent offenses: phone call to parent/legal guardian

STUDENT OPPORTUNITIES

Pleasant Knoll Elementary recognizes the importance of being a well-rounded individual. In order to help students reach their potential, several opportunities await every child as he/she enters the doors of PKES. Whether just beginning his/her educational journey or nearing completion, Pleasant Knoll Elementary has something to offer all students.

Throughout our school, one will find many activities, clubs, and service organizations. Many groups have membership based on performance criteria, and others have open membership based on common interest or enjoyment. Whatever your choice, PKES can help meet your needs. *Activities vary from year to year based on student interest and the availability of teacher supervision.*

JUNIOR ACHIEVEMENT

Community volunteers teach Junior Achievement to our classes. The curriculum is provided through Junior Achievement, Inc. and will be presented in a day we call "JA in a Day". The purpose of Junior Achievement is to educate and inspire young people to value free enterprise, business, and economics in order to improve the quality of their lives.

INVITATIONS

Parents/students cannot hand out invitations to out-of-school birthday parties or get-togethers unless every child in the class receives an invitation.

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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.

CLASSROOM PERFORMANCE AND ACADEMIC EXCELLENCE

HIGH EXPECTATIONS FOR STUDENT ACHIEVEMENT

As part of each student's intellectual development, the administration and staff of Pleasant Knoll Elementary School set high standards each year for its students in the areas of academic achievement. We encourage our students to do their best in their schoolwork so that each child can achieve his/her personal best. Good citizenship and leadership are also recognized.

PROMOTION AND RETENTION OF STUDENTS

Every parent and teacher would like for students to move along successfully through each grade. Our goal is to take each child, evaluate their skills at the beginning of the year, and provide instruction to ensure academic growth throughout the year. Please examine student work that is returned for your review because it will help you to see how your child is progressing. Parent conferences in October will provide you with another opportunity to discuss your child's progress.

State law requires that the school send a letter at the end of the second quarter (usually January) and at the end of the 3rd quarter (usually in March or early April) to alert parents of the possibility of retention for a student. The final decision will be made prior to the following school year, but the letters give parents a chance to work together with the teacher to make the progress needed to meet state standards for their grade. If you receive a retention letter, it does not mean that your child will be held back because we continue to hope that she/he will improve and be ready for the next grade. Retention can often be prevented by making sure the child completes and turns in all assignments, examining the possibility of health issues which may affect classroom performance, providing a routine time and place for the child to study daily, reading daily with the student, and making sure children have enough sleep. If you are unsure of what your child needs to know to pass, you can visit the state website at <http://www.ed.sc.gov> and search for curriculum standards, or ask your child's teacher or administrator for the information. Many things are taken into account in determining if a child is ready for the next grade: attendance, mastery of state standards, knowledge of the English language, age, physical size, intellectual ability, previous grade placement, behavior, maturity, level of achievement, motivation and disabilities are all considered. A Light's Retention Scale is a normed assessment used by elementary schools in Fort Mill to assist with making this important decision. Review [FMSD Board Policy IKE-R](#) Promotion And Retention Of Students for additional information.

PROGRESS REPORTS AND CONFERENCES

Academic achievement will be graded using a numerical grading scale to denote respectively, excellent, good, average, poor, and failing. The numerical ranges for grades will be as follows:

90-100 =	80-89 =	70-79 =	60-69 =	59 or below =
A = Excellent	B = Good	C =Average	D =Poor	F =Failing

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The letter S-satisfactory or N-needs improvement will be used to denote participation in certain related arts classes.

Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task. Kindergarten - 2nd grade will be using a Standards Based Report Card.

If you would like to view the report card in its entirety please utilize the desktop version of Parent Portal. Report cards will ONLY be printed and issued to parents IF the parents/guardians request a paper copy. Otherwise, please access your child's grades using the Parent Portal. All K-5 grades will be issued report cards on a 9 weeks grading period as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task. All users will need access to the student's Powerschool number. If you are unable to locate your student's Powerschool number, please contact Tanya Hudson at 803-835-0097 or hudson@fortmillschools.org and she will be happy to assist.

A parent-teacher conference opportunity will be scheduled first semester. These conferences are an opportunity to learn about your child's strengths and areas for growth. You need to make an appointment with the teacher to discuss your child's progress. Teachers are also available to meet with you before or after school if you make an appointment. Additional conferences may be requested by families or school personnel.

Elementary Assessment & Grading Practices

- Grades K-2 will be using standards-based grading.
- Grades 3-5 will be using traditional grade reporting such as A (90-100), B (80-89), etc.

Kindergarten through second grade will be using a Standards Based Report Card.

FMSD Grading Key

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

The letter S-satisfactory or N-needs improvement will be used to denote participation in certain related arts classes and health class. Honor Roll: Honor Roll Certificates will be awarded at the end of each academic year. A and A/B Honor Roll will be awarded based on the End of Year average.

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HOMEWORK SCHOOL POLICY

1. Homework will be reinforcement activities; no new skills or material will be introduced as part of homework.
2. Written homework will be such that it can be completed with a minimum of parental help.
3. Homework assignments should be such that they can be completed within a reasonable length of time taking into consideration the age and ability level of the children
4. In addition, children are expected to read daily as part of their homework assignments.

HOMEWORK SUGGESTIONS FOR PARENTS

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

PARENT RESOURCES

The school counselors are available as a parent resource. You may want to consult the counselor when you have concerns about your child's academic achievement or you are worried about behavioral changes. Please call when you have information about your child that you would like the school to know or if you have concerns or would like more information about the guidance program. Pleasant Knoll has a guidance resource center available to students and parents with materials pertaining to: alcoholism, behavior at home and school, bullying, careers, communication, death, decision-making, developmental stages, discipline, divorce, drugs, family relationships, fears, feelings, hyperactivity, learning disabilities, motivation, parenting skills, peer relationships, responsibility, self-concept, sexual abuse, stress, and study skills. Materials include books, dvd's, pamphlets and brochures. These may be checked out before, during and after school each day, as well as during open house and PTO meetings. These materials are an aid in helping you understand your children at home and school. Please utilize the guidance resource center; it was created especially for you with support from the PTO.

School Counseling Services

The Pleasant Knoll Elementary School Counseling program strives to prepare all students for academic, social/emotional, and career success by providing data-driven, comprehensive school counseling programming. School Counselors teach core curriculum to all students to support academic, social/emotional, and career development. They offer small group and short-term individual counseling services as needed to support student success in the school environment. School counselors do not provide long-term counseling or therapy and will refer parents to outside resources for ongoing issues or issues beyond the scope of school counseling (trauma, mental health, family dynamic, etc). Parents can refer students to the school counselor by reaching out to their child's school counselor via phone or email or in person by appointment. Students can self-refer by writing a note

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to the school counselor and placing it in the school counselors' secure student mailbox. Students may inform their teacher that they would like to see the school counselor in which case the teacher would put in a referral on behalf of the student. School counselors are available to consult and collaborate with teachers and parents to help students achieve school success. They can provide information about community resources for families as well as recommendations for books or online resources upon request.

Parent Resources

The school counselors are available to consult and collaborate with parents and teachers to support student success. You may want to consult the counselor when you have concerns about your child's social/emotional well-being and behavior as these areas may impact school success. Please reach out via phone or email to your child's school counselor if you wish to discuss concerns or if you would like to learn more about the Pleasant Knoll Elementary School Counseling Program. School counselors can sit in on parent-teacher conferences upon request when there are social/emotional or behavior concerns present.

Please click the link to access information on our district technology policies: [Tech Policy](#)

AI Guidelines-Where AI use is permitted, students must ensure their work remains authentically their own.

"Supplementary aid" means AI supports the student's process but doesn't replace their thinking, creativity, and expertise.

- -Teacher Led Demonstrations - students should not be engaging at the elementary level
- -No direct student use of generative AI tools
- -Focus on foundational AI literacy concepts

Updated Version 2025-2026

	K	1 st	2 nd	3 rd	4 th	5 th
Kindergarten Readiness Assessment (KRA)	☒	☐	☐	☐	☐	☐
STAR Reading & Math	☒	☒	☒	☒	☒	☒
STAR CBM (Oral Reading Fluency)	☐	☒	☐	☐	☐	☐
Concepts About Print	☒	☐	☐	☐	☐	☐
Phonological Awareness Screening Test (PAST)	☒	☒	☒	☐	☐	☐
LETRS Phonics and Word Reading Survey	☒	☒	☒	☒	☒	☒
LETRS Spelling Screener	☒	☒	☒	☒	☒	☒
Houghton Mifflin Harcourt: Oral Reading Fluency	☐	☐	☒	☒	☒	☒
Essential Standards Comprehension Check	☒	☒	☒	☒	☒	☒
COGAT/IOWA Ability Test	☐	☐	☒	☐	☐	☐
State Achievement Test (SCReady)	☐	☐	☐	☒	☒	☒
SRSS-IE	☒	☒	☒	☒	☒	☒

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

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

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

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

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

LETRS Phonics Screener | A tool for identifying which phonics correspondences and patterns a student has learned, and which ones the student needs to be taught. This assessment is given to Kindergarten through 5th grade students one to three times a year.

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

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

Essential Standard Comprehension Check | Students listen to or read a grade level appropriate text and answer questions about the text. The teacher will use a rubric to assess comprehension based on the ELA State Standards. This assessment is given to Kindergarten through 5th grade students two to three times a year.

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

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

PUT YOUR BEST FORWARD!

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

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

TITLE IX

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

Do not hesitate to contact us at Pleasant Knoll if we can be of assistance. Let us know if you have any questions.

We look forward to a wonderful year together!

NON-DISCRIMINATION STATEMENT

Fort Mill School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:

Students and Families:

Cori Hustedt, Executive Director of Student Services
Fort Mill School District
2233 Deerfield Drive
Fort Mill, SC 29715
(803) 548-8488

Students and Families – Disability Inquiries:

Dr. Amy Maziarz, Sr. Executive Director of Special Services
Fort Mill School District
2233 Deerfield Drive
Fort Mill, SC 29715
(803) 548-8038

Employees:

Peter Olinger, Assistant Superintendent of Human Resources
Fort Mill School District
2233 Deerfield Drive
Fort Mill, SC 29715
(803) 548-8381

Additional information regarding non-discrimination policies may be obtained from:

Washington DC (Metro)
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202-453-6020
FAX: 202-453-6021; TDD: 800-877-8339
Email: OCR.DC@ed.gov