



Pleasant Ridge Elementary Family Handbook 2025 - 2026

Welcome to Pleasant Ridge Elementary School!

We are pleased to work in partnership with you this year to provide your child a quality learning experience in a positive school environment. We have outlined some essential school information in our Panther Family Handbook that will assist you and your child in having a successful school year. Please take a few minutes to read and review these school policies and procedures in our school handbook. Welcome to our school family!

OUR MISSION

The mission of Pleasant Ridge Elementary School is to ensure that students acquire academic, social, and life skills necessary to become productive citizens and life-long learners through a safe, nurturing and interactive learning environment.

OUR VISION

Pleasant Ridge Elementary is committed to preparing our students for the real world by providing safe and high-quality learning experiences while empowering all of our students to achieve their personal best.

Important Information for Families

Dear Pleasant Ridge Families,

Please read the following handbook in its entirety to familiarize yourself with our school procedures, which align with the KCS Board of Education Policies (found [here](#)). At Pleasant Ridge, safety and high quality instruction are our top priorities. We appreciate your support and we thank you in advance for your adherence to the policies and procedures designed to support your child and our school.

Your Proud Panther Principals,

Mrs. Jennifer Morrell, *Executive Principal*

Mrs. Jennie Scott, *Assistant Principal*

[Pleasant Ridge Elementary Information, Policies, & Procedures](#)

OFFICE HOURS

- The school office is open from 7:30 AM to 3:15 PM
- Phone calls are answered between those hours with the exception of 2:30-2:50 PM, during which time the office is engaged in student dismissal.
- Phone calls received during that time will be sent to voicemail, and messages will be returned as quickly as possible.

OFFICE STAFF

Jodi Simmons, School Secretary, and Traci Phillips, Bookkeeper

REGULAR SCHOOL HOURS

***7:45 AM - 2:45 PM** for students in grades K-5.

- *7:15 AM*: Morning Car Rider Line Begins
- *7:40 AM*: Safety Patrol & Morning Arrival Staff enter the building then announcements begin.

***7:30 AM - 1:30 PM** for Pre-K

HALF-DAY and EARLY DISMISSAL HOURS

7:45 AM - **11:15 AM** for students in grades K-5.

7:30 AM – 10:15 AM for Pre-K

PARENT/GUARDIAN CONTACT INFORMATION


- Please be sure to include the names and phone numbers of all relatives/friends assigned to pick up your children on the student verification form that is sent home for completion each year. We encourage you to think of EVERYBODY you wish to include to pick up your child—this helps us when we have special events and someone else in your family would like to pick up your child or if you have an emergency and need someone to pick up your child who does not normally do so.
- For security purposes we will **NOT** allow your child to leave school or eat lunch with anyone who is not listed in Aspen based on the Student Verification Sheet that is turned in at the beginning of the school year.
- If any updates need to be made in Aspen, please come to the school office with your photo ID to make any changes in phone numbers or adding family members/friends on the emergency pick up list.
- You must come to the office in person to add or delete any contacts with your photo Identification.
- **Parent/Guardian Communication During the School Day**
 - We welcome your input on the education of your child. In order to protect the instructional time for all students, we will not interrupt the instructional day for parents to talk with teachers or students.
 - We will be happy to convey a message to the teacher or you can leave a voicemail on their school phone.
 - Please do not ask the office to relay messages to children except in the case of a true emergency. If your child becomes ill or is injured at school, you will be notified. We will make every effort to reach parents first; however, if you are not reached, we will begin calling your child's emergency contacts listed in Aspen.
 - If you need to bring your child a forgotten item, label them with your child's name and teacher's name and leave the item in the office for us to deliver.
 - To prevent distractions to learning or feelings of other students, we cannot allow delivery of special occasion gifts to students during the school day. We cannot accept items such as balloons or flowers that are delivered to the school for a student, but you are more than welcome to express appreciation to a staff member for teacher appreciation/special occasions.

SCHOOL COMMUNICATION

- We utilize multiple methods of communication to assist parents and community members in staying informed and involved because a child's learning progress is greatly enhanced when parents and the school are working together.
- Individual teachers communicate weekly, and your child's teacher will share specific information about classroom communication at the beginning of the school year.

- Many teachers send home communications via a folder or through Parent Square.
- Our school-wide Panther Press Newsletter and other types of communication will be sent electronically in Parent Square with the exception of paperwork that requires a parent signature or written response. If you need a paper copy at any time, you may request such from the teacher or the main office.
- All teachers have voicemail at school and are expected to check it daily. Please allow up to two school days for a returned call or email.
- Staff members are not required to respond to emails or phone calls after their regular contract hours, but many do so as a courtesy to parents.
- Administrators are available by appointment for meetings throughout the year and can also be reached by phone, email, or Parent Square. Administrator schedules are busy and subject to change quickly depending on individual student and school needs, but administrators will make every attempt to answer phone calls as they come in and to accommodate parents who come into school without an appointment. Prompt communication is important to us, and we will do our best to be transparent and responsive at all times.

Below are the methods we use for communication:

- Parent Square and Emails
 - To sign up to receive Parent Square communications, click this [link](#).
- Aspen Parent Portal emails (Includes Interim and Report Cards as well)
- Electronic Marquee
- [KCS Pleasant Ridge Elementary School Website](#)
- @PanthersPRES

CIVILITY CODE

- Our goal is to model positive and transparent communications with our students, teachers, families, and community members, therefore all Pleasant Ridge Elementary stakeholders are expected to uphold the [Civility Code](#) of Knox County Schools.

Excelling at this important and difficult job of educating children requires that all parties work together even when disagreements arise.

We have adopted the following norms for communicating with each other at Pleasant Ridge:

- *Be open to learning and listening.*
- *Be present and engaged.*
- *Assume positive presuppositions when communicating with others.*
- *Challenge with respect.*
- *Have a solutions oriented approach.*

Following this working agreement ensures that even though we may not always agree, we can always find a way to work together to move forward for the best interest of our children.

Remember at all times that our children are watching us and how we model how to treat others and handle challenges or misunderstanding.

PARENT – TEACHER CONFERENCES

- Parent-teacher conferences are an important part of student growth and achievement. Along with weekly reports, the Interim Report, and the 9-week report card, parent-teacher conferences provide an opportunity for communication about your child's progress.
- Each grade level will continue a scheduled window for Parent-Teacher Conferences in the fall, winter, and spring. To arrange a conference at any other time, you should email/Parent Square your child's teacher.
- Conferences will not be held without an appointment, and teachers will not be called out of class to talk with parents during the instructional day to protect the learning of all students.
- Parents are encouraged to be familiar with teacher grading and homework procedures and to check Aspen weekly to monitor student progress. Setting up grade notifications in the Aspen Parent Portal is an excellent tool because parents will receive an email every time a grade is recorded that falls below the threshold set in the system. Assistance in using Parent Portal is available on the Knox County Schools' website.

SAFETY & SECURITY

- Safety and security procedures at Pleasant Ridge are our top priority.
- All exterior doors and windows are locked at all times.
- Admission to the building requires that a person buzz the office at the front door and wait to be admitted. Any person requesting entrance to the building who is not an employee will be asked to state their name, if they have a photo ID and their reason for visiting before the door will be unlocked.
- No one except office staff or administrators are allowed to open the doors; please do not hold the door open for anyone else upon entrance.
- Each visitor must be vetted by the office. All visitors will be asked to show ID and must wear a visitors badge during their visit.
- For the protection of student and staff privacy, only KCS employees will be allowed in the workroom and the teachers' lounge.

GIVEBACKS

- The Givebacks app is a free mobile tool that makes it easy for families to manage payments and support their school community - all in one place!
- With an easy-to-use interface, the app enables parents to effortlessly pay school fees, contribute to fundraising campaigns, purchase event tickets, and turn everyday shopping and dining into donations for your school.
- Click the [Givebacks Link](#) to download the Givebacks App.

SCHOOL FEES

- Our elementary school fee is \$25.00 and is used to cover instructional supplies required for all students, such as student folders, agendas, and workbooks.
- School fees should be paid online apply online through Givebacks.
 - Please click this [link](#) to pay electronically through Givebacks..
 - School fees will be waived for students who qualify for free or reduced-price school meals.

VISITING SCHOOL

- Pleasant Ridge Elementary welcomes parents and guardians. Parental involvement is critical for the success of our school and your child's education.
- All volunteers **must sign** a volunteer confidentiality agreement in the front office or return the volunteer confidentiality agreement with the volunteer's signature that was in the Back to School folder .
- In order to provide a safe and orderly environment for students and to create a record of building inhabitants in the unlikely event of an emergency like a fire, each visitor must sign in the office, no exceptions; this includes those who are visiting prior to the start of the school day or after students have been dismissed.
- All visitors must be on your child's student verification sheet and listed in Aspen. Staff members are trained to alert the school office when someone is in the halls without a visitor badge.
- Adults who are volunteering must have scheduled the visit with the appropriate classroom teacher or staff member. Parents wishing to visit a classroom for any reason must obtain permission from the classroom teacher **at least 48 hours in advance**, and visits should be limited to no more than half an hour to respect instructional time.
 - We realize that many working parents are unable to volunteer during the school day but would love to involve our families in other ways. Please speak with your child's teacher if you are interested in volunteer opportunities or classroom needs that do not require helping in the classroom.
- Parents wishing to obtain volunteer clearance or attend a field trip should contact Ms. Jodi Simmons, School Secretary, in the office for the web link for background checks.
- Children who do not attend PRES **may not** accompany volunteers during their visits. We apologize for the inconvenience this may cause to stay-at-home parents, but we ask for understanding, as this is both a security measure and a logistical necessity based on the limited space in our cafeteria and classrooms.

STUDENT ARRIVAL

- *We begin welcoming our students at 7:15 AM.*

- Students may not be dropped off prior to 7:15 AM. Students will report to the gym and will be dismissed to their classrooms at 7:30 AM.
- Students wishing to eat breakfast in the cafeteria before the school day should arrive between 7:15-7:30 AM. If students arrive after 7:30 AM, they will receive a grab and go breakfast.
- Students are to be in classrooms and ready to learn by 7:45 AM. If your child arrives at school after 7:45 AM, he/she is tardy, and you will need to park and come into the building to sign-in your child at the front office.
- Please park in a designated parking spot, as parking in the fire lane is prohibited at all times.

STUDENT DISMISSAL

WALKERS & BUS RIDERS

- Bus riders are dismissed to load the buses at 2:43 PM to be ready to leave campus at 2:45 PM. Walkers are dismissed at 2:45 PM will be escorted by a staff member to one of the crossing guards at Pleasant Ridge and Walnoaks or Pleasant Ridge and Walridge. Please keep in mind that once a child leaves our campus, the school is no longer responsible for his/her supervision.

CAR RIDERS

- Car riders are dismissed beginning at 2:45 PM and are assisted into vehicles by our 5th grade Safety Patrol members. To ensure our pick-up line is safe and quick, please have your child seated on the passenger side of your vehicle.
- All requests for dismissal changes, either method of transportation or person responsible for pick-up, **must be made in person with photo ID or by a signed parent/guardian note sent in with the student.**
- **We do NOT accept any dismissal changes through Parent Square/email.**
- **In order to provide a safe and orderly dismissal, there will be no early check-outs after 2:15 PM. Parents will be asked to enter the car rider line to pick up their student(s) at that time.**
- **All students should be picked up by 3:00 PM.**
- **If you arrive after 3:00 PM** to pick up your child, it's the parent/guardian's responsibility to call the office to let us know you're running late and the reason.
 - Then it's the parent/guardian's responsibility to come to the front door, show photo identification, **meet with an administrator**, then you will sign out your child and document the reason you are late.
- Please remember that staff members are assigned to meetings and non-supervisory duties at 3:00 PM, so tardiness in picking up a child inhibits our work to provide excellent planning, instruction and being late to afternoon professional developments.
- **Please plan accordingly for timely pickups.**

DROP-OFF/PICK-UP AREAS & PROCEDURES

- Refer to the included Arrival and Dismissal Maps for specific information about how and where to enter the drop-off/pick-up lines.
- Beginning at 7:15 AM, students will enter through the front door. At 7:40 AM, students arriving will go directly to class. The drop-off/pick-up lines are monitored by staff, our school security officer, and Safety Patrol.
- To speed up the afternoon dismissal process, each student is provided a car tag (light purple) and car riders who go through our car rider line every day get two car rider tags.
- Additional or replacement tags may be purchased for \$1.00 in the front office.
- The car tag must be hung from your rear view mirror OR on the passenger side of your dashboard. It is critical that a car tag be displayed in your car during dismissal until off school campus.
- Any car not displaying a car tag will be required to park, walk to the front door to show photo identification, and check their child out in the front office.
 - Because dismissal is a busy time during which distractions may create safety concerns, persons without a car tag should be prepared to wait before being helped.

BUS TRANSPORTATION

- Bus transportation is provided for students who live one mile or more from Pleasant Ridge according to Knox County Schools Board of Education policy. School bus routes and stops are arranged by the Transportation Department and may not be modified by parents, drivers, or school personnel. Requests for changes may be made by completing a form available in the school office. Pre-K students are not eligible to ride buses.
- To find your bus route or stop, contact the transportation department or check your route online under the Quick Links tab by clicking on Transportation or use this [Bus Stop Locator Link](#)
- Knox County Schools system has established policies and procedures for bus riding in order to maintain safety on the roads, and the school and Transportation department work together to provide aides on buses when possible. Bus aides are staff members who assist the driver and students and support safety procedures and expectations. Students are expected to follow each of the Knox County policies and procedures. If a bus driver or aide completes a School Bus Incident Report that informs the school administration of a student's inappropriate behavior, the following are the usual consequences:
 - For a Level B School Bus Incident Report, a written reprimand (maximum of 1 warning) may be given or a bus riding suspension (2 day minimum.)
 - For the Level C School Bus Incident Report, the student will receive a suspension of bus riding privileges (5 day minimum up to 15 day maximum) and possible out of school suspension.

- For Level D/E School Bus Incident Report, the student will receive a suspension of bus riding privileges (30 day minimum) and other appropriate discipline actions.
- Increased suspension days of bus riding privileges will be given for repeated behaviors.
- Severe misbehaviors will be handled following the guidelines that are on the reverse side of the School Bus Incident Report.
- Parents will be financially responsible for any act of vandalism by a student on school property, which includes buses.

Bus Expectations:

- Obey the bus driver.
- Follow the bus driver's first request.
- Driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed.
- Keep the bus clean.
- Keep hands and head inside the bus.
- Never throw objects inside or out of the bus windows.
- Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
- Parents will be financially responsible for any act of vandalism.
- Electronic devices are not allowed to be used on the bus.

EARLY CHECK-OUTS

- Please help us provide the best possible learning environment for your child. We understand that early checkout at the end of the day is occasionally necessary, but like tardies, frequent early dismissals cause disruption to the learning of the entire classroom.
- If you have an appointment with a doctor or a dentist, please send the medical note to school the next morning with your child.
- If you have an appointment which requires the early dismissal of your child, please send a note to the classroom teacher that morning.
- Knox County policy regarding early dismissal states that students who are dismissed early will be counted for an afternoon tardy that will be reflected on the report card. Any person checking out a child must enter the office and show photo identification before the office will call the child up for dismissal. **In order to provide a safe and orderly dismissal, there will be no early check-outs after 2:15 PM.**
- Parents will be asked to enter the car rider line to pick up their student(s) at that time. Please do not ask us to make an exception.

SCHOOL ATTENDANCE POLICIES

Daily attendance at school is essential for student learning and is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present

every day that school is in session. **Please remember absence notes must be sent to the school or through Parent Square within 5 days upon your child's return to school.**

The KCS Board has adopted the following policy outlining acceptable (excusable) conditions for students being absent from school:

1. Personal illness with Parent Square/written medical note
 - Parent notes will be accepted for up to 10 total absences during the school year; send a doctor's note if your child was seen by a doctor/clinic.
 2. Illness in the family temporarily requires help from the child (doctor's note is required).
 3. Death in the family (parent/guardian must provide an obituary).
 4. Recognized religious holidays regularly observed by persons of the student's faith.
 5. Verifiable family emergency (requires approval by school administration).
- Any absence not complying with the above reasons for excused absences will be considered "unexcused." Family vacations taken during the school year are unexcused absences.

*Please email Amanda Greenwood, our Social Worker, at
amanda.greenwood@knoxschools.org
if you have any questions regarding Knox County Schools' Attendance Policy.*

TARDIES

- **All students who have not entered the school doors by 7:45 AM will be marked tardy. Families must park and sign their child in the front office after 7:45 AM to receive a tardy slip.**
- Being tardy is not only detrimental to the late child's academic and social-emotional learning but also to that of all learners in the classroom. Traffic or construction does not exempt tardies.
- Excessive tardies may result in parental contact by our social worker.

MAKE-UP WORK

- If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence.
- Teachers and families will work together to set a reasonable time for the completion of the work depending on the situation.

DEVICE AGREEMENT & CHROMEBOOK INSURANCE

- Every K-5th grade student will be issued a Chromebook upon parent/guardian completion of the Technology Device Agreement Form.
 - Please complete the *Device Agreement* using this [link](#).

- We do not send devices home unless it's for a special project or an agreement with the teacher & administration.
- A student cannot take the device home without paying for the device insurance.
- Parents/guardians are strongly encouraged to purchase the device insurance through the district to protect against damage or replacement costs in the event of an accident or loss.
- You can pay for the device insurance through Givebacks by clicking the fees link in the app.
- Please click this [link](#) for more information on Chromebook devices, paying for insurance, Chromebook care, internet access, forms, and frequently asked questions.

FIELD TRIPS

- Field trips are part of the educational program and students from Pleasant Ridge Elementary will have opportunities to participate in field trips during the school year.
- Students must demonstrate appropriate behavior while away from the school building on these learning adventures. They must demonstrate self-discipline, good character, and qualities consistent with our school-wide expectations while on the trip and must act in a safe manner while away from the school.
- In order to ensure student safety, Pleasant Ridge Elementary uses the following field trip guideline:
If a student fails to demonstrate mastery of school-wide behavior expectations during the 20-day period in which the field trip occurs, the student may not be allowed to take part in the field trip opportunity. Mastery of the behavior expectations is defined as earning a C or better for Classroom Behavior (including Encore classes) and receiving no major office referrals.
- It is our desire that all students take part in these valuable learning opportunities. Safety always comes first at Pleasant Ridge. In any rare case of extenuating circumstances, the principal reserves the right to approve exceptions to the field trip behavior guideline in consultation with the classroom teacher.

CHAPERONES, SAFETY, & PROCEDURES

- We are grateful to all of our families for their support, especially those who sacrifice time to assist with field trips. Many parents and guardians take leave from work to attend these trips and spend valuable time with their children.
- All chaperones must have an approved background check with Knox County Schools.
- Field trips are an excellent way to supplement the learning objectives that are taught in the classrooms and to provide students with visuals and hands-on experiences that they will remember for a lifetime. We could not offer such opportunities were it not for parents volunteering as chaperones. Pleasant Ridge Elementary School procedures regarding field trips are designed to ensure that student and staff safety is paramount at all times.

Below are a few bulleted items to consider before giving permission for your child to attend a trip:

- All students must have a permission slip completed by a parent/guardian in advance of the trip. Only the official field trip form will be accepted; we cannot accept verbal permission or a written note.
- Permission slips submitted after the due date will not be accepted to keep planning, record-keeping, and bookkeeping accurate.
- All students must leave from school with their teachers/chaperones, travel to and from the location using the assigned transportation, and remain with the assigned chaperone for the duration of the trip.
- Only parents who are selected to be chaperones may go on the field trip. While we cannot control what adults do outside of school, parents will not be allowed to join the school group and be with their child if they are not a chaperone. The reason for this is because chaperones, like teachers, are assigned to specific students and are accountable for their well-being. When other parents arrive separately and want to participate with their child, it causes confusion with the teachers and chaperones regarding supervision.
- Chaperones will be chosen by methods communicated by the teachers and will provide their own transportation.
- Siblings of students may **NOT** attend with chaperones on field trips. Once again, the reason for this is student safety: Total attention of the chaperones must be on the PRES students attending the field trip at all times.
- On the morning of the field trip, chaperones will sign in at the office and receive a sticker badge to wear for the day.
- Students who do not attend a field trip will be placed in an alternate classroom for the day and will be given equivalent work (work related to the standards addressed by the field trip).
- All field trip payments are non-refundable.

BREAKFAST and LUNCH

- The school cafeteria is open each school day and provides **FREE** breakfast and lunch to all students at Pleasant Ridge Elementary provided by the Community Eligibility Program.
- Breakfast will be available beginning at 7:15 a.m. in the cafeteria . Breakfast service ends at 7:45 a.m., and children are expected to have eaten and cleaned up by 7:45 a.m. so they can be in class and ready to learn.
- All students at Pleasant Ridge will receive a free breakfast and lunch during the 2025-2026 school year.
- Each student will have a lunch account in the cafeteria with a keypad entry number for purchasing extra milk or ice cream. We encourage parents to pay ahead on their child's lunch account to eliminate the need for children to keep up with extra milk or ice cream money.

- If students bring in cafeteria money, the money must be in an envelope or ziploc bag **LABELED** with the child's name & teacher name.
- Ice cream is \$1.00 & the schedule for when students can purchase ice cream will be communicated through Parent Square.
- A link may be found under the For Families tab on the KCS website for parents who want to add funds electronically.
- **Lunchboxes:**
 - No glass containers are permitted.
 - If you pack your child's lunch, please place food items in packages that children are able to open themselves to prevent staff members from having to touch food items. We do not allow students to use the staff microwave to heat up any food items.
- **Eating Lunch with Your Child:**
 - After signing into the office, lunch visitors must go directly to the cafeteria and *may eat at a designated visitor area with their child.* **Other students should remain seated at their designated class tables.**
 - Students must return to class when their lunchtime is over and visitors must report to the office **immediately** leaving the cafeteria to sign out.
- Visitors may purchase breakfast or lunch.

Knox County Schools' Meal Prices

STUDENTS	PRICES
Breakfast, Reduced	\$0.30
Breakfast, Paid	\$2.25
Lunch, Reduced	\$0.40
Lunch, Paid ES	\$3.25
Lunch, Paid MS/HS	\$3.50
FACULTY / VISITOR	PRICES
Breakfast	\$3.00
Lunch	\$5.00

Lunch Balance Refund Requests: Positive lunch account balances will roll over from one year to the next. However, if you wish to receive a refund, please submit your request in writing by emailing Kim Vomfell at kimberly.vomfell@knoxschools.org. The request must include your student's name and ID number, the school name, and the address to which the refund check should be mailed.

BIRTHDAYS & CLASS PARTIES

- Parents may send goodies such as cupcakes or cookies to celebrate birthdays at the discretion of the classroom teacher.
- Per Knox County procedures, no outside, home-made items may be given to children; all treats must be store-bought and in the original, sealed container. You will need to contact your child's teacher PRIOR to bringing treats for the class to obtain approval.
- All parties are limited to two hours. Classrooms may celebrate twice per year with parties, and it is recommended that those occur at the end of each semester. Details will be communicated by classroom teachers.
- Thematic activities for seasons or holidays will be limited, linked to standards, and not promote any religious beliefs.

RECESS SCHEDULE

- Physical activity is a critical part of children's health and learning, so staff members try to maximize physical activity throughout the day, not only during recess. Classes will typically go outside for recess when the temperature falls between 32 and 95 degrees. Teachers will determine whether or not outdoor play is appropriate based on the temperature, wind chill, age of students, length of time outdoors, adequacy of the children's clothing, and condition of the playground.
- Students with a medical excuse for staying inside during recess will be sent to an alternate classroom during that time. Parents are not allowed on the playground or in the classroom during recess for security purposes.

SCHOOL PICTURES & YEARBOOKS

- At Pleasant Ridge Elementary, we offer Fall and Spring pictures at a nominal price. Information is sent home well in advance of Picture Day.
- A yearbook may be purchased at a price of \$25.

TRANSFERS AND SCHOOL ZONES

- When transferring to another school from Pleasant Ridge, please notify the office prior to the student's last day. This will enable the teacher and the school office to prepare your child's records for transfer to the new school.
- According to Knox County Schools policy, students must attend their zoned school unless a transfer request has been completed and approved. Children are considered "in zone" only if the primary residential parent (custodial parent or guardian with whom the child lives more than 50% of the time) resides in our school zone. No other addresses will be accepted.

- When a proof of address is required, the following are acceptable proofs: KUB bill, rental agreement, mortgage lease, telephone bill (not cellular), verification of Social Services, or Internal Revenue Service W-2.
- If your family resides with another family, a notarized letter from the legal resident of the address is required. Additionally, if you are using a notarized letter stating that you are residing with a family in the school zone, you must provide one of the above-mentioned proofs for the address in the name of the person who is the legal resident.

TRANSFERS TO PLEASANT RIDGE

- Transfers granted to students to attend Pleasant Ridge are contingent upon good standing in academics, attendance, and behavior and may be revoked based on deficiencies in any of the aforementioned areas.
- The administration and social worker will communicate regularly with parents if a student is not in good standing, and all attempts are made to work with families to rectify the deficiency before a transfer revocation may be recommended by the school.

EMERGENCY CLOSING

- Decisions to close school because of inclement weather or disaster are made by Knox County School System's District Executive Team, not by the individual schools.
- Please do not call school to find out if school is to be closed or dismissed early. This ties up our phones and prevents us from making necessary calls.
- KCS Parent Square messaging system, local television, and radio stations will broadcast school closings or early dismissal as soon as an emergency closing decision is made.
- You can also find this information on-line at <https://www.knoxschools.org/>
- Please make sure you have a plan with your family for emergency early dismissal days.

MEDICATION and ILLNESS

- No medication shall be administered to students by school personnel except when it must be given on a long-term basis and is necessary to be given during the school day in order for the child to remain in school. Over-the-counter medications are included in these regulations.
- If your child requires medication during the school day, a Knox County medical release form, available in the school office or from our school nurse, must be filled out both by the parent and prescribing physician. This form is to be returned to the school office.
- Parents must assume responsibility for carrying all approved medications to the school office. All prescription medications must be in the container labeled by the pharmacy and must match the medication form signed by the doctor. Any over-the-counter medication prescribed for the student must be in the original container and must be labeled with the student's name. Knox County Board Policy forbids students to be in possession of any form of medication.

- Children should not be sent to school with a fever, contagious conditions, or any symptom of illness such as diarrhea or vomiting. *Students must be free from fever and symptoms for 24 hours without the aid of fever-reducing medications (i.e. Tylenol or Ibuprofen) before returning to school.*
- All medications given to the school must be picked up by the last day of school for students. Any medications not picked up will be destroyed by appropriate methods after this deadline.

ELEMENTARY DRESS CODE

- The Knox County School System has a system-wide dress code designed to reduce distraction and enhance classroom safety and security. A copy of the KCS Board of Education policy may be obtained at any school or from the school system website.
- The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.
- To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:
 1. Pants must not sag below the waist and must be at a safe length.
 2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
 3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
 4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
 5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
 6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.
- The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

BACKPACKS

- Students are encouraged to bring a backpack to school, but rolling backpacks are not permitted.
- We want our students to be able to stay organized, protect their learning tools, and have a place to keep their take home folder. Therefore, if your child needs a backpack, please let the front office know.

PERSONAL COMMUNICATION DEVICES

Click this link to reference:

Restrictions on Cell Phones & Wireless Communication Devices

- A **personal communication device** (PCD) such as a **cell phone** or **smartwatch** is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.
- A **personal electronic device** is a device that can be used as a camera, a recorder, a player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message. Students may possess PCD's while on school property. However, the use of the devices during class-time is forbidden unless approved for an academic activity by the principal or the principal's designee.
- The PCD must be in the "off" mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless school personnel grants a student permission to do so.
- Improper use or storage of PCD's and electronic devices may result in confiscation of the device until it can be released directly to a parent. A student in violation of this policy is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges.

TOOLS FOR LEARNING

- In order for students to be successful in school, it is important that they arrive at school with necessary tools for learning: textbooks, paper, pencils, and more specific items for certain activities.
- Toys, electronic games, and other personal items such as these are distractions to learning that often lead to behavior infractions and should not be brought to school. If students bring such items to school, the items may be taken and stored in the office until collected by a parent.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

- The Pleasant Ridge Elementary staff is committed to developing outstanding citizens who are responsible for their own behavior and respectful of themselves and others. We believe that every student has a right to learn, and every teacher has a right and responsibility to teach. Our school rules and discipline policies are developed and enforced to foster respect, responsibility, and accountability from all students. We implement Positive Behavior Interventions and Supports (PBIS) strategies to proactively establish behavioral expectations and promote a culture in which all students achieve social, emotional, and academic success.
- PBIS promotes a safe, effective, and positive learning environment for every child by teaching behavioral expectations throughout the building using positive rewards and direct instruction of appropriate student behaviors. We explicitly teach and reteach behavior expectations like we teach and reteach academic standards.

- Our school's expectations are Be Positive, Be Respectful, Be Excellent, and Be Safe. PBIS utilizes a behavior matrix that clearly establishes expectations for all areas of the building. Please review our behavior expectations with your child to help set your child up for success and show your support for positive choices. Our expectations and procedures adhere to KCS Board of Education policies regarding discipline.
- School rules apply on school grounds, going to and from school, and at any event where our school is represented. Teachers handle most behavioral problems in their own classrooms. Each classroom has its own set of established rules and procedures that reflect the school wide plan, so we are all speaking the same language. For repeated or higher level offenses, the child may be referred to the office. Consequences for misbehavior will be determined by the type of behavior, severity, and frequency.

Pleasant Ridge is a NO Bully Zone!

BULLYING versus NORMAL CONFLICT

What do we mean by "Normal Conflict?"

Conflict is a struggle between two or more people who perceive they have incompatible goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life, as we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment, because people situations from different points of view. When one or both people involved in a conflict have the skills to resolve the dispute so that both of their needs are met, the same conflict between the same two people most likely will not be repeated.

What is Bullying?

Bullying behavior is different from conflict. Bullying is behavior that is intended to cause harm. The person who bullies purposely says or does something to hurt the target of his/her behavior. There is always an imbalance of power (physical or social) or strength between the person enacting the bullying behavior and the target of the behavior. For example, the person bullying may be physically bigger or stronger or may be older or have greater social status or social power than the person being targeted. Although bullying can occur in a single incident, it is usually a pattern of behavior repeated over time and can take many forms –physical, verbal, or social.

For more information on bullying, please visit [The American Psychological Association](http://www.theamericanpsychologicalassociation.org) or [Stopbullying.gov](http://stopbullying.gov)

BULLYING or SUSPECTED BULLYING

- Bullying behavior will not be tolerated. Students at Pleasant Ridge are taught the differences in bullying, conflict, rudeness, and meanness. We encourage parents to talk about this at home to assist children in learning how to identify what is bullying and how to respond.

- Reports of bullying or suspected bullying are investigated swiftly in accordance with Tennessee Code Annotated anti-bullying codes and regulations and with KCS Board of Education Policy J-211 Harassment, Intimidation, and Bullying or Cyber-Bullying.
- By state law, any employee who has knowledge of a bullying incident must report it to an administrator within 24 hours. Administrators must notify parents/guardians involved within 48 hours of the report and begin an investigation/response that involves appropriate personnel.
- A response plan must be in place within 20 school days. In all matters of misbehaviors, Knox County Board of Education Policies and Procedures will be followed.

STUDENT RECOGNITIONS

- In an effort to highlight the positive accomplishments of individual students, we regularly nominate students for the Good Neighbor Award. This award is to honor students who have enhanced the classroom's learning, the classroom community, or the school culture. These noteworthy students will receive a certificate and will be entered into a monthly drawing for a prize. Students may also be recognized on social media (with the consent of the parent).
- Through our Positive Behavior Interventions and Supports, students are given Panther Cash for following school-wide and classroom expectations and may use the Panther Cash to take advantage of a number of incentives.
- Grade levels plan regular recognitions for students to promote and highlight behavior & work habit achievement and progress.
- Each semester our school will host an Awards Ceremony to highlight student accomplishments. You will receive details about the program if your child is being recognized.

PTA CLOTHING CENTER

- The Knox County Council PTA operates a Clothing Center, distributing clothing to any Knox County School System pupil whose parents are found to be financially unable to provide adequate clothing to enable the child to stay in school.
- Parents may request assistance through the school's front office. The student's teacher may also recommend him or her to the principal for clothing. The school will provide the family with a Clothing Center card.
- The family can present this card at the Clothing Center, 1000 N. Central Avenue to receive clothing. The policy is to provide parents reconditioned and new clothing for each child. The average is approximately eighteen garments per child. Clothing may be provided twice each year, except under unusual circumstances.

AFTER SCHOOL CARE

- A list of after school care providers is provided in the 1st Day Folders.
- The YMCA provides on-site after school care for students in Kindergarten through 5th grade. The Y hours are 2:30-6:00 pm, and scholarship assistance is available. Call 237-1154 for more information or to register. Feel free to call the office for other after school care options and opportunities.

Don't forget to stay connected, get involved, & be invested!



School Website: [Pleasant Ridge Elementary School](#)



Twitter: [@PanthersPRES](#)

**ONE SCHOOL,
ONE
FAMILY!**

*3013 Walnoaks Rd · Knoxville, TN 37921 · (865) 594-1354 ·
Fax (865) 594-5004*