

Family Handbook and Calendar 2026 - 2027



**Pleasant Hill
Elementary School**

Pleasant Hill Elementary School
Lexington County School District One
664 Rawl Road
Lexington, SC 29072
803-821-2800 803-821-2803 (fax)
phes.lexington1.net
Twitter: @phescougars
Facebook: @phescougars

Welcome to Pleasant Hill Elementary School! We are so glad that your family will be part of our school family this year. We look forward to working with you and your child. At Pleasant Hill Elementary School, we support the vision and mission of Lexington County School District One.

We share this handbook with you to familiarize you with the practices and procedures of Pleasant Hill Elementary School. We hope it will serve as a useful resource tool for you throughout the school year.

Thank you for helping us "prepare and honor every student." Have a wonderful school year!

*Margaret B. Mitchum, Dr. Kyle Meetze and Kelly Middleton
Administrative Team*

Margaret B. Mitchum - mmitchum@lexington1.net
Dr. Kyle Meetze - kmeetze@lexington1.net
Kelly Middleton - kmiddleton@lexington1.net

Pleasant Hill Elementary School opened in 2006 and is accredited by the State Department of Education and Cognia. PHES serves approximately 900 students in 4K through fifth grade. Approximately 100 staff members work at PHES.

Our school slogan is "**Preparing and Honoring Every Student.**"
Our school colors are blue, green and yellow.
We are the PHES Cougars!

MISSION

To guide all students to learn, grow and excel.

THEME

Blasting off to Learn and Lead.

BELIEFS

If we believe...	Then...
All children can learn.	• We encourage children. • We see children learning in different ways.
Setting high expectations enables every child to reach his/her maximum potential.	• We clearly communicate high standards. • We continually assess each child's strengths and weaknesses to guide instruction.
Learners should be actively involved in rigorous and relevant educational experiences.	• We see children highly engaged throughout the day. • We see self-directed learners in a collaborative environment making connections across an integrated curriculum.
All learners should be respected, valued and provided with leadership opportunities.	• We praise students. • We celebrate each student. • We attend to the physical, social, emotional and intellectual well-being of every student.
Children learn best in a safe, positive and nurturing environment.	• We see caring and supportive staff members throughout the school. • We treat children with dignity and respect. • We see happy children who are excited about learning.
All members of the staff accept responsibility for the learning of all students in the school.	• We see all staff members interacting with students in a positive manner.
Teachers, students and community members collaborate to improve instruction for all students.	• We see teachers sharing effective strategies, mentoring, coaching, studying together, planning together and solving problems together.



Office Staff

Principal	Margaret B. Mitchum
Assistant Principals	Dr. Kyle Meetze and Kelly Middleton
Executive Secretary	Laura Wiseman
Student Data Specialist	Jenn Schwenzer
Front Office Secretaries	Amy Rhymer and Jenn Elkins
Federal Compliance Specialist	Cindy Makuta
Secretary	Whitney Presutto
Nurse	Karen Cousins
Health Room Assistant	Marleah Godfrey
School Counselors	Lumi Ciortea (4K, 5K and Grade 1) Kerri Rowell (Grades 4 and 5) Emily Tocheny (Grades 2 and 3)
School Librarian	Amanda Youmans
Library Assistant / Instructional Assistant	Laura Trotter
Food Service Manager	Michelle Correll
Cashier	Stephanie Loadholt
Custodian	Chris Webb
Assistant Custodian	Ashley Rowe

PTA Executive Board Members

President: Sarah Lewis
Vice President: Stacy Fernandez
Secretary: Aubree Cox
Treasurer: Nicole Lohnes
Communications Co-Chair: Kaitie Ivey & Daniela Priddy
Events Co-Chair: Ty Blake-Holden & Annie Zhao
Fundraising Chair: Celeste Tell
Membership & Volunteer Recruitment Co-Chair: Maria Espailat & Karen Screen
Staff Appreciation Co-Chair: Hannah Reckart & Ashley White
Email: pleasanthilleempta@gmail.com
Website: www.pleasanthilleelementarypta.com
Twitter: @PHES_PTA **Facebook:** @phespta.sc

PHES Counseling Advisory Board

Lumi Ciortea - Kerri Rowell - Emily Tocheny - Margaret Mitchum -
 Dr. Kyle Meetze - Kelly Middleton
Students: To be determined
Parents: To be determined
School Resource Officer: Deputy Brianna Ross

PHES Health Team

Karen Cousins, Kerri Rowell, Margaret Mitchum, Dr. Kyle Meetze,
 Lumi Ciortea, Tom Cronin, Michelle Correll

PHES School Resource Officer

Deputy Brianna Ross

School Improvement Council Members

Parents: Jennifer Askins (Chair), Justin Hydrick, Amy Lyerly and Dorissa Thompson
Teachers: Jamie Atkins and Laurie Phipps
Community Members: Veronda Campbell, Ramy Harik, Izzy Wise
Ex-Officio Member: Sarah Lewis, PTA President

Spanish Immersion Parent Advisory Team (SIPAT)

Kristen Parks (Co-President), Lauren Finnegan (Co-President), Odaliz Martinez Cruz (Vice President),
 Ashley Jordan (Secretary), Carlos Gonzalez (Teacher Representative)
Class Representatives: Amanda Knight, Denise Zocco, Anna Lawson, Nicole Lohnes, Amanda Knight, Ashley White, Heather Norris, Ashley Jordan, Lauren Smith, Lauren Finnegan, Jessica Burke, Rosalinda Contreras, Dipa McGee, Kristen Parks

Contact Information

PHES Phone Numbers

Main Office	821-2800
PHES Fax	821-2803
Student Records	821-2804
Attendance	821-2814
Health Room	821-2815
Cafeteria	821-2825
Library	821-2826
Special Services	821-2808

Lexington School District One Phone Numbers

Lexington One District Office	821-1000
Lexington One General Information	821-1299
Lexington One Bus Transportation	821-1340
Lexington One Special Areas Transportation	821-1345

To email any Lexington One employee, the email address is usually the employee's first initial and last name @lexington1.net. (Our principal would be mmitchum@lexington1.net)

Table of Contents

Important Information	9
General Information	10
Organization and Instruction	10
Tobacco Free Campus	11
Pledge of Allegiance and Moment of Silence	11
PowerSchool Parent Portal	11
Change of Address or Phone Number	11
ParentSquare	11 - 12
Emergency School Closings	13
School Level Communication	13
Peachjar	13
Lost and Found	13
School Store	13
Cougar of the Week	13
Principal's Cabinet	13
Service Learning	14
Cell Phones and Personal Communication Devices	14
Temperature Guidelines for Outside Activities	14
Snacks at School / Celebrating Birthdays	14
Visitors	14 - 15
Animals at School	15
Homeroom Representatives	15
Volunteers	15
Watch D.O.G.S. (Dads of Great Students)	16
Lexington One Golden Passes	16
Before School and After School Activities	16

Taking Pictures of Students	16
AlphaBEST - After School Program	17
Office Depot/OfficeMax Give Back to Schools	18 - 19
PTA	20
Cafeteria	21
School Breakfast and Lunch Program	21
Additional Cafeteria Information	21
Meal Account Information	21
Meal Prices	21
Menu	21
Free/Reduced Meal Application	22
Menu	22
Did You Know? - Lunch Information	23
School Counseling Program	24
School Counseling Program	24
Health Services	25
Health Services	25
Discipline	26
Discipline	26
School Norms	26
Weapons	26
Bullying	26
Dress Code	27
Other Student Responsibilities	27
Personal Mobile Computing	28
Personal Mobile Computing	28
Digital Citizenship	29
Student Responsibilities	29

Parent/Guardian Responsibilities	29
Arrival / Dismissal	30
Traffic Plan for Pleasant Hill Elementary School	30
Front Entrance Procedures	30
Back Entrance EXPRESS Drop-off Procedures	30 - 31
Early Dismissal	31
Dismissal Changes	31
Designated Way Home	31
Dismissal	32
Special Parking Spaces	32
PHES Car Line Dismissal Map	33
Be Respectful, Be Safe and Be Responsible Signs	33
Bus Transportation	34
Bus Transportation	34
Kindergarten Bus Riders	34
Responsibilities of Bus Riders	34
Lexington One Transportation 16 Basic School Bus Rules	35
Attendance	36
Students' Absences and Excuses	36
Excused Absences	36
Excuses	36
Unexcused Absences	37
Improving Attendance	37
Tardy Students	37
Make-Up Work	38
Academics	39
Collaborative Planning Days	39
Parent/Teacher Conferences	39

Contacting Your Child's Teacher	39
Student Goals	39
SC College and Career-Ready State Standards	40
K-8 Family Friendly Guides for English Language Arts updated on Expect More SC Website	40
Profile of the South Carolina Graduate	40
Lexington One Graduate	41
Homework Practices	42
Monitoring Student Progress	43
Library	44
Art	45
Physical Education	46
Innovation and Design (ID) Lab	46
Music	47
Spanish	47
Safety	48
Emergency Drills	48
Evacuation Sites	48
Standard Response Protocol	49
Environment	50
SC Green Steps Schools Initiative	50
Breathe Better	50
Yearbook	51
Substitutes	52
School Supply Lists	53 - 54
Calendar	55 - 65

Important Information

Listed below is important information that we would like to highlight and emphasize.
You will find this information explained in more detail later in this handbook.

Office Hours are 7:00 a.m. until 4:00 p.m.

- Our school day begins promptly at 7:30 a.m. Instruction begins at 7:30 a.m. Please make sure your child arrives at school in time to begin work at 7:30 a.m.
- Our first bell rings at 7:25 a.m. Our tardy bell rings at 7:30 a.m.
- **If your child arrives at school after 7:30 a.m., they are considered tardy. A parent/guardian must come into the office to sign the child in.** This procedure is in place for the safety of our students.
- We strive to protect your child's instructional time at school. Therefore, we try to keep classroom interruptions to a minimum. Every minute of instructional time is valuable. Please try to avoid dismissing your child from school early unless it is absolutely necessary. If your child is absent from school for just one day, they will be able to make up missed work upon returning to school. If your child is absent for several days, your child's teacher will be happy to leave your child's work in the office upon your request. However, please realize that we will not be able to interrupt your child's classroom during the day to obtain this missed work. Please contact the school office before the school day begins or after the school day ends.
- If your child is going home a different way, **please send a note in writing to your child's teacher. Please date and sign the note.** Your child's teacher will give you pink change of transportation forms to use.
- For the safety of our students, we require that all parents/guardians and visitors report to our office upon entering the building. Each visitor will be asked to sign in, state the area they will be visiting and wear a visitor's badge while on our campus. Each visitor must bring a driver's license or state identification. **When visitors leave our school, they should sign out and return the visitor's badge to the front office.**
- Also, for the safety of our children, you will be required to provide identification when you pick up your child early from school. When you call the school to discuss anything about your child, you will be required to give the names of two emergency contacts. We appreciate your assistance in helping us provide a safe learning environment for our students.
- Please label your child's sweaters, jackets, coats, lunchboxes, etc. with the student's first and last names.
- If you change your place of work, change phone numbers, or move to a new location, please update this information in Final Forms.
- Please talk with your child to make sure your child understands that weapons (knives, guns, etc.) and look-alike weapons (water guns, toy knives, etc.) cannot be brought to school for any reason. Also, please talk with your child about what they should do if they see another student with such a weapon. Let your child know to tell an adult right away.
- **Please talk with your child to make sure they understand that threats are taken seriously and not tolerated.**
- Cell phones, smart watches and other devices with phone capabilities must remain off and must remain in your child's backpack during school hours.

Due to allergies of some students and staff members, we would greatly appreciate your refraining from using fragrances when visiting PHES.

General Information

Organization and Instruction

- Pleasant Hill Elementary School is a public school that serves approximately 900 students in 4K through fifth grade in Lexington County School District One of Lexington County.
- Four-year-olds in Pleasant Hill's attendance area who qualify for the state-funded 4K program must be four on or before September 1 to be able to enroll in the 4K program.
- Kindergarten students at Pleasant Hill Elementary School attend full-day kindergarten from 7:30 a.m. - 2:20 p.m. Children must be five years old on or before September 1 to be able to enroll in kindergarten. Two of our kindergarten classes are dual language immersion (English/Spanish).
- Students in grades 1 through 3 receive their academic instruction from one teacher. Students in grades 4 and 5 are in a three-teacher or two-teacher team. The three-teacher team includes a math teacher, a reading teacher and a writing teacher. The homeroom teacher also teaches science and social studies. The two-teacher team includes an ELA teacher and a math/science/social studies teacher. Two classes in grades 1-5 are dual language immersion (English/Spanish). Spanish teachers teach math/science and English teachers teach ELA/social studies.
- Students in grades 4K - Grade 5 receive physical education, music, art, Innovation and Design (ID) Lab and Spanish instruction. Students attend one of the related art classes every day.
- All students visit the library to check out books.
- PHES has two special education self-contained classrooms. A full daily schedule is maintained by the teachers and teacher assistants.
- Students needing academic assistance in grades K-5 are provided interventions in our Multi-Tiered System of Supports (MTSS) program.
- Children who qualify for special education are served by a special education teacher. Students may receive services according to their IEP (Individualized Education Program). Students may qualify for resource services, speech/language services, occupational therapy and physical therapy. Students may also receive services of a vision teacher or teacher for the deaf and hard of hearing.
- Academically talented students in grades 3-5 are served in the EAGLE (Educational Activities Geared for Learning Excellence) program. These students are selected each spring by a special screening process as determined by S.C. Department of Education. Third grade EAGLE students receive 125 minutes per week from an EAGLE teacher, and fourth and fifth grade EAGLE students receive 200 minutes of instruction per week from an EAGLE teacher.

Tobacco Free Campus

Lexington County School District One does not permit the use or possession of any tobacco or other nicotine products or paraphernalia including, but not limited to, lighters, matches, cigarettes, smokeless tobacco, snuff, electronic cigarettes (e-cigarettes), personal vaporizers or any electronic nicotine delivery system by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds. The district does not permit the use of candy or other novelty items that "look like" tobacco products or alternative nicotine products within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

Pledge of Allegiance and Moment of Silence

Students will recite the "Pledge of Allegiance" and observe a moment of silence each day in accordance with state law. Any student, however, who does not wish to say the "Pledge of Allegiance" does not have to participate and will not be penalized. That student may leave the classroom, remain in their seat or express non-participation in any form as long as that form does not materially infringe upon the rights of others or disrupt school activities.

PowerSchool Parent Portal

You can easily access your student's academic progress and attendance using the PowerSchool Parent Portal. You can find this link to the Parent Portal on the Parents page of the Lexington One website. If you have not already created a PowerSchool Lexington One parent account, you can use the "Create Account" link on the PowerSchool parent login page. Once you create your PowerSchool parent account, you will need an Access ID and password for each of your children in order to view their grades and attendance. You can get those Access IDs and passwords from our school office. You will need to show your ID to pick up the password. Be sure to set the "Email Notification" settings, while you are in the PowerSchool Parent Portal, if you would like to receive emails with information about your child's grades and/or attendance.

Change of Address or Phone Number

If you change your mailing address, home phone number, work number, or emergency contact numbers, please update this information in Final Forms as soon as possible. We always need a way to contact you in case of an emergency.

ParentSquare

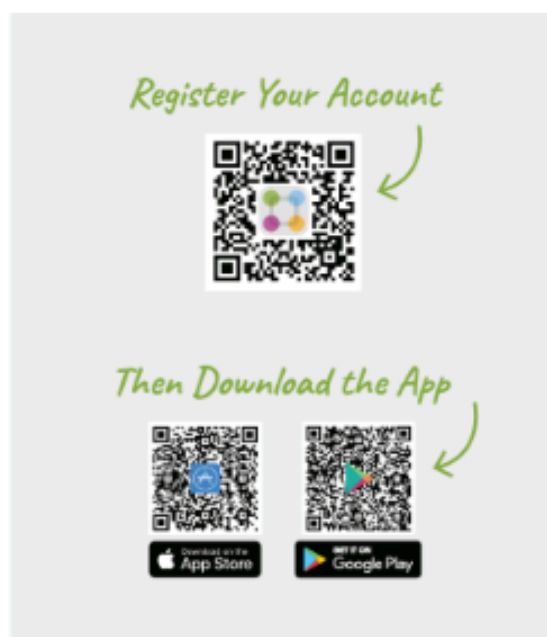
Lexington County School District One uses ParentSquare for all district, school and teacher communication. ParentSquare consolidates all Lexington One communications into one single tool and allows families the option to choose how they want to receive their communications (text, email or app notifications) and when they receive them. Instead of having to check email, text, voice messages and other apps to find important information, families can simply log in to ParentSquare to find everything in one centralized location. Instructions on setting up an account are located after this page in the handbook.

Our School is Using **ParentSquare**!

ParentSquare is a simple and safe way to connect and communicate.

Register now so you can:

- customize email, text and/or app notifications,
- RSVP for classroom and school activities,
- sign permission slips, and
- securely receive important student documents.



Emergency School Closings

If you work, or in case you are not at home, your child must know an alternative place to go in case of a school closing due to bad weather. Please make your child aware of what arrangements you wish them to follow. Emergency closings are announced by radio and television stations. Please listen to the radio or television for announcements. Do not call the school to obtain this information. Pleasant Hill Elementary School is in Lexington County School District One. Parents/guardians are also notified through the ParentSquare system.

School Level Communication

Pleasant Hill Elementary School produces a newsletter each month. Please read each newsletter carefully as events for the month ahead will be highlighted. In addition, our teachers share weekly newsletters and our principal sends a weekly communication to all families via ParentSquare.

Peachjar

To make sure information gets to our students' families, Lexington County School District One uses a system called Peachjar. The district makes approved fliers available as electronic fliers through Peachjar for your convenience. With this system, family members have immediate access to fliers online and the ability to sign up to receive fliers instantly via email.

Lost and Found

Please label your child's coats, sweaters, lunch boxes, and book bags so they may be returned to your child if found. Lost and Found is located by the cafeteria door. Students should check it often to see if they have any items placed there.

School Store

Pleasant Hill Elementary School has a school store that is managed by fifth grade student leaders. Hours of operation are 7:10 - 7:25 a.m. Monday through Friday. Students may not spend more than \$2.00 at a time and no bills larger than \$1.00 are accepted. Only items that are needed at school are sold in the school store. Examples include glue sticks, pencils, notebook paper, erasers and markers.

Cougar of the Week

Each week during the school year, a student from every homeroom is designated the "Cougar of the Week". When a student is "Cougar of the Week", they will receive a special school spirit item. The student will also be recognized in some way in the classroom.

Principal's Cabinet

Each nine weeks, students from $\frac{1}{4}$ of our homerooms will serve on the Principal's Cabinet. These students will meet twice during each nine weeks to discuss student concerns with the administrators. By the end of the year, every homeroom will have been represented on the Principal's Cabinet. One student from each homeroom will be selected (by the homeroom teacher or by an administrator) to serve one nine weeks during the school year.

Service Learning

Students will have opportunities to participate in service activities which support the betterment of our school, community, country and world. Every homeroom has a student Service Learning representative.

Cell Phones and Personal Communication Devices

Elementary students may possess personal communication devices as long as the devices remain off and are not visible during the school day. Cell phones, smart watches and other devices with phone capabilities must remain in your child's backpack during school hours. Students should understand that possession of the above-permitted devices could pose a risk of loss or theft.

Temperature Guidelines for Outside Activities

When the temperature rises to the upper 90s with high humidity and the heat index is at 100 degrees Fahrenheit and above, students should not participate in outdoor activities. When the temperature drops to 32 degrees Fahrenheit and below or with a chill temperature of 32 degrees and below, students should not participate in outdoor activities.

Snacks at School / Celebrating Birthdays

Students in grades 1-5 may bring a snack to school each day. We prefer that the snack be nutritious. Students are encouraged to bring water bottles.

We do want to celebrate students' birthdays at school, and we want students to feel special and recognized. However, we also want our children to be healthy and physically fit. If you would like to send birthday treats to celebrate your child's birthday with their classmates, we are happy for you to do that. We ask that you do the following:

1. Communicate with your child's teacher **before** planning or sending anything.
2. We really want to help our students be as healthy as possible, so we would appreciate your sending nutritious treats or non-edible treats such as pencils, stickers, etc. If you send edible treats, they **must be store bought, pre-packaged and individually wrapped**.
Please note: A box of doughnuts or a container of cupcakes would NOT be allowed.
3. A parent/guardian may order treats such as cookies and ice cream from our cafeteria for birthdays. Please order ahead of time.

Visitors

Parents/guardians are welcome to visit during the school day. We believe there is no better way for you to learn about our school than by volunteering and attending your child's school activities and events. For the safety of our students, all visiting adults must enter the building using the main entrance doors and provide a picture ID which will be scanned in the front office. A picture visitor's label will be issued and must be visibly worn at all times during the visit. Following the visit, visitors **must** return to the main office to sign out and exit the building using the main entrance doors.

Parents/guardians are always welcome to observe in the classrooms. However, we require that you call the teacher or administrator ahead of time to schedule a time for observation. We value our instructional minutes and need to keep interruptions at a minimum. When observing in the classroom, parents/guardians should not bring small children who may easily become restless or disruptive.

If you need to speak with a teacher, please schedule a time for a conference.

Parents/guardians wishing to eat lunch with their student should wait in the commons area or outside the cafeteria to meet their student's class as they walk to lunch. Parents/guardians may only bring food for their student and may eat with only their student. There is a designated area for parents/guardians to eat with their student on the stage in the cafeteria.

We ask that parents/guardians not visit classrooms or eat lunch with students until after Labor Day so that students may learn and practice procedures without interruptions.

Visitors may **NOT** accompany classes to the playground.

Visitors may only take pictures of their student. Visitors are not allowed to take pictures of other students, as some of our students have photo restrictions.

Animals at School

For the safety and protection of our students and staff, visitors should not bring family pets on our school grounds. Approval from the principal must be obtained before an animal is allowed in the building or on school grounds.

Homeroom Representatives

Homeroom representatives represent the link between the classroom teacher, other class families, and the PTA. They coordinate activities with the teacher, recruit parents/guardians to participate and oversee any class celebrations. During the Homeroom Representative Orientation at the beginning of the school year, specific guidelines are explained to these parents/guardians.

Volunteers

Pleasant Hill Elementary School appreciates when family members volunteer their time for our students and staff. Volunteer opportunities at PHES include book fair, instructional volunteer, teacher workroom and PTA events. Volunteers should NOT bring small children with them while volunteering. If a family member would like to be a volunteer at PHES, they must first complete an online application through Lexington County School District One. Once the family member has received approval, they can then sign up to be a volunteer at PHES.

Watch D.O.G.S. (Dads of Great Students)

The WATCH D.O.G.S (Dads of Great Students) program is a family and community engagement educational initiative designed and developed by educators, experts and parent volunteers over more than two decades. The program helps provide positive male role models for the students, demonstrating by their presence that education is important. WATCH D.O.G.S. are fathers, grandfathers, step-fathers, uncles and other father-figures serving at least one day at PHES each year under the leadership of Dr. Kyle Meetze, Assistant Principal. Male role models must attend an orientation at PHES (either group or individual orientation) prior to participating in the Watch D.O.G.S. program.

Lexington One Golden Passes

A Golden Pass is available for senior citizens 62 years of age or older who live in the district's attendance area. A Golden Pass entitles the pass holder to free admission to any athletic contest or other type of event sponsored by and held on the premises of any school in Lexington County School District One. Golden Passes are NOT valid for any Sportsarama or South Carolina High School League Playoff game or any other fundraising event or activity sponsored by booster clubs, PTAs/PTOs, etc. Seniors over the age of 62 may obtain a Golden Pass in our front office.

Before School and After School Activities

Throughout the year, we may be offering optional before-school and after-school activities. Please refer to the monthly newsletters for more details.

Taking Pictures of Students

We understand that parents love capturing special school moments! To ensure everyone feels comfortable, please remember to focus photos and videos on your own child while at school. Due to federal privacy laws, parents/guardians should only take pictures and/or videos of their child unless they have permission from parents/guardians to include other children in the photographs/videos.

AlphaBEST - After School Program

AlphaBEST provides a quality after school program that is conveniently located at school. Please see the information sheet below for contact information and to register online. Please contact Michelle Haws at 435-237-7179 with any questions or concerns.



After School is Where Adventure Begins!

The best part of the
**Lexington County School
District One** school day is
just getting started!

AlphaBEST Education brings
learning and fun directly to your
school with our exclusive after
school programs. Led by our
qualified, well-trained staff,
AlphaBEST partners with
your school to provide a
convenient and safe place for
students to be active, creative,
and receive homework support.
We provide all of the materials,
including the snacks!



**On-site programs enrolling now for
Lexington County School
District One students!**

At Your Child's School, daily activities include:

- Coding & robotics
- Digital animation
- Engineering
- Maker Spaces
- World language & culture
- Dramatic & visual arts
- Fitness & wellness
- And more!



**Enroll
Now!**



Scan or visit
alphabest.org/lexington1sc
for schedule and pricing.

AlphaBEST Education, Inc. is an equal opportunity employer and provider. www.alphabest.org | 1-866-300-7750

Office Depot/OfficeMax Give Back to Schools

Pleasant Hill Elementary School participates in the Office Depot/OfficeMax Give Back to Schools program. Please see the instruction sheet below on how to use this program.

How to Participate in the Office Depot/OfficeMax Give Back to Schools Program



Help your school earn free supplies



When teachers, parents and other supporters purchase qualifying products at Office Depot® or OfficeMax® and provide your school's name or ID number at checkout, your school will receive

**5% back in credits
towards FREE supplies**

It's a small act that can make a huge difference.
Visit officedepot.com/givebts for details.



**GIVE
BACK
to schools**
Office DEPOT. OfficeMax

We've proudly issued **more than \$32M** in credits to schools since the program started.

Give Back to Schools Program: The Give Back to Schools Program is available at Office Depot® and OfficeMax® store locations, by phone at 1-800-GO-DEPOT (800-463-3768), and online at OfficeDepot.com. Limited to Pre-K - 12th grade schools only. There are four program periods: a) January 1 through March 31; b) April 1 through June 30; c) July 1 through September 30; and d) October 1 through December 31. Five percent of qualifying school and office supply purchases (after deducting discounts and the value of any Rewards Certificates or Merchandise Cards applied to the purchase) made during each program period will be tallied under the name of each school designated by our customers. Qualifying purchases are categorized as basic school and office supplies, i.e., paper, file folders, pens, pencils, crayons, etc. Products that do not qualify are: 1) all technology and consumer electronic products and accessories, media and software that is not education or reference related; 2) all furniture items and furniture accessories; 3) all ink and toner cartridges; 4) gift and prepaid cards; 5) postage stamps; 6) Office Depot Marketplace items; and 7) purchases from our print and copy centers. Purchases made to contract business accounts and by resellers do not qualify. At the end of each program period, the total credits tallied per school will be offered to that school in the form of an Office Depot®/OfficeMax® Merchandise Certificate for the school's use toward the purchase of any products or services from any Office Depot® or OfficeMax® store, by phone at 1-800-GO-DEPOT (800-463-3768), or online at OfficeDepot.com. Office Depot®/OfficeMax® Merchandise Certificates are for school use only, are not transferable or assignable and are not for resale or auction. Credits are only effective once the offer is accepted. Certificates will be issued 60 days after the end of each program period and will be valid for 120 days after the date of issuance. Certificates will not be offered to schools with less than \$10.00 in tallied credits per program period. Visit officedepot.com/givebts for a list of qualifying products. Office Depot, Inc. will honor up to \$10 million in total credits to the designated schools that opt to participate. Unaccepted/denied credits immediately expire and are void.

Office Depot is a trademark of The Office Club, Inc. OfficeMax is a trademark of OMX, Inc. © 2021 Office Depot, LLC. All rights reserved.

Q & A for schools

How does the Give Back To Schools program work?

It's simple! Give the cashier your school's name or ID number at checkout, and 5% of your qualifying purchases* will be offered to your school in the form of an Office Depot® OfficeMax® merchandise certificate.

Am I required to purchase Office Depot® or OfficeMax® Brand products?

No. You can purchase any brand, size, color or quantity of qualifying school supply products!

Can anyone participate?

Yes! Teachers, parents and school staff can all use your school's name or ID number when they shop at Office Depot® or OfficeMax®.** Your school will earn 5% back on all qualifying purchases.

What if I shop for supplies more than once?

That's great, too - we love seeing you! Shop as often as you like – just remember to present your school's name or ID number at checkout and your school will get credit for all qualifying purchases.

When does my school receive their merchandise certificates?

Merchandise certificates are issued quarterly. Your school must have a minimum of \$10 in credits for a merchandise certificate to be issued.

Who can I contact if I have any additional questions?

Visit officedepot.com/givebts OR reach out to your local store manager.

Office Depot / OfficeMax Give Back to Schools

School: Pleasant Hill Elementary School
School ID: 70209770

*Not valid on purchase of technology and consumer electronic products and accessories, media and software that is not education or reference related; furniture and furniture accessories; ink and toner; gift and prepaid cards; postage stamps; Office Depot Marketplace items; and purchase from our print and copy centers. Purchases made to contract business accounts and by resellers do not qualify.
**Purchases made to Office Depot Business Solutions Division contract accounts are not qualifying purchases and will not contribute to a school's credits, but your personal purchases are eligible.

Office Depot is a trademark of The Office Club, Inc. OfficeMax is a trademark of OMX, Inc. © 2021 Office Depot, LLC. All rights reserved.



PTA

This association of parents/guardians and staff members is designed to support the programs of the school. Fundraising efforts will support the needs of the school. The PTA welcomes and needs volunteers for various activities throughout the school year.



PHES PTA

Reasons to join your PTA:



Receive a discount card with
AMAZING local deals!



You can support our school
without signing up to volunteer!



You will be providing field studies, resources
and materials for teachers, staff appreciation
throughout the year, monthly events for
families ... and so much more!



Being involved models to your children
the value you place on their education!



Involvement in your children's school
is **PROVEN** to raise their grades,
test scores and self-esteem!

Cafeteria

School Breakfast and Lunch Program

Offer vs. Serve: Pleasant Hill Elementary School cafeteria stresses good nutrition and follows the patterns for meals as advised by the U.S. Department of Agriculture. Each lunch menu is made up daily of five food components - a meat or meat alternative, two or more servings of vegetables or fruit to total $\frac{3}{4}$ cup, a serving of bread or bread alternative and eight ounces of milk. To avoid plate waste, we allow students to choose food items. Three of the components from the lunch group must be chosen.

Additional Cafeteria Information

- Food Services can accommodate specific dietary requests with a written and signed doctor's statement. (Please see Cafeteria Manager for approved forms.)
- Each student who gets a school lunch can also purchase an additional entree (with money on their account). Teachers should be notified at the beginning of the day.
- Each student who gets a school lunch can have up to two vegetables and two fruits with each lunch.
- Snacks are also available for purchase by students in grades 2-5 (cash only). Students should bring no bill larger than a \$5.00 bill.
- Taste testing is held district wide throughout the school year to get feedback from students on breakfast and lunch choices.
- More information about school menu requirements can be found here:
 - Meal Pattern Requirements - <https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>
 - USDA Food Buying Guide - <https://foodbuyingguide.fns.usda.gov>

Breakfast and lunch is offered each day. Students must either bring a lunch from home or eat a school-prepared lunch.

Meal Account Information

To add money to your child's meal account, please go to LINQ Connect at <https://lingconnect.com/>. You will need to create a student account. If you need your student's ID number, please call the front office at 803-821-2800. Please remember that parents/guardians are responsible for all meal charges incurred by their student in the cafeteria.

If students bring a lunch from home, milk can be purchased for \$0.50 using their meal account card or cash. If students eat a school-prepared lunch, extra milk can be purchased for \$0.50 using their meal account card or cash.

Meal Prices

Student: Breakfast (\$2.10) Lunch (\$3.60)

Menu

You may access the school menu by going to www.lexington1.net and click on "Find It Fast", select "Menus". School menus will also be posted on the PHES website.

Free/Reduced Meal Application

Parents/guardians may complete free/reduced meal applications. Parents/guardians may access the online Meal Benefit Application by going to <https://linqconnect.com/> or to the district website: click on "Find It Fast", select "Free and Reduced Meals" in the Useful Links section, from the drop-down box, click on "Meal Benefit Application" then click on "Start Meal Application". Then follow the steps.



Your student may be eligible for free or reduced meals.

Parents/guardians may complete a free/reduced meal application in one of three ways:

1

Online

Parents/guardians may access the online Meal Benefit Application by going to <https://linqconnect.com/>

2

District Website

Parents/guardians may go to the district website at www.lexington1.net. Click on "Find It Fast", Select "Free and Reduced Meals" in the Useful Links section and then follow the steps.

3

Paper Application

Parents/guardians may request a paper application from the PHES Front Office and then return the completed paper application to the PHES Front Office.

IMPORTANT INFORMATION

- **Applications must be completed every year.**
- **Every school-aged student in the household can be included on the same application.**
- **If you receive the approval letter or email, please provide a copy to Laura Wiseman by email at lwiseman@lexington1.net or by leaving a copy at the PHES front desk.**

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. This institution is an equal opportunity provider. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (866) 632-9992 (voice) or (202) 690-7442 (Fax) or email at program.intake@usda.gov.

Use of Information Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy families (TANF) Program or Commodity Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Did You Know? - Lunch Information

DID YOU KNOW?

LUNCH INFORMATION

FOOD SERVICES CAN ACCOMMODATE SPECIFIC DIETARY REQUESTS WITH A WRITTEN & SIGNED DOCTORS STATEMENT (PLEASE SEE CAFETERIA MANAGER FOR APPROVED FORMS)

EACH STUDENT WHO GETS A SCHOOL LUNCH CAN ALSO PURCHASE AN ADDITIONAL ENTREE (WITH MONEY ON THEIR ACCOUNT). TEACHERS SHOULD BE NOTIFIED AT THE BEGINNING OF THE DAY!

LUNCH

SNACKS ARE ALSO AVAILABLE FOR PURCHASE FOR GRADES 1-5! (CASH ONLY)

MORE INFORMATION ABOUT SCHOOL MENU REQUIREMENTS CAN BE FOUND HERE:

MEAL PATTERN REQUIREMENTS:

[HTTPS://WWW.FNS.USDA.GOV/NSLP/NATIONAL-SCHOOL-LUNCH-PROGRAM-MEAL-PATTERN-CHART](https://www.fns.usda.gov/nsfp/national-school-lunch-program-meal-pattern-chart)

USDA FOOD BUYING GUIDE:

[HTTPS://FOODBUYINGGUIDE.FNS.USDA.GOV](https://foodbuyingguide.fns.usda.gov)

EACH STUDENT WHO GETS A SCHOOL LUNCH CAN HAVE UP TO TWO VEGETABLES AND TWO FRUITS WITH EACH LUNCH

TASTE TESTING IS HELD DISTRICT WIDE THROUGHOUT THE SCHOOL YEAR TO GET FEEDBACK FROM STUDENTS ON BREAKFAST AND LUNCH CHOICES

INFORMATION PROVIDED BY **PHE'S SIC** IN RESPONSE TO PARENT SURVEY FEEDBACK



School Counseling Program

School Counseling Program

The Pleasant Hill Elementary School Counseling Program is a comprehensive, developmental program for all students. The program consists of four program components: Counseling Curriculum, Individual Planning, Responsive Services and System Support.

Counseling Curriculum- The curriculum consists of structured development experiences that may be presented systematically through classroom and group activities. The purpose of the counseling curriculum is to provide parents and students at all levels with the knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills.

Individual Planning- Individual planning consists of activities that help all students plan, monitor and manage their own learning, as well as their personal and career development. At the elementary level, individual planning also includes consultation with parents and teachers to assist the students in more fully understanding their academic, personal and career development needs.

Responsive Services- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students. Responsive services include personal counseling, crisis counseling, agency referral, support groups, and consultation with parents, teachers and other professionals.

System Support- System support includes activities that maintain and enhance the total counseling program. Responsibilities include professional development, staff and community relations, consultation with teachers, program management procedures and research and development.

Health Services

Health Services

The school is staffed by a full-time registered nurse and a part-time health room assistant. The school nurse coordinates our health program including visual and hearing screenings, child welfare and acts as a liaison between school personnel and community organizations. The school nurse does not provide extended care for a sick child, make diagnoses or treat injuries requiring more than basic first aid.

Please make sure that our school nurse is aware of any medical condition (including allergies) that your child has.

We ask that you keep your child at home if they are not feeling well. A sick child does not perform well in class and may expose their classmates to childhood diseases. **If your child develops stomach virus symptoms, please keep them home until they are 24 hours symptom free.**

Lexington County School District One fever policy states that a child may not attend school with a temperature of 100 degrees or more. Your child may not attend school if they have had a temperature of 100 degrees within the last 24 hours, even if your child is on antibiotics or antiviral medicine. Your child may return to school when their temperature has been less than 100 degrees for a full 24 hours without the use of a fever-reducing medicine.

If your child develops a fever at school, you or a designated adult will be required to pick them up. Please make sure that all phone numbers in PowerSchool are correct and up-to-date.

Parents/guardians are asked to follow certain procedures if medication needs to be given at school:

1. Parents/guardians must deliver medicine to the school nurse, and the parents/guardians must pick up medication from the school nurse. Students are not allowed to transport medicine to and from school. Medicine cannot be transported on school buses or day care vehicles.
2. **Prescription medicine** should be given to the school nurse by a parent/guardian in a properly named and labeled container from the pharmacy. **A district-wide consent form must be signed by the prescribing physician and the parent.**
3. **Over-the-counter medications** may be given to a student by the school's nurse if the medication is supplied from home. **A district-wide consent form must be signed by the parent/guardian prior.** The health room does not have over-the-counter medications. They must be provided by the parent/guardian and a proper consent form completed. All medications, both prescription and over-the-counter, must be kept by the school nurse and not by the child.

If a child becomes ill at school or if an injury occurs that needs medical attention by a physician, a parent/guardian will be contacted and will be responsible for taking the child home. An "Emergency Information Form" must be filled out completely. These forms are provided on our online registration program. This is the form that the nurse refers to in case an emergency situation occurs at school.

We encourage students to wash hands frequently.

Discipline

Discipline

The faculty and staff of Pleasant Hill Elementary School are committed to a philosophy that an effective discipline program contributes significantly to better academic growth in students. The most lasting kind of discipline and perhaps the hardest to achieve in a school is self-discipline by each individual at that school. Our aim at Pleasant Hill Elementary School is to eventually develop self-discipline in all our students. Until this is accomplished, however, we believe that external control is necessary in varying degrees.

Discipline at Pleasant Hill Elementary School shall be purposeful and any child being disciplined will understand the rules and the resulting consequences in order to develop self-discipline. We advocate positive self-discipline; however, negative reinforcement of prescribed consequences may be advocated for students who knowingly disobey school rules.

Corporal punishment will not be administered by anyone at Pleasant Hill Elementary School.

School Norms

1. Be safe
 2. Be respectful
 3. Be responsible
- Always be kind.

Weapons

Weapons (including pocket knives) or look-alike weapons (including toy guns) are not allowed at school. Bringing a weapon to school will result in recommendation for expulsion.

Bullying

Bullying behavior disrupts a school's ability to educate students and threatens public safety. All students have a right to learn in a safe, supportive environment that is free from harassment, intimidation and bullying. Reports of witnessing bullying should be immediately reported to an adult.

The Lexington County School District One Board policy prohibits acts of harassment, intimidation or bullying of a student by students and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an office school bus stop, at a school-sponsored activity or event - whether or not it is held on school premises or at another program or function where the school is responsible for the student.

The Lexington County School District One Board's definition of bullying is as follows: Bullying is unwanted, mean behavior among school-aged children that involves a real or perceived power imbalance. Bullying has four critical elements: 1) the behavior must be repetitive; 2) it must be intended to harm; 3) there must be a difference of power (physical, social or otherwise) between the bully and victim; and 4) the bully gains control over the victim. In order to prove bullying, three of the four must be present.

Dress Code

Students are expected to dress appropriately for school. No clothing should be worn that will distract from the orderly process of learning. A South Carolina law states that shoes must be worn during school hours. If a student's dress is not satisfactory, the parents/guardians will be notified from the office. Students should wear shorts that are at an acceptable length or fit. Shirts should not cover up shorts. Midriff shirts and see-through mesh shirts, as well as shirts displaying objectionable words, symbols, etc. are not to be worn at school. **Students should not wear hats or hoodies in the building** and should not wear flip-flops to school. Students are encouraged to wear tennis shoes on PE days.

Other Student Responsibilities

1. Students are permitted to bring to school only necessary school supplies and books unless other items are requested in writing by the teacher for an instructional lesson. Objects not permitted at school include the following: gum, toys, cards, radios, paging devices, live animals, glass containers, weapons or look-alike weapons, tobacco products, imitations of tobacco and drug products, candy or other novelty items that look like tobacco products and pornographic materials.
2. Students are expected to play safely on the playground. Students should not return to the building unless permission is received from a teacher.

NO:

- fighting or play fighting (karate, kung fu, etc.)
 - tackle football
 - throwing rocks or sticks
 - running up slides
 - intentionally hurting others
3. Students are encouraged to keep our school neat and clean. Use the trash cans. Keep desk area clean.
 4. Students are to use computers appropriately. Computer use is limited to instructional software use and/or software provided by the teacher. Any tampering with the general set-up or hardware is prohibited. Internet use must be in the presence of a staff member. All copyright laws must be observed.

Personal Mobile Computing

Personal Mobile Computing

The information included in the PHES Family Handbook regarding Personal Mobile Computing comes from the Lexington County School District One Personal Mobile Computing Guide. For the most current copy of this document, visit the district's website at www.lexington1.net and click on Menu, then Departments, then Information Technology, then click on "Personal Mobile Computing."

All students in grades 5K - grade 5 are issued iPads. Technology is essential for instruction. Students in kindergarten to grade 4 will keep their devices at school (unless the students are given a specific assignment that requires the students take the devices home). Students in grade 5 will take their devices home each day.

A student who transfers out of or leaves Lexington District One during the school year must return the Personal Mobile Computing device (including power cords, cases and any other district- or school-issued accessories) to school administrators before leaving the school.

The district provides students with a protective case for their Personal Mobile Computing device. Students must keep their Personal Mobile Computing device inside the protective case at all times.

Students should never use the Personal Mobile Computing device while walking or moving from place to place. The Personal Mobile Computing device case must remain closed any time the student is in motion.

Use only a clean, dry, soft or anti-static cloth to clean the screen. Do not use cleaners of any type.

Passwords are not to be shared with other students or staff.

The Personal Mobile Computing device and power cords are not to be loaned to others.

Food and beverages are to be kept away from the Personal Computing device.

Objects are not to be stacked on top of the Personal Mobile Computing device nor is it to be forced into tight areas.

The Personal Mobile Computing device is not to be left outside or used in or near water.

No decorations will be placed on, adhered or attached to the Personal Mobile Computing device or case.

Any and all applications, data and other information can be cleared off the Personal Mobile Computing device by the district at any time.

Any inappropriate or unauthorized apps or extensions will be removed by the district.

The Personal Mobile Computing device comes equipped with a camera. Students will use this only for instructional purposes.

Digital Citizenship

Digital Citizenship is a concept that helps students understand how to use technology appropriately. The district expects students to use technology appropriately and responsibly whether for electronic communication or participation. The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the privileges of a digital world in an educational setting.

Student Responsibilities

Students will abide by the district's Acceptable Use Policy IJNDB Use of Technology Resources in Instruction. They should contact an administrator about any security issue they encounter, and they should monitor all activity on their personal accounts. Students should always shut down and secure their Personal Mobile Computing device after use to protect their work and information. Students should report emails containing inappropriate or abusive language or questionable subject matter to a teacher or administrator. Students should report any malfunctioning or damaged mobile device to our technician.

Parent/Guardian Responsibilities

Talk to your children about the values and standards you expect them to follow as they use the internet. Parents/guardians are encouraged to monitor student activity at home, especially internet access.

Arrival / Dismissal

TRAFFIC PLAN FOR PLEASANT HILL ELEMENTARY SCHOOL

We thank you in advance for your cooperation, patience and flexibility with the traffic at our school!

Our school hours are 7:30 a.m. - 2:20 p.m. School buses and daycare buses enter and exit our school from Pisgah Church Road. Cars enter and exit our school from the entrance on Rawl Road or Pisgah Church Road (for drop off in the mornings only). **Students riding in cars may not be dropped off or picked up in the staff parking lot or in the parking lot near the trash dumpsters.**

Front Entrance Procedures

Our drive serves both Pleasant Hill Middle School (to the right) and Pleasant Hill Elementary School (to the left). As you come down our driveway, you keep going straight. (Parents/guardians going to PHMS will turn to the right.) When you get to the end of the drive, you will curve around and come back down the drive. You will then turn right to enter the elementary campus. Continue on. Then, you will either turn left to enter the PHES parking lot or you will continue around the curve to drive around to the front of our building.

When dropping off a student, you may let a student out by the curb when you get to the sidewalk near our school. We will have 2 lanes of traffic in front of our school. The left lane is for cars that are moving on through. The right lane is for those letting students off by the curb. Students can ONLY be let out of the car in the lane by the curb. If you park in the parking lot, please go immediately to the sidewalk in front of your car. Then, walk to the middle of our parking lot and cross at our crosswalk. We do not want anyone walking in the parking area where cars are backing up out of parking places. Children must be with an adult at all times.

Students may enter the front door of our school. **Students may begin arriving at school at 7:00 a.m. Supervision of students begins at 7:00 a.m. For the safety of our students, please do not let your child out of your car until our front doors are opened and you see a staff member present.** If your child arrives between 7:00 and 7:20 a.m., they should report to the hall by their classroom. Students should have a book to read. Staff members will be on duty to supervise students. At 7:20 a.m., students will enter classrooms.

Back Entrance EXPRESS Drop-off Procedures (ONLY 7:10 - 7:25 a.m.)

In order to drop off your student at the back entrance (in the bus loop area), arrive after 7:10 a.m. After 7:25 a.m., parents/guardians must drive to the front of the school. The back entrance option is for express drop-off only. No parking will be available. Please do not drop your student off in the staff parking lot. **The parking lot in the back is for faculty and staff members only.** Every parking space is needed for our staff members. Parents/guardians should not park in this parking lot. If you want to park, you must use the parking lot in the front of the school. **Please do not park in the staff parking lot, behind the cafeteria or on the road beside school.**

1. Please have students ready to leave the vehicle when you enter the bus loop. When you stop, they will need to be ready to exit the vehicle. Have your child exit the car as quickly as possible in order to keep the traffic flowing.
2. Pull all the way to the end of the sidewalk as directed.
3. All students must exit the vehicles on the right side (curbside) only onto the sidewalk - not on the grass.
4. **Do not stop your vehicle early to be closer to the portables.** All third grade students in the portables should report to the cafeteria. Those students will be escorted from the cafeteria to the portables by a staff member at 7:20 a.m.
5. Even if it is raining, please follow the guidelines above. The students will enter the blue hall and walk through the building on these days.
6. After 7:25 a.m., a chain will be stretched across the bus loop entrance and you must go to the front school entrance for drop-off. **(Do not enter the staff parking lot or the parking lot near the dumpsters. Students should also not be dropped off on the road between the two schools).**

Do not drop off students before 7:10 a.m. or after 7:25 a.m. in the bus loop area.

Early Dismissal

Early dismissal of students is handled in the main office. If parents/guardians wish to pick up their child during the day, they must come into the office to properly sign the child out of school. The parent/guardian will be asked to show identification. Should the parent/guardian send another adult to pick up their child, written authorization from the parent/guardian is required. Departure procedures of students will not be altered without written instructions from parents/guardians.

Dismissal Changes

If a parent/guardian calls the office to notify us of a change in the way a child is going home, the parent/guardian must give the names of two emergency contacts. This is a preventative security measure designated to protect your child. It enables us to verify the identity of the caller.

Designated Way Home

Each student must have a designated way to go home each school day. **Parents/guardians should let each teacher know in writing how and where the student will be going after school.** For example, if your child will be going to a daycare after school, please inform the teacher of the name of the daycare. If your child will be a car rider, please inform the teacher that they will be going home in a car every day. If the child will be going home with someone other than the parent/guardian, please let the teacher know the name of the person transporting your child.

If you need your child to be transported any way other than their normal way at the end of a school day, you must write the teacher a note, signed and dated indicating this. If you need to make a change during the school day, please call the school office. Otherwise, your child will be dismissed according to their normal dismissal instructions.

Dismissal

All persons picking up a child must have a placard from PHES that shows the child's name and grade level. Please make sure anyone picking up your child has a placard.

If you are picking up a 4K or 5K kindergarten student only:

Kindergarten students are dismissed at the end of the kindergarten playground. Kindergarten parents/guardians in cars should line up by the curb and pull up to have your child placed in the car. The first car in line should be by the sign, "Kindergarten pick up begins here." In the event of **HEAVY** rain, kindergarten students will be dismissed through the front entrance door.

If your kindergarten child has a sibling in grades 1 - 5, the siblings will come out the front door of the school. Parents/guardians in cars may pass by the cars waiting for students in grades 1 - 5 to pick up the kindergarten siblings in front of the school. Parents/guardians may then proceed to pick up the kindergarten child.

If you are picking up children in grades 1 - 5 only: First car in line should stop by a sign, "Car rider line begins here." Students will assemble in our P.E. room and will be called to come to the car. Please follow teachers' directions regarding moving up in line. Teachers will place children in cars. **Children younger than 8 years of age must ride in the backseat of the car.**

Please note our No Idling Zone signs. If you are parked waiting for students to be dismissed, we ask that you cut your car off. We are trying to keep the air nice for our students to breathe.

Special Parking Spaces

1. Handicapped Parking Spaces: According to South Carolina law, these marked spaces are only to be used by vehicles displaying a valid state-issued disability license plate or disability placard. Please do NOT park or pull your vehicle into those parking spaces if you do not have the valid state-issued disability license plate or disability placard.

2. PTA Volunteer of the Month Parking Space: If you were notified by the PTA that you were chosen as Volunteer of the Month, then you can park in the designated "PTA Volunteer of the Month" parking space in our front parking lot during that month. If you are not the volunteer of the month, then please do NOT park or pull your vehicle into that parking space. That parking space is to be left empty and only used by the current month's Volunteer of the Month.

3. Watch D.O.G.S. Parking Space: If you are volunteering as a Watch D.O.G.S. for PHES, then you can park in the designated "Watch D.O.G.S." parking space in our front parking lot on the day that you are volunteering. If you are not volunteering as a Watch D.O.G.S. on that day, then please do NOT park or pull your vehicle into that parking space. That parking space is to be left empty and only used by the current day's Watch D.O.G.S. volunteer.

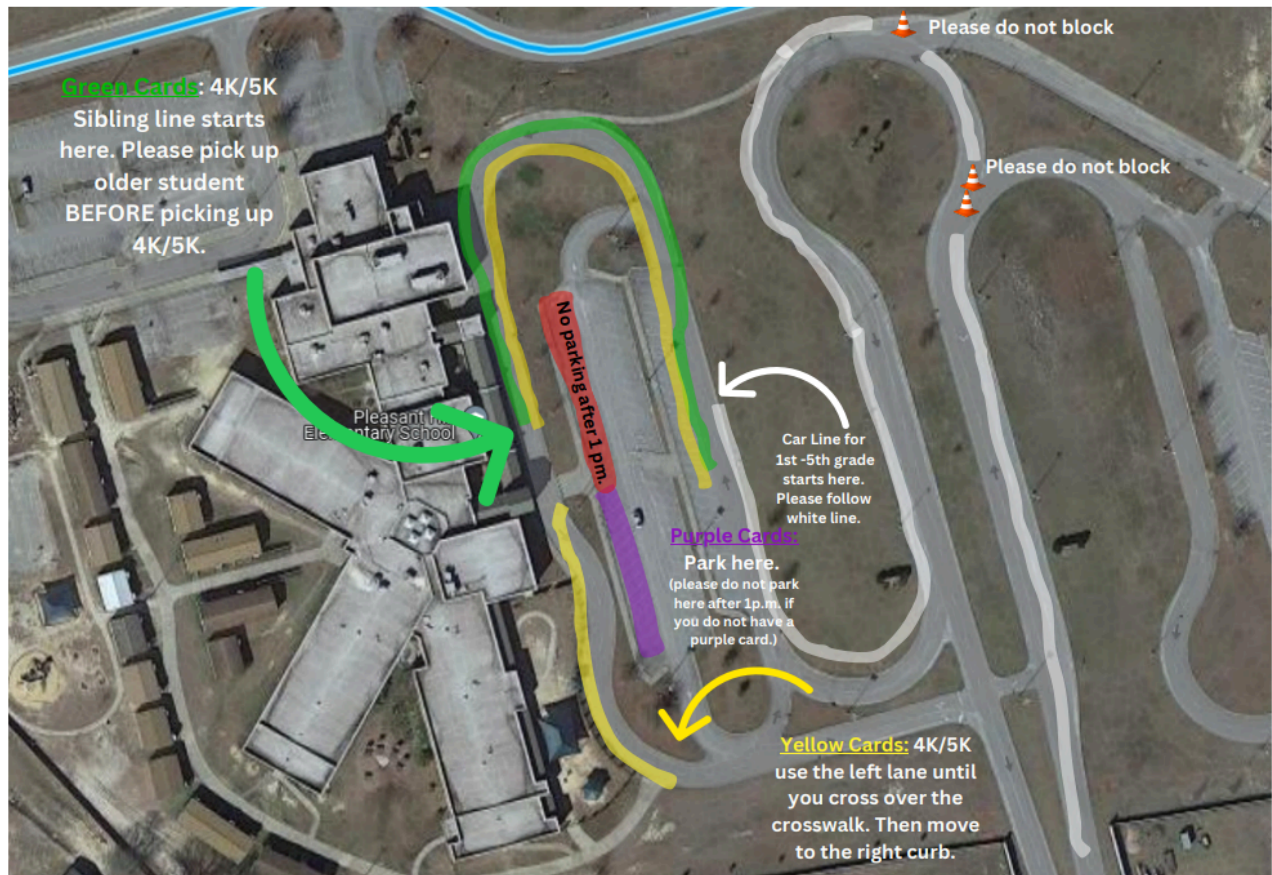
We thank you for helping to keep our children safe.

We thank you for being courteous and considerate and for driving slowly through our campus.

We thank you for refraining from using your cell phone or any other activity that could distract you during drop-off and pick-up.

PHES Car Line Dismissal Map

Students riding in cars may not be dropped off or picked up in the staff parking lot or in the parking lot near the trash dumpsters. All cars must come through the car line as shown below. No one is allowed to walk up to pick up a child during dismissals. Please use the map below to help you with the flow of traffic.



Be Respectful:

-  Use Blinkers
-  Allow Merging
-  Be Courteous
- Always Be Kind



Be Safe:

-  Buckle Up!
-  Drive Slowly
-  Stay Alert
- Always Be Kind



Be Responsible:

-  No Cell Phones
-  Use Crosswalks
-  Watch for Children
- Always Be Kind

Bus Transportation

Bus Transportation

All bus transportation is arranged by Mr. William Hall, Director of Transportation. If you have any questions concerning bus numbers, schedules, etc., please call the transportation office at 821-1340. Notes must be brought to the office before school begins the day of the route change.

Parents/guardians must complete Student Transportation Request forms annually. This form can be obtained through the PowerSchool Parent Portal account. Students are not allowed to ride a bus other than their assigned bus due to space limitation. PHES Assistant Principal, Dr. Kyle Meetze handles transportation concerns at the school level.

Kindergarten Bus Riders

A parent/guardian must walk their kindergarten student to the bus for pickup in the mornings. After school, an authorized adult or sibling, whose name is listed on the bus transportation form, must meet the school bus at the bus stop to retrieve the kindergartner. **If an authorized adult or sibling is not present, the kindergarten student will be returned to the school.**

Responsibilities of Bus Riders

Responsibilities of bus riders:

- Students should sit with their backs to the seat and should face forward.
- Students should remain seated at all times.
- Students should talk quietly with students on their same seat.
- Students should keep devices in their bookbags while on the bus.
- Phones should not be distracting and students are encouraged to keep phones in their bookbags while on the bus.

16 Basic School Bus Rules

- Passengers will adhere to all instructions issued by the bus operator.
- Courtesy and respect shall be shown to the bus operator, supervisory personnel, and fellow passengers at all times.
- Physical altercations, acts of aggression (including but not limited to hitting, hair-pulling, and pinching), threats, and intimidation are strictly prohibited.
- The use of obscene language, vulgar gestures, or any other disrespectful conduct is forbidden.
- Passengers are expected to maintain a reasonable noise level. Excessive noise, yelling, or any loud disturbances that may disrupt others are not permitted.
- Passengers must remain seated in their designated seats. Pushing or crowding is prohibited.
- All body parts must remain within the confines of the bus at all times.
- Interference with the bus operator or the operation of the vehicle is strictly forbidden.
- Tampering with any bus equipment, including windows and safety devices, is prohibited. Emergency exits and safety equipment (e.g., first aid kit, fire extinguisher) are to be used for emergency purposes only.
- The possession or use of weapons, fireworks, tobacco products (including vapes, lighters and matches), or any other harmful objects is strictly prohibited. The possession, use, or distribution of illegal drugs, alcohol, and related substances is also forbidden.
- Animals, food, and beverages are not permitted on the bus unless explicitly authorized by the bus operator.
- For the safety of others, items that could be distracting or harmful are not permitted. This includes but is not limited to: rubber bands, spitballs, noise making devices, perfume, and cologne.
- Any act of damaging or vandalizing the bus is strictly forbidden.
- Passengers must ensure that aisles remain clear of obstructions. Large items such as musical instruments and class projects are permitted only if space allows.
- Boarding and exiting the bus is permitted only at designated and authorized stops.
- The throwing of any objects inside or outside the bus is strictly prohibited. Passengers shall refrain from waving, yelling, or otherwise distracting pedestrians or other vehicles.

Attendance

Students' Absences and Excuses

Students are present only when they are actually at school, on homebound instruction or attending an activity authorized by the school such as field studies, athletic contests, music festivals, student conventions, etc. A student who misses 50 percent of their instructional day for any reason, whether the missed time is excused or unexcused, will be marked absent.

Excused Absences

Students are expected to attend school each of the 180 days that make up a school year. Of course, situations do occur that prevent students from coming to school. School officials understand that these absences are necessary and, therefore, accept them as excused absences:

- Illness (both temporary and extended*)
- Medical/dental appointments, including hospitalization or restrictions that prevent attendance
- Serious illness or death in a student's immediate family (parents, brothers, sisters, grandparents, aunts, uncles, brothers-in-law, sisters-in-law or anyone living in the student's home)
- Recognized religious holidays
- Participation/attendance in school sponsored or school approved activities or functions
- Unusual or mitigating circumstances as determined by school principal

*Homebound instruction is available for students who miss school for extended periods of time. Contact the school for details.

Excuses

After a student has been absent for any of those six reasons, the parent/guardian must provide a written excuse. This needs to be done within **three (3) days** after the student returns to school.

The excuse must be signed by a parent/guardian, physician, or other appropriate person. All excuse notes should include these facts:

- Date the excuse was written
- Date(s) of the absences
- Reason for the absence
- Telephone number where the parent/guardian or doctor may be reached during the day
- Signature of the parent/guardian, physician or other appropriate person

Parent/guardian excuse notes will be accepted for ten (10) absences per year. A doctor's excuse is required for all medically related absences beyond these.

The reason for the absence given on the excuse will determine whether the absence will be recorded as excused or unexcused. If a student does not bring a proper excuse, the absence may be recorded as unexcused.

Unexcused Absences

Three types of unexcused absences exist for students who are:

- Willfully absent without their parents'/guardians' knowledge
- Absent without acceptable cause with the knowledge of parents/guardians
- Suspended out of school or for reasons not otherwise outlined in policy

Improving Attendance

After a student has three (3) consecutive unexcused absences or a total of five (5) unexcused absences, school officials must work out a plan to improve the student's attendance. Together with the student and the parent/guardian, the school must:

- Discover the reasons for the unexcused absences
- Work out methods to resolve the cause(s)
- Determine the action to be taken if the unexcused absences continue
- Show evidence that an attempt was made to involve the parent/guardian

If more than ten (10) unexcused absences are recorded for any student (kindergarten - grade 12), the student must be referred to a truancy prevention program or to Family Court. This action is defined by the SC Compulsory Attendance Law.

Should this become necessary, the principal will notify the parent/guardian and provide them a chance to present evidence or information on appeal before the enforcement action is taken. The parent/guardian has three (3) school days from the receipt of this notice to appeal. Meanwhile, the principal will notify the district superintendent (or the district superintendent's designee) that enforcement has been initiated.

All absences, whether excused or unexcused, are approved or disapproved by the principal. The principal's decision may be appealed to the superintendent (or the designee) and, for final determination, to the School Board.

Elementary student promotion decisions will be based on consideration broader than attendance alone. If you have any questions regarding school attendance, please contact your school principal.

Tardy Students

Our first bell rings at 7:25 a.m. The tardy bell rings at 7:30 a.m. All students are expected to be in school at 7:25 a.m. each morning that school is in session (180 days a year). Your child will be considered tardy after 7:30 a.m. **If your child arrives at school after 7:30 a.m., parents/guardians will need to go to the office to sign their child in.**

If a student is tardy often, a school administrator will meet with the parents/guardians to determine a plan for the student to arrive on time.

Attendance Calls

If a student is absent from school, the parent/guardian will receive a call, text and/or email notification of the absence from ParentSquare on the day of the absence at 11:00 a.m. The parent/guardian can click on the link provided to enter the reason the student is absent and this will serve as a parent/guardian excuse note. Parents/guardians do not need to call the school to report that the student will be absent.

The system pulls the list of absent students by 9:00 a.m. each day. If a student is tardy and comes to school after 9:00 a.m., the parent/guardian will still receive a call, text and/or email notification from ParentSquare stating that the student is absent. If a parent/guardian has any concerns, they can call the PHES Front Office at 803-821-2800 to confirm that the student is in school.

****Attendance calls are made daily at 11:00 a.m.****

Makeup Work

Students will be given an opportunity to make up work during the first week following the return to school after an absence. Except in extreme circumstances, this makeup work must be completed within that week. The student is responsible for finding out what assignments need to be made up and for completing them within the deadline.

For students who have missed more than 2 or 3 days, teachers will be glad to assemble makeup work after school as requested by parents/guardians. Before you come by the office to pick up your child's work, make sure that the teacher has had time to put everything together.

Academics

Collaborative Planning Days

In Collaborative Planning, teachers get together to creatively discuss problems, solve issues, find solutions and plan instruction. The focus is on improving teaching and learning.

Teachers will work in grade level or subject area groups. They will review instructional materials, plan for specific instructional interventions for students, plan detailed academic teaching strategies, or if requested by teachers, receive training on an instructional concept, instructional materials or instructional equipment.

Elementary students will be dismissed at 11:20 a.m. on these days. Breakfast and lunch will be offered to students. Below are the dates of the Collaborative Planning Days this year:

September 16 October 21 December 9 January 27 February 24 March 17

Buses will take students home at 11:20 a.m. on Collaborative Planning days.

Parent/Teacher Conferences

Regular conferences between parents/guardians and teachers provide an excellent opportunity to discuss many details about the child's school experiences that cannot be conveyed on the quarterly progress reports. These conferences may be requested by either teacher or parent/guardian in order to share knowledge about the child and gain a better understanding of their needs and interests. Regular contact between the home and school will help the child see that both their parents/guardians and teachers care about their academic progress and that they have confidence in them.

We hope that each parent/guardian will be able to confer with their child's teacher on a regular basis during the school year. Please contact your child's teacher if you would like to schedule a conference. A parent/teacher conference can be scheduled so that students do not miss valuable instruction time. Teachers are usually available for conferences during their planning time and at the end of the school day.

Contacting Your Child's Teacher

If you have any concerns (major or minor), please contact your child's teacher. Your child's teacher wants to know your concerns. It is important that we work together to ensure the best year for your child. Please contact your child's teacher through note, phone call or email. Your child's teacher will be sharing their email address with you. Your child's teacher will respond to your email or phone call during a time when they are not instructing students.

Student Goals

Teachers work with students and parents/guardians to determine specific instructional goals for each student for the school year. We appreciate students and parents working with our teachers in developing these goals and in working toward the achievement of these goals.

SC College and Career-Ready State Standards

South Carolina has state standards for all students in grades K-5. These standards may be found at <https://ed.sc.gov/instruction/standards/>. Parent friendly versions of the SC State Standards for Pre-K through Grade 5 may be found at eoc.sc.gov/families. Please also see Profile of the South Carolina graduate below.

K-8 Family Friendly Guides for English Language Arts updated on Expect More SC Website



Family Friendly Guides for K-8 English Language Arts have been updated and posted to [Expect More SC](https://eoc.sc.gov/families) in English and in Spanish. Each Family Friendly Guide outlines grade level expectations and ways that parents can support their student at home.

[Expect More SC](https://eoc.sc.gov/families) is a great online resource parents and families can utilize to help their children succeed in school.

Parents and families can find more [grade-level standards](https://eoc.sc.gov/families)

for English Language Arts, Mathematics, Science, and Social Science under the *What Students Need to Learn* tab on the Expect More SC website.

PROFILE OF THE South Carolina Graduate

WORLD-CLASS KNOWLEDGE

Rigorous standards in language arts and math for career and college readiness

Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences

WORLD-CLASS SKILLS

- Creativity and innovation
- Critical thinking and problem solving
- Collaboration and teamwork
- Communication, information, media and technology
- Knowing how to learn

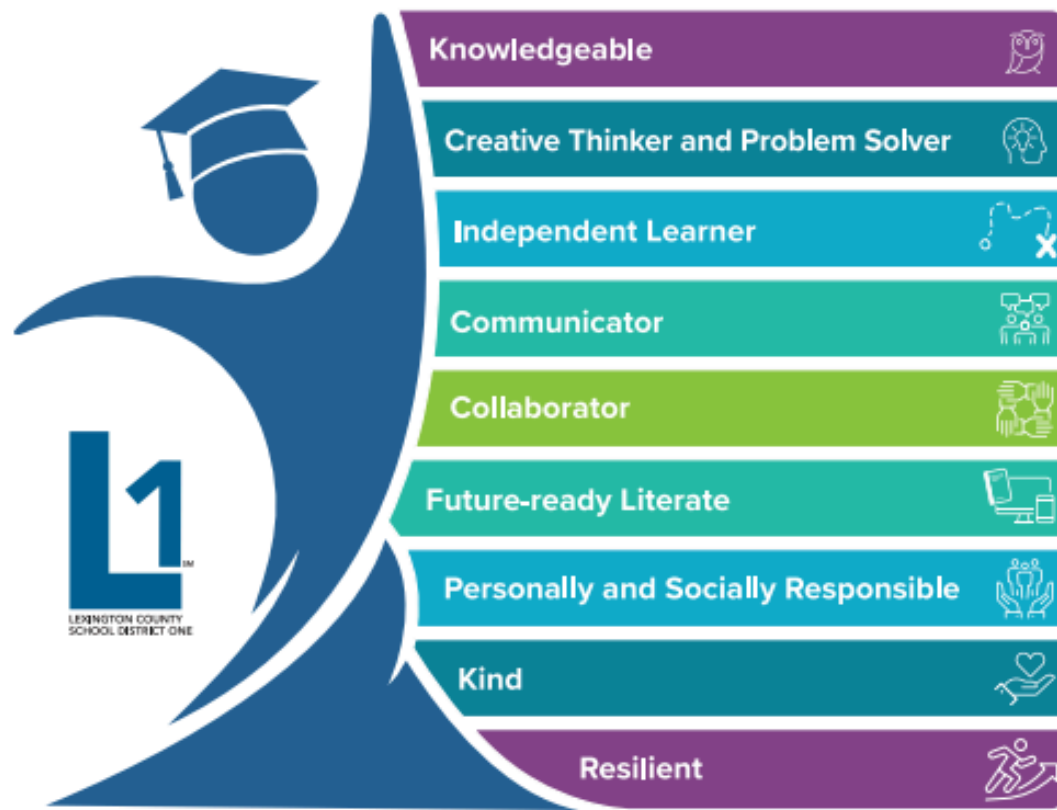
LIFE AND CAREER CHARACTERISTICS

Integrity • Self-direction • Global perspective • Perseverance • Work ethic • Interpersonal skills

© SCASA Superintendents' Roundtable

Adopted by: SC State Board of Education, SC Department of Education, SC Education Oversight Committee, SC Arts Alliance, SC Arts in Basic Curriculum Steering Committee, SCASCD, SC Chamber of Commerce, SC Council on Competitiveness, SC School Boards Association, TransformSC Schools and Districts.

Lexington One Graduate



Knowledgeable

Acquiring and applying rigorous academic content in meaningful ways to thrive in life inside and outside of school.



A Creative Thinker and Problem Solver

Creating, testing, and refining new ideas and solutions by using original, inventive thinking.



An Independent Learner

Taking the initiative to develop a plan, monitor and reflect on one's progress and goals, and persevere through challenges to achieve one's goal.



A Communicator

Listening, speaking, and writing effectively in different formats, for different purposes.



A Collaborator

Working productively with others to enhance outcomes while being willing to hear and offer different perspectives.



Future-ready Literate

Using media and technology, evaluating information, navigating the digital world, and making financial decisions responsibly.



Personally and Socially Responsible

Acting with personal accountability and seeking opportunities to improve oneself and one's school, community, and country.



Kind

Being aware of others and showing empathy, thoughtfulness, and encouragement to support one's family, friends, school, and community.



Resilient

Demonstrating perseverance, adaptability, and embracing feedback when presented with difficult tasks and viewing challenges as learning opportunities.



@LexingtonDistrictOne



@LexingtonOne



@LexingtonOne

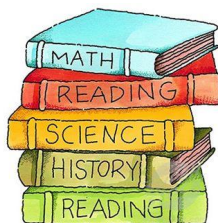


www.lexington1.net



Homework Practices

KINDERGARTEN:	Short activities that reinforce skills will be sent home as needed. Parents/guardians are expected to spend time reading with their child daily.
FIRST GRADE:	Students should spend <u>10 minutes</u> on homework. In addition, we encourage you to read daily to your child and/or have your child read to you. Additional assignments will be given as needed.
SECOND GRADE:	Students should spend <u>no more than 20 minutes</u> completing their homework assignments. Homework may be assigned on Mondays through Thursdays. Each second grade teacher will give specific information on requirements and expectations at the beginning of the year. In addition, students are expected to read daily.
THIRD GRADE:	Students should spend <u>no more than 30 minutes</u> completing their homework assignments. Homework may be assigned on Mondays through Thursdays. Special projects may require some weekend work. In addition, all students are encouraged to read daily.
FOURTH GRADE:	Students may have homework Monday through Thursday. Students should <u>spend no more than 40 minutes</u> daily completing their homework assignments neatly. Extra study time may be required for daily reading and preparation for tests/projects. Special projects and tests may require some weekend work.
FIFTH GRADE:	Students may have homework Monday through Thursday. Students should spend <u>no more than 50 minutes</u> daily completing their homework assignments. Extra study time may be required for daily reading and preparation for tests/projects. Assignments will be posted daily online. Teachers will give parents access codes and parents will then have access to the assignments online. Students are not to have more than two tests on the same day.



Monitoring Student Progress

KINDERGARTEN:	Kindergarten teachers will monitor student progress daily by teacher observation, and they will keep checklists on skills being taught. Student progress will be assessed at the end of each nine weeks and progress reports will be sent home. Folders will be sent home daily for parent/guardian communication.
FIRST GRADE:	P.A.W.S. folder will be sent home daily. Please check for any papers or messages inside and return the P.A.W.S. folder to school.
SECOND GRADE:	P.A.W.S. folder will be sent home daily. Please check for any papers or messages inside and return the P.A.W.S. folder to school.
THIRD GRADE:	Papers will be sent home weekly in Tuesday Folders.
FOURTH GRADE:	Papers will be sent home weekly in Tuesday Folders.
FIFTH GRADE:	Papers will be sent home weekly in Tuesday Folders.

**As a general rule, weekly folders are sent home on Tuesdays.
Information from the school office, PTA, etc. will be included in Tuesday Folders.**

Library

The library of Pleasant Hill Elementary is dedicated to creating opportunities for students and staff to use ideas and information effectively. Our mission is to promote experiences that are planned and implemented with these purposes:

- provide print and non-print materials which support the curriculum and information needs of students and staff
- provide instruction which encourages users to grow in their ability to find, generate, evaluate and apply information
- promote literacy and the enjoyment of reading, viewing and listening



Library General Information:

*The library is open a half-hour before school and after school (7:00 a.m. - 2:45 p.m.).

*The library operates on a flexible schedule. Students may visit the library during any open hours to check out books. They may also visit the library for lessons and story times as their class schedule allows.

*Students in kindergarten - 1st grade may check out 1 book, 2nd grade students may check out 2 books and 3rd - 5th grade students may check out 3 books. Books are due one week after checkout and may be renewed. Students should return checked out books prior to checking out a new book.

*A book is overdue the day after the due date. Overdue notices are generated periodically and are emailed to students and parents. When an item is overdue for one month or more, an overdue notice may be mailed to a student's home address. The School Librarian and/or administration follow up outstanding overdue notices with a phone call. Regular checkout privileges are suspended when a student has an overdue item on record.

*If a hardback library book is lost, a \$20.00 fee will be assessed. A lost paperback library book will be a \$5.00 fee. If a library book is damaged, school administration will determine a fee to be paid based on the "Charges for Damaged Textbooks" schedule. Because mold and mildew can possibly grow, water damaged books are discarded and assessed a \$20.00 or \$5.00 fee, depending on the book binding. If a parent/guardian has a question about a fine, please check with the library or administration in a timely manner (within two weeks of assessed damage). Fees will not be adjusted after two weeks. Please note the average cost of a library book is \$24.64 (School Library Journal, 2023).

PHES Birthday Book Club offers an opportunity for you to honor your child and help our library. When you pay the optional fee of \$20.00 for the Birthday Book Club on your student's account, your student can select a special book. A permanent bookplate including your child's name and school year will be attached to the front page of the book. The book will be checked out to your child first to take home and share with your family. When the book is returned, it will be part of our permanent collection in honor of your child's special day.



Art

At Pleasant Hill Elementary, we believe that the visual arts offer students of all ages opportunities for personal expression, enjoyment, creative action, imagination, emotional response, aesthetic pleasure, and the creation of shared meanings.

The South Carolina Department of Education Visual Arts standards provides the orientation to the art curriculum developed for the students of Pleasant Hill Elementary School. These standards are then utilized to provide proficiency levels for student expectations.

The art teachers at Pleasant Hill Elementary School develop student-centered learning environments to foster the artistic processes that enable student growth in the following areas:

Creating - I can make artwork using a variety of materials, techniques, and processes.

Presenting - I can choose and organize work that demonstrates related concepts, skills, and/or media.

Responding - I can evaluate and communicate about the meaning in my artwork and the artwork of others.

Connecting - I can relate artistic ideas and work with personal meaning and external context.

'Students are immersed cognitively when involved in the artistic process. The use of skills such as communication, creativity, critical thinking, and problem solving are truly embodied in their work...These 21st century skills will contribute to student success in a global economy and culturally diverse environments.' - South Carolina Department of Education, Columbia, South Carolina 2017

Through the student's creative journey at Pleasant Hill Elementary School, they will have many opportunities to explore a variety of art forms and processes, including but not limited to drawing, painting, sculpture, printmaking, textiles, and collage. Students study a wide range of visual arts throughout history and across many cultures. Students consider some of the reasons why works are created, engaging students in challenging thinking, interpreting and debate through discussion. Students will learn to 'read' the conventions of the symbol systems used in the visual arts to communicate, to exchange ideas about the world, and thereby gain knowledge and deeper understanding of the world.

At Pleasant Hill Elementary School we aim to celebrate each student's unique art making abilities and develop their individual art skills to foster a love of art.

Physical Education

The physical education program at Pleasant Hill Elementary teaches the skills and knowledge needed for students to develop and maintain a physically active lifestyle. The curriculum and activities taught are aligned with the South Carolina Physical Education Standards. During their time at PHES students will participate in:

- Locomotor patterns/body and space awareness
- Gymnastics
- Throwing and catching
- Striking with implements (racquet skills, batting, hockey)
- Basketball
- Dance
- Cooperative games
- Jump Rope
- Target activities (bowling, bocce, frisbee golf)
- Soccer
- Physical Fitness and Physical Fitness testing (state law requires scores for cardiovascular endurance, muscle strength, muscle endurance, flexibility, height and weight)



Field days are held at the end of the school year. Students participate in activities that have been taught during the school year.



Innovation and Design (ID) Lab

Innovation and Design (ID) Lab at Pleasant Hill Elementary is designed to engage students in relevant and exciting content that blends Science, Technology, Engineering and Math.

Innovation and Design (ID) Lab promotes the development of critical thinking, problem solving skills, creativity and collaboration through project based and hands-on activities. We want to encourage our students to take risks, persevere, revise, create and innovate each and every day.



Music

"Great music does not just make me feel good. It means something. It makes us understand. It makes us happy"

Quote from Lukas Foss, renowned composer, conductor, pianist, educator and spokesman for his art.

The music curriculum at PHES is aligned with The National Standards for Arts Education, the South Carolina Visual and Performing Arts Framework, and the Lexington County School District One Fine Arts Guide. Our music curriculum and instruction will include a wide variety of learning activities and opportunities presented at age and grade appropriate levels.

Throughout the course of their music education at PHES, students will:

- Sing and listen to music from many genres and cultures including many different celebration and holiday songs from across the world
- Experiment with various instruments and learn to identify instruments by sound or type
- Read music from a printed source and learn to identify and use notes, rests and other music notation symbols and terms
- Recognize elements of music (melody, pitch, harmony, rhythm, beat, tempo, timbre, dynamics, meter, form and structure, etc.)
- Create new music by improvisation and compositional techniques
- Learn and develop a personal music vocabulary
- Analyze and describe music and music performances
- Learn about composers of all time periods and the historical and cultural influences on their music
- Make connections between music and other curriculum areas
- Fourth graders will learn to play recorders in addition to 4th grade General Music curriculum
- Fifth graders will continue their General Music experience in a Music ensemble class.

Spanish



Students in 4K - Grade 5 are taught Spanish during the related arts rotation during the school week. All Spanish instruction will be provided by our Spanish teacher.

Studying a world language at an early age provides many benefits to our students:

- Improvement in basic skill areas, such as reading and math
- Improvement in native language development
- Cognitive flexibility, problem solving and higher-order thinking skills
- Openness to and acceptance of differences
- Broader career opportunities

Safety

Emergency Drills

Students will participate in emergency drills throughout the school year. Each month students and staff will participate in a fire drill and one of the other emergency drills listed below. Look at the following page of this handbook to see more information about what your child will see, hear, and do during an emergency.

Emergency drill signals:

FIRE DRILL - Each month a fire drill will be held. The fire alarm will ring to notify all of a fire drill. Students will practice exiting the building in a quiet, orderly fashion. Teachers will explain the fire drill procedures to the students.

HOLD DRILL: Announcement will be made on the intercom "Hold! In your room or area. Clear the halls." Teachers will make sure all students are in classrooms and hallways are clear. Class will continue as usual.

SECURE DRILL: Announcement will be made on the intercom "Secure! Get Inside. Lock Outside Doors." Teachers will make sure all students are indoors and the perimeter doors are locked. Class will continue as usual.

LOCKDOWN DRILL: Announcement will be made on the intercom "Lockdown! Locks, Lights, Out of Sight." Students will go into the nearest classroom, and the teacher will lock the door. The teacher will give specific directions to students. A lockdown drill will be conducted each semester with law enforcement.

EVACUATE DRILL: Announcement will be made on the intercom "Evacuate!" and then proceed with specific directions. Students will follow the directions that are given.

SHELTER DRILL: Announcement will be made on the intercom "Shelter!" and then proceed with specific directions. This drill will be used to practice moving students to secure locations in case of a tornado, hazmat (hazard materials) situation, earthquake, tsunami, etc. Students should follow the specific directions given by teachers.

Evacuation Sites

In the event of an emergency in which we need to evacuate our building, we will notify parents/guardians.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Environment

SC Green Steps Schools Initiative

PHES is a SC Green Steps School. We have several ongoing school-wide projects taking place in each of three categories: conserve, protect, restore. Our students are at the very center of all the learning and doing. Also, there are many opportunities for the students to teach others.

Conserve: We recycle paper and Styrofoam trays, use recycled materials for art projects, and participate in "Shoes for Water" project.

Protect: We protect our water supply by recycling household batteries. We protect our air by placing a ZZ plant in every classroom.

Restore: PHES students and staff take steps to be environmentally responsible.

Breathe Better

The Breathe Better program is an anti-idling/clean air campaign. The goal is to protect the health of children by reducing harmful vehicle emissions around school campuses. Children are much more sensitive to air pollution than adults. Pollution from vehicle exhaust has been linked to asthma and other respiratory diseases, and increased risk of long-term health effects. So, when we develop and implement policy changes, such as anti-idling, we help to protect our children from unnecessary emissions that could harm their health.

Pleasant Hill Elementary School

 **MEMORY BOOK.**

Jostens

ORDER YOUR YEARBOOK TODAY

Order by:
Friday,
April 9, 2027

Price:
\$35.00 + tax and
transaction fee

Step 1: Visit <https://shop.memorybook.com>

or

scan QR code →

**Step 2: New Users - Click on "Register" to
create an account using school code
067859M**

Step 3: Returning Users - Log in

Step 4: Buy a 2026-2027 yearbook



REMEMBER THE YEAR FOREVER

**If you have any questions about ordering your yearbook, please
contact Laura Wiseman at 803-821-2800**

Substitutes

Kelly Education

Inspiring
the next
generation—
all in a day's
work.



We're hiring for opportunities in Lexington, South Carolina!

Want to make a big difference in the lives of students in your community? Kelly Education is hiring great people to substitute in your local schools, for both teaching and non-teaching positions. Try a new morning routine with a meaningful job that gives you the flexibility to create your own work schedule.

Earn income. Enjoy real work-life balance. And know the work you do every day is making a profound impact on moving education forward.

   [kellyeducationjobs.com](https://www.kellyeducationjobs.com)

*Offered and administered by a third-party vendor. These plans are not sponsored by Kelly. An Equal Opportunity Employer. © 2023 Kelly Services, Inc. All rights reserved. HET 50626

You'll enjoy:

- The freedom to set your own schedule
- Your choice of schools and grade levels
- Weekly pay
- Free training and professional development
- Paid orientation
- Work-free nights, weekends, holidays, and summers
- Kelly-sponsored ACA health care coverage available to eligible employees
- Optional insurance plans*

Positions available:

- Substitute Teachers
- Substitute Teacher Assistants
- Substitute Housekeepers and Food Nutrition

Details:

- HS Diploma or GED Minimum
- Free Training
- TB Skin Test (Negative Result Required)

Recruiting Information:

Victoria Macon
EDSERecruiting@KellyServices.com
800.528.0049



Pleasant Hill Elementary School 2026-2027 School Supply List

KINDERGARTEN:

- 1 Primary Journal (Grades K-2)
- 1 Plastic, 3-prong, 2-pocket folder (yellow)
- 1 Box of 12 pencils (Ticonderoga)
- 1 Box of 24 Crayola crayons
- 1 Box of 10 Crayola washable markers (broad tip)
- 4 Expo markers (black, broad tip)
- 6 Glue sticks
- 1 Child's pair of scissors (blunt tip, Fiskar)
- 2 Large pink erasers
- 1 Pair of headphones (no earbuds) (USB-C connection plug)
- 1 Old, large shirt to be used for art smock (in Ziploc bag with child's name)
- 1 Backpack with child's name (large enough for iPad, folder, lunch box, library book and jacket, no rolling backpacks)

IMPORTANT

- Students will need school supplies such as pencils, crayons, markers, etc. all year long.
- You will need to replenish these items throughout the school year.

FIRST GRADE:

- 1 Primary Journal (Grades K-2)
- 1 Plastic, 3-prong, 2-pocket folder
- 1 3-ring, clearview binder (1-inch, hard cover, inside pocket)
- 1 Box of 12 pencils (Ticonderoga)
- 1 Box of 24 Crayola crayons
- 1 Box of 10 Crayola washable markers (broad tip)
- 4 Expo markers (black, fine tip)
- 2 Highlighters (any colors)
- 6 Glue sticks (Elmer's)
- 1 Child's pair of scissors (blunt tip)
- 1 Pair of headphones (no earbuds) (standard barrel plug) (in Ziploc bag with child's name)
- 1 Plastic pencil box (standard size)
- 1 Backpack (no rolling backpacks)

IMPORTANT

- Students will need school supplies such as pencils, crayons, markers, etc. all year long.
- You will need to replenish these items throughout the school year.

SECOND GRADE:

- 3 Black and white composition notebooks (100-page, wireless, not perforated)
- 4 Plastic, 3-prong, 2-pocket folders (1 each: red, blue, green and yellow)
- 1 Box of 12 pencils (Ticonderoga)
- 1 Box of 24 Crayola crayons
- 4 Expo markers (fine tip, any color)
- 6 Glue sticks
- 1 Child's pair of scissors (pointed tip)
- 1 Large pink eraser
- 1 Pack of wide-ruled notebook paper
- 1 Pack of 3x3 post-it notes
- 1 Pair of headphones (no earbuds) (standard barrel plug, no bluetooth)
- 1 Pencil box (not pouch)
- 1 Backpack (no rolling backpacks)

IMPORTANT

- Students will need school supplies such as pencils, crayons, markers, etc. all year long.
- You will need to replenish these items throughout the school year.

THIRD GRADE:

- 1 Spiral notebook (any color)
- 4 Plastic, 3-prong, 2-pocket folders (1 each: blue, red, green and yellow)
- 1 Box of 12 pencils (Ticonderoga)
- 1 Box of 12 colored pencils
- 1 Box of 24 Crayola crayons
- 4 Expo markers (any colors, broad tip)
- 2 Highlighters (any colors)
- 2 Glue sticks
- 1 Child's pair of scissors (pointed tip)
- 2 Large pink erasers
- 1 Pack of 3x3 post-it notes
- 1 Pair of headphones (no earbuds) (USB-C connection plug, no bluetooth)
- 1 Pencil pouch (no boxes)
- 1 Backpack

IMPORTANT

- Students will need school supplies such as pencils, crayons, markers, etc. all year long.
- You will need to replenish these items throughout the school year.



Pleasant Hill Elementary School 2026-2027 School Supply List

FOURTH GRADE:

- 3 Composition notebooks
(100-page, wireless, not perforated)
(1 each: red, blue, green)
- 5 Plastic, 3-prong, 2-pocket folders
(1 each: red, blue, yellow, green, orange)
- 1 Box of 12 pencils (sharpened)
- 1 Box of 12 colored pencils
- 8 Expo markers (assorted colors, broad tip)
- 4 Highlighters (assorted colors)
- 1 Child's pair of scissors (pointed tip)
- 5 Packs of 3x3 post-it notes
- 1 Pack of sheet protectors (25 count or more)
- 1 Handheld, manual pencil sharpener with cover
- 1 Pair of inexpensive earbuds
(USB-C connection plug)
- 1 Pencil pouch
- 1 Backpack

IMPORTANT

- Students will need school supplies such as pencils, crayons, markers, etc. all year long.
- You will need to replenish these items throughout the school year.

FIFTH GRADE:

- 3 Composition notebooks
(ruled, 80-page, any color, wireless, not perforated)
- 4 Plastic, 3-prong, 2-pocket folders
(any color/design)
- 2 Folders with pockets and no prongs
(any color/design)
- 1 Box of 12 pencils (sharpened)
- 1 Box of 10 markers or 12 colored pencils
(any brand and size)
- 4 Expo markers (any colors, fine tip)
- 6 Glue sticks
- 2 Highlighters (any colors)
- 1 Pack of 3x3 post-it notes
- 2 Packs of wide-ruled notebook paper
(150 sheets)
- 1 Pair of over-ear headphones
(USB-C connection plug)
(in Ziploc bag with child's name)
- 1 Pencil pouch
- 1 Backpack

IMPORTANT

- Students will need school supplies such as pencils, crayons, markers, etc. all year long.
- You will need to replenish these items throughout the school year.

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 26 New Family Orientation (Gr. 1-5) 3:00 p.m.	July 27	July 28	July 29	July 30 "Meet Your Teacher" 5:00 - 7:00 p.m.	July 31	1
2	3	4 First Day for Students (Grades 1-5) 4K/5K Students with last names A - G attend school	5 4K/5K Students with last names H - O attend school	6 4K/5K Students with last names P - Z attend school iReady Fall Diagnostic Benchmark Window (8/6 - 8/21) PTA Dessert Night Out at Menchie's 3:00 - 8:00 p.m.	7 All 4K/5K Students attend school	8
9 SIPAT Meeting 6:00 p.m.	10	11 Grade 4 Orientation 6:00 p.m.	12 5K Orientation 6:00 p.m. Grade 3 Orientation 6:30 p.m.	13 Grade 1 Orientation 6:00 p.m. Grade 5 Orientation 6:30 p.m.	14	15
16	17	18 Lexington District One School Board Meeting 6:00 p.m.	19 Volunteer Orientation 8:00 a.m. Homeroom Representative Orientation 8:30 a.m.	20 Grade 2 Orientation 6:00 p.m.	21	22
23	24	25 PHES PTA Board Meeting 6:00 p.m.	26	27	28 School Spirit Day Individual Fall Pictures PTA Fall Bike Night 6:00 - 7:30 p.m.	29
30	31					

September 2026

Hispanic Heritage Month (September 15 - October 15)
Attendance Awareness Month
Library Card Sign Up Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Cougarthon Kickoff	3	4 PTA Chick-fil-A Biscuit Sales 7:00 a.m.	5
6	7 Labor Day School Holiday	8 International Literacy Day	9	10	11 Patriot Day	12
13 SIPAT Meeting 6:00 p.m. Arts in Education Week Constitution Week (9/17 - 9/23)	14	15 Lexington District One School Board Meeting 6:00 p.m.	16 Collaborative Planning Day (dismissal 11:20 a.m.) Cougarthon	17 Constitution Day PTA Dining Night Out at Marco's Pizza (ALL DAY)	18 POW / MIA Recognition Day	19
20	21	22 PHES PTA Board Meeting 6:00 p.m. SIPAT Dining Night Out	23	24	25 School Spirit Day Duty Free Lunch for Teachers	26
27	28 PTA Start of Fall Fundraiser	29	30			

October 2026

Bullying Prevention Month
German American Heritage Month
National Principals Month

Cybersecurity Awareness Month
National Physical Therapy Month
Polish American Heritage Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 PTA Chick-fil-A Biscuit Sales 7:00 a.m. National Custodian Appreciation Day	3
4 SIPAT Meeting 6:00 p.m.	5 End of First Quarter	6 Grades 2 & 4 CogAT (Verbal) Lexington District One School Board Meeting 6:00 p.m.	7 Grades 2 & 4 CogAT (Quantitative)	8 Grades 2 & 4 CogAT (Nonverbal) Parent/Teacher Conferences 3:00 - 6:00 p.m.	9 Parent/Teacher Conferences (7:30 a.m. - 11:30 a.m.) No School for Students	10
11 National School Lunch Week Metric Week in South Carolina	12 First Weather Make-up Day (No school for students and staff)	13 PHES PTA Board Meeting 6:00 p.m.	14 Grade 2 Iowa (Reading)	15 Grade 2 Iowa (Math)	16 PTA Fall Festival 5:00 - 7:00 p.m.	17
18 National School Bus Safety Week	19	20 Individual Fall Make-up Pictures Lexington District One School Board Meeting 6:00 p.m.	21 Collaborative Planning Day (dismissal 11:20 a.m.) Grade 5 El Mercado (in a.m.)	22	23	24
25 Red Ribbon Week	26	27 PTA Dining Night Out at Sonic (by LHS) 5:00 - 8:00 p.m.	28 National First Responders Day	29	30 School Spirit Day Duty Free Lunch for Teachers	31

November 2026

Native American Heritage Month						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 National School Psychology Week Daylight Saving Time Ends	2 PTA Movie Night 6:00 p.m.	3 Election Day No School for Students and Staff	4	5	6 PTA Chick-fil-A Biscuit Sales 7:00 a.m.	7
8 Patriotism Week World Kindness Week SIPAT Meeting 6:00 p.m.	9	10 PTA Dining Night Out at Groucho's 4:00 - 8:00 p.m.	11 Veterans Day Veterans Day Program 9:00 a.m.	12 PHES PTA Board Meeting 6:00 p.m.	13 World Kindness Day	14
15 American Education Week	16	17 Lexington District One School Board Meeting 6:00 p.m.	18 National Education Support Professionals Day	19	20 School Spirit Day Duty Free Lunch for Teachers Grade 4 Colonial Day Grade 5 Human Growth & Development Substitute Educators Day	21
22	23	24	25	26	27	28
	Thanksgiving Break					
29	30 iReady Winter Diagnostic Benchmark Window (11/30 - 12/17)					

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Book Fair	1 Book Fair Merry & Bright Curriculum Night 6:00 p.m.	2 Book Fair	3 Book Fair	4 Book Fair PTA Chick-fil-A Biscuit Sales 7:00 a.m.	5
6 Computer Science Education Week	7	8 PHES PTA Board Meeting	9 Collaborative Planning Day (dismissal 11:20 a.m.)	10 PTA Dining Night Out at Chick-fil-A (ALL DAY)	11	12
13	14	15 Bill of Rights Day Grade 1 Polar Express 8:30 a.m. Lexington District One School Board Meeting 6:00 p.m.	16 Candlelight Luncheon	17 Holiday Sing-Alongs	18 Half Day for Students School Spirit Day End of Second Quarter End of First Semester	19
20	21	22	23	24	25	26
		Winter Break				
27	28	29	30	31		
		Winter Break				

January 2027

National Mentoring Month
School Board Recognition Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Winter Break	
3	4 Teacher Work Day No School for Students	5 Students Return to School	6	7 I Am A Mentor Day	8 PTA Chick-fil-A Biscuit Sales 7:00 a.m.	9
10 SIPAT Meeting 6:00 p.m.	11	12 PHES PTA Board Meeting 6:00 p.m.	13	14	15	16
17 Lexington County School District One Recognizes Maintenance and Facilities Employees	18 Martin Luther King, Jr. Day School Holiday (No school for students and staff)	19	20	21 Class Pictures	22 PTA Bingo Night (USC) 6:00 - 7:30 p.m.	23
24	25	26 Lexington District One School Board Meeting 6:00 p.m.	27 Collaborative Planning Day (dismissal 11:20 a.m.) PTA Fun at Big Air (ALL DAY)	28	29 School Spirit Day Duty Free Lunch for Teachers PTA Bingo Night (Clemson) 6:00 - 7:30 p.m.	30
31						

February 2027

**Black History Month
Career and Technical Education Month
Love the Bus Month**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
National School Counseling Week	1 Immersion Grades 2 - 5 STAMP Window (2/1 - 3/19)	2 Groundhog Day District Job Shadowing Day	3	4	5	6
7 SIPAT Meeting 6:00 p.m.	8	9 Noche de Familia at LHS LOPAC 6:00 p.m.	10	11 Parent/Teacher Conferences (3:00 - 6:00 p.m.) PHES Celebrates Valentine's Day	12 Parent/Teacher Conferences (7:30 a.m. - 11:30 a.m.) No School for Students	13
14 Valentine's Day Random Acts of Kindness Week	15 Second Weather Make-up Day (No school for students and staff) School Resource Officer Appreciation Day	16 PHES PTA Board Meeting 6:00 p.m.	17 Random Acts of Kindness Day PTA Dining Night Out at Kristin's Kitchen (ALL DAY)	18	19 PTA Spring Dance	20
21 Public Schools Week	22	23 Lexington District One School Board Meeting 6:00 p.m.	24 Collaborative Planning Day (dismissal 11:20 a.m.) Grade 3 Dictionary Day 8:00 a.m.	25	26 School Spirit Day Duty Free Lunch for Teachers	27
28						

March 2027

Arts in Education Month	National Athletic Training Month	National Nutrition Month
National Reading Month	National Social Work Month	STEM Education Month (March 14 - April 14)
	Women's History Month	Youth Art Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
National School Breakfast Week Read Across America Week World Languages Week	1	2 Read Across America Day	3	4	5 PTA Chick-fil-A Biscuit Sales 7:00 a.m. Storybook Parade 8:00 a.m.	6
7 National School Social Work Week Severe Weather and Flood Safety Week	8	9 PHES PTA Board Meeting 6:00 p.m.	10	11 End of Third Quarter PTA Dining Night Out at Flight Deck	12 Individual Spring Pictures	13
14 Daylight Saving Time Begins Pi Day SIPAT Meeting 6:00 p.m.	15 iReady Spring Diagnostic Benchmark Window (Grades 3 - 5) (3/15 - 4/9)	16 Lexington District One School Board Meeting 6:00 p.m.	17 St. Patrick's Day Collaborative Planning Day (dismissal 11:20 a.m.)	18 PHESTival of the Arts and PTA International Fair 6:00 - 7:30 p.m. Absolutely Incredible Kid Day South Carolina Day	19 School Spirit Day Duty Free Lunch for Teachers Board Certified Behavior Analyst Appreciation Day	20
21	22	23 SIPAT Dining Night Out	24	25 Career Day	26 Spring Break	27
28	29	30	31			

April 2027

Autism Acceptance Month National Occupational Therapy Month				Month of the Military Child National School Library Month		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Spring Break		
					International Children's Book Day	
4 National School Librarian Day National Assistant Principals Week	5	6 Grade 5 Field Study to Challenger	7 Grade 5 Field Study to Challenger Paraprofessional Day	8 Grade 5 Field Study to Challenger	9 Grade 5 Field Study to Challenger	10
11 National Library Week SIPAT Meeting 6:00 p.m. PHES Staff Appreciation Week (PHES observes this week due to testing in May)	12	13 National Library Workers Day PTA Dining Night Out at BOHO Pizza (ALL DAY) PHES PTA Board Meeting 6:00 p.m.	14	15	16 Duty Free Lunch for Teachers	17
18 Administrative Professionals Week Public School Volunteer Week	19	20 Lexington District One School Board Meeting 6:00 p.m.	21 Administrative Professionals Day	22 Earth Day Rising 5K Sneak Peek 8:30 a.m.	23 School Holiday (No school for students and staff)	24
25 National Student Leadership Week (4/24 - 4/30)	26 Third Weather Make-up Day (No school for students and staff)	27 Grades 3 - 5 SC READY (ELA Writing) iReady Spring Diagnostic Benchmark Window (Grades K-2) (4/27 - 5/14) PHES PTA Board Meeting 6:00 p.m. National School Bus Driver Appreciation Day	28 Grades 3-5 SC READY (ELA Reading - Section A)	29 Grades 3-5 SC READY (ELA Reading - Section B)	30 School Spirit Day Rising 5K Immersion Sneak Peek 8:30 a.m. PTA Spring Bike Night 5:30 - 7:00 p.m.	

May 2027

Asian American & Native Hawaiian/Pacific Islander Heritage Month National Mental Health Awareness Month National Physical Fitness and Sports Month National Speech-Language-Hearing Month						
---	--	--	--	--	--	--

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 National PE & Sports Week Hurricane Preparedness Week	3	4 Grades 3 - 5 SC READY (Math Day 1) Lexington District One School Board Meeting 6:00 p.m.	5 Grades 3 - 5 SC READY (Math Day 2)	6 Grade 4 SC READY (Science) PTA Dining Night Out at Marco's Pizza (ALL DAY)	7 PTA Chick-fil-A Biscuit Sales 7:00 - 7:30 a.m. School Lunch Hero Day	8
9 Mother's Day	10	11 PHES PTA Calendar Meeting 6:00 p.m.	12 National School Nurse Day	13	14 National School Communicators Day	15
16	17	18 National Speech Language Pathologist Day PHES PTA Board Meeting 6:00 p.m.	19 Grade 5 Graduation (Fernandez and Roden) 8:30 a.m. Lunch in Classrooms	20 Grade 5 Graduation (Farmer, Moore and Wright) 8:30 a.m. Lunch in Classrooms	21 Grade 5 Graduation (Cammann, Spainhour and Yelton) 8:30 a.m. Lunch in Classrooms Grade 5 Party 2:20 - 4:00 p.m. School Spirit Day	22
23	24 Half-Day for Students (dismissal 11:20 a.m.) Grade 5 Clap Out 8:00 a.m.	25 Half-Day for Students (dismissal 11:20 a.m.) Last Day for Students Class Parties End of Fourth Quarter End of Second Semester	26 Teacher Workday	27	28	29
30	31 Memorial Day					

June 2027

Caribbean American History Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 World Environment Day
6	7	8	9	10	11	12
13	14 Flag Day	15	16	17	18	19
20	21	22 Lexington District One School Board Meeting 6:00 p.m.	23	24	25	26
27	28	29	30			

Notes

**Lexington County School District One's
Nondiscrimination Statement**
Revised 06-02-2023

Lexington County School District One is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race or ethnicity, religion, sex, pregnancy (including childbirth or any related medical conditions), color, physical or mental disability, age, ancestry, genetic information, national origin, immigrant status or English-speaking status, marital or family status, or any other protected characteristic as may be required by law.

The district will use the grievance procedures set forth in policy to respond to complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990.

The district designates specific individuals to handle inquiries or complaints. To find out whom to contact and how to contact them, please go to our website at <http://www.lexington1.net/contact-us>.

