

2023-2024

# Knollwood Knights'

GPS

(Great Parents and Students)



Kimberly Martin, Principal

Kathryn Ellis, Assistant Principal

3075 Shue Rd.  
Salisbury, NC 28147

704-857-3400 (PHONE)  
704-855-1703 (FAX)

## **SCHOOL HOURS**

Students 7:30-2:30

Staff 7:00-3:00

## **SCHOOL DAY**

Earliest Arrival 7:10 AM

School Begins/Tardy Bell 7:30 AM

Car Riders Dismissed 2:25 PM

Bus Riders Dismissed 2:30 PM

## **EARLY RELEASE DAY SCHEDULE**

Car Riders Dismissed 11:55

Bus Riders Dismissed 12:00

## **DELAYS**

One Hour Delay: Tardy bell rings at 8:30

Two Hour Delay: Tardy bell rings at 9:30

Three Hour Delay: Tardy bell rings at 10:30

## 2023-2024 Rowan-Salisbury School Calendar

First Day of School	August 9
Early Release Day	August 23
(No School) Labor Day	September 4
Progress Reports	September 14
Early Release Day	September 20
End of Quarter	October 6
(No school) Teacher Workdays	October 9,10 &11
First Report Card	October 18
Early Release Day	October 25
eLearning Day	November 7
(No School) Veterans Day Holiday	November 10
Progress Reports	November 16
Early Release Day	November 21
(No School) Thanksgiving Break	November 22-24
Early Release Day/End of Quarter	December 15
Christmas/Winter Break (no school)	December 18-January 3
Students return to school	January 4
Second Report Card	January 10
(No School) Dr. Martin Luther King, Jr.'s Birthday	January 15
Early Release Day	January 24
(No School) Teacher Workday	February 2

Progress Reports	February 7
Early Release Day	February 21
End of Quarter	March 1
(No school) Spring Break	March 4-8
Students Return to School	March 11
Third Report Card Issued	March 13
Early Release Day	March 20
(No School) Easter Break	March 28-April 2
Progress Reports	April 17
Early Release Day	April 24
(No school) Teacher Workday	April 26
Last Day of School/End of Quarter/ Early Release	May 22

## **INFORMATION**

### **ARRIVAL AND DISMISSAL**

- It is important for each person to cooperate and follow directions when bringing or picking up children. Safety is our main concern.
- **Car riders must be dropped off and picked up at the side entrance this year which was formally the bus area.** Adults are assigned to this area to safely assist your child. Students should **NOT** arrive earlier than 7:10 or remain after 2:45. Supervision will **NOT** be provided after 2:45. These procedures are designed for the safety and well-being of your children. If your child is not picked up before 2:45 consistently (**after 3 times**), we will ask that your child become a bus rider and will provide a bus route, if your child is in our district. If your child is not in our domicile, you will need to enroll him/her in the domiciled school. We do have the after-school YMCA program, and you may contact them to enroll your child in this program. **This will be monitored closely this year.**

**If you do not have your card in the window with your child's name, you will be asked to park and walk inside to pick up your child. You must bring photo ID for safety. If someone else is picking up your child, they must be listed in our Power School Data system and have the card as well. They will be asked to show ID too.**

### **EARLY DISMISSAL**

- If a parent comes to school to pick up his/her child during the school day, he/she must come by the office first to sign the student out of school.
- Students that are signed out early miss important instruction from their teachers. An early dismissal is a tardy and will be recorded as such.
- Dismissal is a very busy time; therefore, we ask that you do not checkout students after 2:00 PM. **We will not release any students after 2:00 and they will be required to remain in class until dismissal at 2:30.**

### **ATTENDANCE**

- When students miss school, they miss out on learning opportunities. Daily attendance is very important.
- Excessive absences may result in doctor's notes being required or the involvement of a social worker and/or court officials.
- Parents need to send a note within three days when students return from an absence; otherwise, the absence is coded as unexcused.
- Trips or vacations are considered unexcused absences unless prior approval is received from the principal. To receive approval, the trip must be educational, and a project must be completed. The request form is available in the main office. Approval will be based upon the student's attendance record. Only one educational absence will be granted each school year. Up to 3 days will be granted for educational absences.
- Please refer to the *Rowan-Salisbury Student-Parent Handbook and Code of Conduct* for a listing of what constitutes excused and unexcused absences.

### **TARDIES**

- If a student is not in the classroom when the 7:30 bell rings, he/she is considered tardy and must receive a tardy note. Students who ride the bus will not be considered tardy if the bus arrives late.
- If your child is late to school, an adult must sign the student in at the main office. Please do not drop off your child, and have him/her enter the building without signing him/her in.
- The school will contact the parents of those students who regularly come in tardy. Tardies impact student learning and the designated school personnel will contact the parents/guardians.

### **AFTERNOON TRANSPORTATION CHANGE**

- It is necessary that you send a note with your child to the teacher concerning any change from normal procedure of transportation home in the afternoon. If a note is not sent and a change is necessary, please call the school by 12:00 p.m.

### **RELEASING CHILDREN TO PARENTS**

- A child must be released to either parent unless legal papers have been presented to the principal showing custody. This applies even if a child is living with only one parent.
- If you have custody of your child and do not wish for him/her to be taken from school by his/her other parent, you must present your legal paper to the principal or office personnel. Please review your legal papers on file in the office at the beginning of each school year to be sure they reflect the most recent court decision.

### **HEAD LICE**

- Head lice screenings are conducted by school staff at each elementary school on the first day of school and after the Christmas/winter break.
- The school system requires the appropriate treatment for infestations. Any student with an active infestation will be sent home for treatment. Parents/guardians will be given a packet containing information on how to recognize and treat head lice infestation.
- A student, when found to have head lice, must receive treatment with an appropriate lice (pediculosis) medication. Using medication alone may not be enough to cure a head lice infestation. Parents should comb the hair to remove lice and eggs (per Centers for Disease Control and Prevention).
- It is recommended that parents bring the child to school the day of reentry and that they be present when their child's head is rechecked. Parents are not

required to be present at the recheck, it is only recommended. Children who still have an active head lice infestation will be sent home.

- If there is a question regarding the presence of head lice on a student, the school health nurse will verify the infestation. If the parent does not agree with the school's finding, the parent can call their health care provider or the Rowan County Health Department to schedule an appointment for a head lice check. The parent will be responsible for any charges associated with the head lice check. The Health Department will provide the parent documentation of their findings. The parent must bring the documentation to the child's school before the student can be readmitted.

Note: Lice can be treated and eliminated within twenty-four hours. Students who are absent for more than one day for any incident of lice shall be considered unlawfully absent from school.

### **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

If your child must have medication of any type during school hours, including prescription or over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time(s).
- You may obtain a copy of a physician's authorization form, take the form to the form to your child's doctor and have him/her complete the form. This form must be completed by a physician for over the counter and prescription drugs. Both the parent and the physician must sign the form. The prescription must be brought to school in a pharmacy-labeled bottle.
- You may discuss with your child's doctor an alternative schedule for administering medication (e.g., outside of school hours.)  
Students requiring medication for asthma, anaphylactic reactions, and diabetes. may self-medicate with physician authorization, parent permission and a student agreement for self-carried medication.

### **Technology**

ALL K-2 iPads will remain at school this year. We will have a plan in place for eLearning Days and inclement weather.

### **IMPORTANT REMINDERS**

- Please make sure you have a photo ID available when you visit the school.
- No outside lunches from restaurants permitted.
- Bus changes and changes in transportation need to be made by 12:00 PM.
- Students may not be let out of cars in the morning until 7:10 AM and must be picked up by 2:45 PM.

- If you must enter the building or walk your student in, please do not leave small children in the car unattended. You are welcome to bring them in with you. Our school personnel cannot be responsible for monitoring children left in the car.
- Students may not be signed out after 2:00 PM. If you must make an appointment, please make it on or before 2:00 PM. We will not dismiss students during this time.
- Birthday celebrations are allowed during lunch but not during instructional time. Balloons and flowers cannot be given to students during the school day.
- Knollwood does not encourage the distribution of birthday invitations. Birthday invitations, treats, or gifts cannot be distributed to your child's classmates.
- Notes for absences are due within three days of the date the student returns.
- A \$35 fee will be charged for returned checks.
- After the first week of school, parents are not permitted to walk their child to class without permission from the principal. All children should be dropped off in the car rider line if they are not riding the bus. Teachers will meet parents in the front lobby for students with special needs or in the designated areas for drop off.

## **KNOLLWOOD ELEMENTARY SCHOOL UNIFORM POLICY**

**There is not a uniform policy this year. The following guidelines must be followed concerning shoes, jewelry and all bottom wear:**

### **Bottom Wear**

- *All bottom wear must be no shorter than 2 inches above the knee. No holes or shredded holes in pants or jeans. Skirts must not be shorter than 2 inches above the knee.*
- *Tights, leggings, jeggings, should be worn appropriately. For example, under dresses, or with a long shirt.*

### **Shoes**

- Closed-toed and closed heeled **tennis shoes** must be worn (heelies and platform shoes present a safety hazard during physical activity).
- Slip on tennis shoes cannot be worn; tennis shoes with Velcro or shoes strings are required.
- Boots cannot be worn.

### **Sweatshirts**

- Sweatshirts can be worn, but hoodies must be taken off inside the building. Students may wear a hoodless sweatshirt, sweater or a lightweight jacket, if necessary, inside the building. Hoodies are not to cover the student's heads inside the building at any time.

### **Hats**

- Hats of any kind cannot be worn inside the building.

### **Jewelry**

- Necklaces should be worn under shirts.

### **Cellular Devices and Phones**



- Students may not have phones, personal devices (electronic devices such as watches, iPads, computers, etc.) in school. If phones are in school, or smart watches, they must be put in their bookbag and not out or worn (smart watches) during the school day.

# KNIGHTS' CODE OF HONOR

**H**ands, feet, objects and unkind words are kept to myself

**O**rganize self, belongings and materials for learning

**N**avigate safely; transition quickly and quietly

**O**bey classroom rules, school rules and the Uniform policy

**R**espect everyone and everything around you

Knights are Honorable

## **HOW CAN PARENTS BE INVOLVED?**

### **PARENT-SCHOOL LIAISON**

Knollwood is fortunate to have a full-time parent-school liaison, Ms. Yvette Chaparro. She is very willing to assist parents in any way. Please feel free to reach out to her for any assistance that you may need.

### **PARENT WORKSHOPS**

Parent workshops are held throughout the year by teachers and the school; these are opportunities for collaboration and communication. Our goal is to inform and educate parents to further strengthen our partnership in the teaching and learning process.

### **PARENT ESL CLASSES**

ESL classes will be offered this year through RCCC. If you are interested, please reach out to the principal, Mrs. Kimberly Martin, if you need additional information.

### **PARENT CONFERENCES**

A parent can request a conference at any time during the school year to discuss how your child's progress. Additional conferences may be requested throughout the year and parent attendance is vital in helping our students. Parents can always request a meeting to discuss or share concerns.

### **DAILY**

- Communicate with your child about his or her day.
- Make sure any homework is completed.
- Sign and return any paperwork.
- Student grades (3-5) will be updated weekly in Parent Portal.
- Check Parent Portal (grades 3-5) and contact the teacher if grades are not updated.
- Encourage your child to read.

### **PTA**

We welcome parents to join our PTA Council. The council meets throughout the year to make decisions and plan events. The membership fee is \$5.00.

### **Lunch**

Parents are welcome to eat lunch with their child this year beginning September 11, 2023. After eating lunch with your child, parents must exit the building, so that your child's teacher may continue the instructional day. Adult School lunches are \$3.50. If you bring lunch for your child from an outside restaurant, please have the restaurant lunch in a lunch box or different bag.

Kindergarten-Tuesdays

1<sup>st</sup> Grade-Tuesdays

2<sup>nd</sup> and 3<sup>rd</sup> grades-Wednesdays

4<sup>th</sup> and 5<sup>th</sup> grades-Thursdays

PreK-Mondays

### **Visitors In the Building**

Visitors are not allowed in the building unless approved by the principal. You must complete a form or call the office for an appointment to visit your child's classroom. You must be listed as a parent or guardian to visit the classroom and the teacher must be notified of your visit. An administrator or Parent Liaison will accompany the visitors to the classroom while visiting.

### **Volunteers**

If you would like to volunteer, please contact the front office for a volunteer form. We will submit your form and you will be notified if you may serve as a volunteer in Knollwood Elementary School.

### **Student Learning Experiences (Off Campus)**

Oftentimes during the school year, our students have opportunities to learn outside of the classroom with their teachers and peers. Many of their learning experiences are overnight for grades 4-5<sup>th</sup>. K-3 experiences are similar but are day expeditions. Our staff will accompany our students on any learning experience offered and may ask for volunteers when needed, which may be parents/guardians. When we do not need volunteers, we will not ask parents/guardians to attend. Volunteers must complete the appropriate Tier Volunteer requirements.

### **FIELD DAY**

Parents are invited to Field Day if the weather permits field day outside. If there is inclement weather, we do not have adequate space to invite parents inside the building. Parents must sign in with the appropriate ID and pre-sign up by notifying their child's teacher if the parent/guardian will be attending Field Day. If the parent/guardian does not pre-sign up, he or she will not be allowed to attend Field Day event.

### **5th Grade Ceremony**

The 5<sup>th</sup> Grade Ceremony at the end of the year is a wonderful time. We enjoy seeing all our students and families celebrate. Teachers will send ceremony

invitations and information to each family at the end of April.





### **Student Council**

This year, we will invite 5<sup>th</sup> grade students to be a member of our Student Council. We will choose students based on their dedication to being a good citizen in the school community and for being a good student. Mrs. Barbour, our School Ambassador, will be the advisor for Knollwood's Student Council.

### **Knollwood News Crew**

Our Knollwood News Crew will create our daily news this year and students will be chosen throughout the year to participate. This gives your child an opportunity to share current events with the students daily and participate as a leader. Mrs. Barbour, our Technology Facilitator, is the advisor for the KNC.

## Knights Keep Our School Safe and Clean

Classroom	Hallway	Cafeteria	Playground
			
<ul style="list-style-type: none"> <li>• Do your best</li> <li>• Be your best</li> <li>• Follow teacher's directions</li> <li>• Talk at appropriate times</li> <li>• Use kind words</li> <li>• Be respectful of others</li> <li>• Clean up around your space</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side of the hallway</li> <li>• Walk in a single fire line</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Travel quietly in the hall at a level zero</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Food is for eating; not throwing or playing</li> <li>• Receive permission to get out of your seat</li> <li>• Only talk to the people around you</li> <li>• Clean up after yourselves</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your assigned area</li> <li>• No walking or running near the swings</li> <li>• Use the correct position on all equipment</li> <li>• Exhibit good sportsmanship</li> <li>• Enter and exit building quietly</li> </ul>

## Knollwood Elementary School's Discipline Plan

Discipline is a ***process*** that uses ***teaching, modeling and other appropriate strategies*** to maintain the behaviors necessary to ensure a ***safe, orderly*** and ***productive*** learning environment by ***changing unacceptable behavior to acceptable behavior.***

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors
Offenses that will be handled by the teacher	Offenses that need administrative attention but can wait	Offenses that need immediate attention by administration
<ul style="list-style-type: none"> <li>● Cheating, lying, untruthfulness</li> <li>● Refusing to do work</li> <li>● Throwing objects</li> <li>● Talking back</li> <li>● Inappropriate gestures or language</li> <li>● Teasing of students</li> <li>● Electronics devices</li> <li>● Excessive talking</li> </ul>	<ul style="list-style-type: none"> <li>● Provoking violence</li> <li>● Disrespect/disobedience</li> <li>● Offensive language</li> <li>● Obscene gestures</li> <li>● Damage to personal/school property</li> <li>● Stealing</li> </ul>	<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Physical aggression/contact</li> <li>● Threats</li> <li>● Bullying</li> <li>● Argumentative/combatative</li> <li>● Vandalism</li> <li>● Weapons/dangerous instruments</li> <li>● Drugs</li> <li>● Harassment/inappropriate touching</li> <li>● Ethnic/racial/gender slurs</li> </ul>
<b>Teacher Administered Consequences:</b> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Contact parents</li> <li>● Student completes behavior modification form and parent signs</li> <li>● Implement Behavior Plan</li> <li>● Before or after school detention</li> <li>● Bounce to another class</li> <li>● Session with school counselor</li> </ul>	<b>Administrative Consequences:</b> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Contact parents</li> <li>● Before or after school detention</li> <li>● In-school restriction/isolation</li> <li>● Refer for session with school counselor</li> </ul>	<b>Administrative Consequences:</b> <ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Contact parents</li> <li>● Conference with parents and school officials</li> <li>● Parent/student counseling session</li> <li>● Before or after school detention</li> <li>● In-school restriction/isolation</li> <li>● Out-of-school suspension</li> </ul>



## **Knollwood's Vision**

Inspire Innovation  
Ignite Potential  
Embrace Possibilities

## **Knollwood's Mission**

Create learning experiences that  
empower and equip students  
to discover their pathways