

Greetings PGE Families!

Welcome to a new year at Pleasant Grove Elementary School. We are excited as we begin this new school year with you and your child. Please know that helping ***each*** child succeed is our focus. Our faculty and staff will work very hard to create a safe learning environment in which high, clear expectations and positive relationships are fostered. We recognize and appreciate that you are your students first teacher. Along with you, we want your child to be successful and want to work closely with you to achieve this goal.

This agenda is provided for your child to use as an organizational tool and also to enhance communication between home and school. Please look over your child's agenda ***daily*** and feel free to write notes to teachers as needed. Also included in this agenda is our Student/Parent Handbook. This handbook is filled with information concerning our school. Please spend time with your child reading the information so that you will understand Pleasant Grove Elementary expectations and procedures. If you have any questions, please feel free to contact us. We are so glad to have your child and your family as a part of our school.

Looking forward to a wonderful school year!

Beau Johnston, Principal
Pleasant Grove Elementary School

ARRIVAL PROCEDURES

Students may enter the side doors at **8:15** each morning. Students who arrive before 8:30 go directly to the gym until the 8:30 bell. At that time, they may go to breakfast if they wish to eat, or to their classroom. All visiting adults must enter the school through the front doors, show a picture ID, and sign in at the front office. Please remember teachers are not available during this time, as they are supervising their students.

Bus Riders:

Buses unload in the back of the school beginning at 8:30 each morning. When students are dismissed from the bus, they should go directly to breakfast if they wish to eat, or to their classroom. Every student who rides a school bus is held strictly accountable for his/her behavior on the bus and at the bus stop. **Following our PGES Behavior Expectations is crucial to bus safety!** Students who consistently fail to meet bus behavior expectations may be suspended from the bus, assigned to lunch detention, and/or assigned to after school detention. Parents will be sent copies of reports of misbehavior to be signed and returned.

No student will be allowed to carry large items that cannot be safely held on his/her lap on the bus. Every student must sign a bus behavior expectation form before he/she will be transported regularly on the bus. These forms will be distributed by your child's teacher.

Car Riders:

- The car rider line is on the side entrance of the building, where PGE staff will be present to ensure safe arrival and dismissal. Please do not drop students off in the front of the building.
- ***Any car riders needing to eat breakfast at school should arrive at school by 8:45 to allow time to eat.***
- All other car riders should arrive by 8:50 am. This will allow time for your student to get settled before morning announcements. It also prevents your child from receiving a tardy at 9:00 am.
- All students who are car riders in the afternoon must have current year car rider tag. These can be obtained from the front office. **NO CHILD WILL BE RELEASED TO ANYONE WHO DOES NOT POSSESS A CAR RIDER TAG.**

Changes in transportation: If your child will not be following the same routine at dismissal time, write a note to the teacher, or fax us (538-8732) a note. We need all changes in writing, for the safety of our students.

ATTENDANCE

We want our students to be here each and every day. Simply stated, our students can't learn if they aren't in school. It is the goal of our faculty and staff to remove any and all barriers that may prohibit our students from coming to school.

A note from the parent or guardian explaining an absence will be expected after each absence upon the student's return to school. We need notes even if you call the school and notify us of the absence or sign your child in or out during the school day. There is a limit of **six parent notes each school year.** All absences beyond those six days must have a note from a healthcare professional or other official documentation.

BCPS policy requires excuse notes to be submitted no later than five school days after the absence. After this time frame, notes will not be accepted.

Definitions of tardy and perfect attendance:

- Tardy: Students arriving after 9:00 a.m. and leaving before 3:40 p.m. will be marked tardy. Notes are needed with the reason for the tardy so that we may determine if it will be excused or unexcused.
- Perfect Attendance: Perfect means *perfect*. Students are recognized for perfect attendance when they have 0 missed days and 0 tardies.

Excessive Absences/Tardies

- In response to **four (4) unexcused** absences/tardies, a parent conference shall be scheduled with an administrator, to address the nature of the absences/truancy. Students with 4 or more unexcused absences will be required to stay after school to make up the lost instructional time from the unexcused absence. If transportation cannot be provided, students may make up the lost instructional time during other instructional times throughout the day when core instruction will not be missed.
- After **six (6) unexcused absences**, a truancy report will be filed with the Bullitt County Board of Education.

Absences for family vacations will not be excused. Educational Enhancement Opportunities will only be granted for **extraordinary** educational opportunities not available during school breaks.

BIRTHDAYS

Due to the many severe food allergies, sharing individual birthday treats is up to the individual classroom teacher. **Parents must check with your child's teacher prior to sending in a birthday snack.** Please keep in mind that we do not hold birthday "parties" at school, but will allow a quick break during outside activity to recognize a student's birthday. If your child's teacher gives you permission for birthday treats, please drop them by the school office and a teacher will pick them up. ***We do not allow students to pass out birthday party invitations at school.***

CLASSROOM PLACEMENTS

Much time and input is given into student placements. Placements are made based on what is believed to be the best learning environment for each student and the number of students enrolled at the time of placement. Class assignments will not be changed during the school year unless the change is deemed appropriate by the principal. Due to increased enrollment during the summer months, sometimes it may be necessary to add an additional class or combine classes to meet state capacity regulations. We understand having to switch teachers/classes after the school year begins is never pleasant; however, this decision is not within our control. We ask for your cooperation through this process as it is our priority to place students appropriately.

COMMUNICATION

It is our goal to provide clear, thorough communication about school events/activities to our parents and families. Below is

a list of many different forms of communication to keep families informed about PGES happenings.

- **PGE Webpage:** Go to our webpage to find important/helpful student and teacher links, PTA news, SBDM news, and upcoming events.
- **Facebook:** PGE has our own Facebook page where we post pictures and notifications about upcoming events/activities.
- **Infinite Campus Messenger alerts** are sent as needed from PGE Principal or designated staff member. Please visit our webpage or call the school to sign up for these.
- **Weekly classroom newsletters** are sent by classroom teachers.
- **Infinite Campus** is our school-wide automated notification system. Parents can receive e-mail, text, or phone calls.
- **Teacher Webpage:** Each teacher has a webpage where you will find current lesson plans, upcoming events, homework, and other important information.

In addition to communication from school, we highly encourage communication from our families, as well. Please feel free to contact us through e-mail, phone, or student agendas if you have any questions and/or concerns. If we are not available at the moment you contact us, someone will get back with you within one school day.

COUNSELING SERVICES

School counseling is a process that helps students succeed academically, socially, and emotionally. During the school year, the students at Pleasant Grove Elementary School will participate in classroom guidance where they will receive character education that focuses on preventing problems and guiding social/emotional development. Individual counseling is available to students to help address concerns that may be interfering with a student's learning. At times children will have the opportunity to participate in small group counseling as well.

DISCIPLINE PHILOSOPHY

As part of the Positive Behavior Support process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To help students meet behavior expectations in a positive manner, we do the following when teaching academics and behavior.

- Constantly teach and model our school-wide expectations.
- Talk to students with respect using positive voice tone.
- Look for the positive first and provide **positive, immediate, frequent, and explicit feedback.**
- Actively engage everyone in the class during instruction.
- Treat minor offenses as the opportunity to teach appropriate behaviors.

DRESS CODE

All students have the responsibility to observe basic standards of cleanliness and good grooming. The student is expected to dress in a manner that is appropriate and not distracting to the educational process. In the opinion of the teacher, counselor, or principal, if a child is not dressed appropriately, the child will be asked to change clothes. Specific dress code reminders include the following:

- Hats, costume headbands (cat ears, tiaras) or other head coverings (including scarves) are to be removed upon entering the school building. Students may wear these

items on designated days, which will be announced throughout the year

- Students may not carry or wear clothing that advertises gangs, drugs, alcohol, tobacco products, or obscenities.
- Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- Shorts and skirts should come to the end of the child's fingertips when standing with arms straight down.
- No spaghetti string tops or halters are to be worn at school.
- For student safety, sandals MUST have a strap around the heel. No open-heeled shoes are allowed. **No shoes with wheels are permitted.**
- Also prohibited: clothing, accessories, or changes in appearance (such as unusual hair color/style or style of dress) that causes disruption to learning.

FIELD TRIPS

Field trips are a part of the instructional program and make a definite contribution to an activity, project, or subject area. The teacher will send home a permission slip that gives all information concerning the trip. Students are not allowed to participate in a field trip without a signed permission slip from a parent or guardian. In order to act as a parent chaperone, a criminal records check must be on file prior to the trip. **Only students/children enrolled at Pleasant Grove Elementary may attend field trips on a school day.**

HARASSMENT/BULLYING

Harassment/Bullying can be verbal, non-verbal or physical and is defined as a behavior that is repeated after a request has been made for it to stop. **Harassment/Bullying will not be tolerated, and students who engage in this behavior will be subject to disciplinary action.** Incidents of suspected harassment should be reported to a teacher, counselor, or principal. See BCPS Discipline Code Handbook for more detail.

HEAD LICE

School-wide checks will be done periodically – especially at the beginning of the year and before and after holidays. Upon discovery of head lice, the following steps will be taken:

- The infested child's parents will be called to pick up and treat the child's hair.
- A note will be sent home with each child in the classroom stating that a case of head lice has been discovered in the classroom.
- Once treated, parents must bring the student, along with proof of treatment, to the school office for a thorough head-check by school staff before returning to class.

HOMEWORK

Homework can assist in establishing responsibility as well as reinforcement of needed skills. Per SBDM policy, suggested grade level guidelines for daily homework are as follows:

- Early Primary: 10-20 minutes
- Upper Primary: 10-30 minutes
- Intermediate (4-5): 30-50 minutes

LIBRARY MEDIA CENTER

Every child has access to our comfortable, well-stocked Library Media Center. Each class is scheduled to come to the Library

Media Center every week. Students have the opportunity to return and check out books daily, either individually or with their class. Books are checked out for one week at a time. Students are expected to return their books on time so everyone can enjoy the books as much as possible. Lost or damaged books should be reported to the Library Media Specialist. The original cost of the book will be charged for a book that is lost or damaged beyond repair.

MEALS

Breakfast will be served each morning 8:30 – 8:55. Students may choose to eat breakfast or go directly to the classroom.

Each class has a scheduled lunch time. Students will sit together as a class in the cafeteria. All students must eat a lunch, whether it is brought from home or bought at school, unless we are notified in writing from a parent or guardian. Students with special dietary needs must have a letter from their doctor. We will cooperate with parents to try to provide a nutritionally balanced meal. Students bringing their lunch from home may purchase their milk or juice from the cafeteria. ***Carbonated beverages may not be brought to the lunchroom.***

2018-2019 Meal prices:	
Student breakfast.....	\$1.25
Student lunch.....	\$2.75
Adult breakfast.....	\$2.50
Adult lunch.....	\$3.75

MySchoolBucks is an online payment system for parents to deposit money into their child's meal account and monitor their food purchases. The secure online system can be accessed at www.myschoolbucks.com. Parents may also send in money for the child's lunch account. The cafeteria manager will notify students on the day their lunch account is depleted so that parents will know to deposit additional funds the following day.

Charging Procedures: The charging procedure and allowable number of charges for students as indicated in 07.1 AP.1 follows:

- Students are allowed up to five (5) breakfast and/ or lunch charges
- An alternative lunch meal will be provided once a student has reached the 5 charge limit.
- Students are not permitted to charge a la carte items.
- Alternative meals provided on an emergency basis consists of a cheese sandwich and white milk.(Modifications will be made for students with special dietary needs)

Lunch Visitors: Parents, guardians, grandparents, or other immediate family members may have lunch with a student. **Lunch visitors must be on the child's emergency contact list or a letter must have been sent in by the parents giving permission for the visitor to join the child for lunch at school. *All lunch visitors must present a picture ID.***

MEDICAL INFORMATION

Medical Disability/Allergy: If your child has a medical disability or allergy, this should be reported to your child's homeroom teacher. If this disability or allergy needs special attention, please submit a doctor's note

First Aid: Several staff members at PGES are trained in first aid. Students who require first aid for minor injuries are to report to the office. More seriously injured students are not to be moved, and their injury must be reported immediately to the office. Parents will be notified to come to the school when a serious injury occurs.

Illness: Parents will be expected to have students picked up in a **reasonable amount** of time when a child is running a fever, may be contagious, or feels too bad to continue with the normal school routine.

Medication Administration for Students: Medication is to be given only with the parent or legal guardian's written permission. A Medical Release Form (09.2241AP21) must be completed and signed before any medications can be dispensed at school. The following procedures will be followed, per BCPS policy:

All medications (over-the-counter or prescription) must be brought to school in the **original prescription container** by an adult. Front Office Staff will document the medicine to be dispensed and obtain adult signature.

Medical Release forms must be signed by a physician for any prescription medication to be dispensed at school.

Over-the-counter medications can only be dispensed with the completed Medical Release Form and parent signature.

Any over-the-counter medications needed for more than 3 days will require the appropriate form signed by parent and attending physician.

Any changes (e.g. time of day or amount) of medication will require a new Medical Release Form.

All policies and procedures will be followed for the dispensing of medication to all students. There will be no exceptions. We apologize for any inconvenience this may create for you, but we must enforce these policies in order to create a safe environment for our students.

PTA

The Pleasant Grove Elementary PTA strives to provide quality programs and opportunities to our students, families, and staff to enrich the PGE Dolphin experience. We hope that every parent will become a member of the PTA. They have helped provide our school with cultural arts programs, much needed textbooks, software, and other instructional materials for our students. Please visit our PTA website to see how you can be involved: www.pgepta.org

PARENT/TEACHER CONFERENCES

Teachers are available for conferences during the school year by appointment. Simply call your child's teacher or send a note to set up a conference. From time to time, teachers may also request a conference. **Good parent/teacher communication is extremely important to every child's progress in school.**

PERSONAL ELECTRONIC DEVICES

The Bullitt County Board of Education supports the reasonable use of technology devices for educational purposes. Permission will be granted by individual teachers for students to bring in and use personal electronic devices. Written parental permission and teacher request will be required prior to any device being approved for school use. Inappropriate or irresponsible use of these devices will result in this privilege being revoked. Student use will strictly adhere to the county Acceptable Electronic Media Policy and will be closely monitored by school staff.

Any device brought to school, without a teacher's permission, will be confiscated until the end of the day when they will be sent home. A second offense will result in the device being held in the office until a parent can come and pick it up.

PHYSICAL EDUCATION/WELLNESS

Physical Education is a part of our school, county, and state

curriculum. In addition to a weekly structured Physical Education Class, students will have 15-20 minutes of physical activity time planned by the classroom teacher. Students may be excused from participating in PE class only by a note from a doctor stating the reason for non-participation and a date that the child may return to normal activity. Students should dress comfortably, and are expected to wear tennis shoes on days in which they have PE. We strongly encouraged students to wear tennis shoes every day since they will have some type of physical activity time daily.

REGISTRATION

At risk children who are four (4) years old on or before August 1 are age-eligible for the state-funded preschool program.

To be eligible to enroll in kindergarten, a child must be five years of age by August 1.

To register a student grades K-5 at PGE, parents must submit the following documents:

Proof of residence – Bullitt County Board of Education policy dictates that students must attend school in their appropriate school attendance district. Limited guardianship is no longer accepted. Proof of residence must be submitted in the form of a utility bill, lease, or home contract, along with a current driver's license.

Birth Certificate – All students enrolling in a Kentucky public school, regardless of age or grade level, must present a birth certificate.

Immunization Certificate – A current Kentucky Immunization Certificate must be on file for every student.

Physical Exam – All students initially entering school through either preschool, kindergarten, or from another school other than a Kentucky Public School must have a physical exam.

- ***Eye Exam*** -- All students initially entering school through either preschool, kindergarten, or from another school other than a Kentucky Public School must have an eye exam conducted by an optometrist or ophthalmologist by January 1 of that school year.

SCHOOL BASED DECISION MAKING (SBDM)

Our SBDM Council is a policy-making group that meets once a month during the school year. It consists of two parents, three teachers, and the principal, who acts as a chairperson. Committees meet regularly to review current policies and propose new policies to ensure the best learning environment for our students. Parents are encouraged to attend meetings and/or join a committee. SBDM information may be found on the PGES website.

SCHOOL CLOSING PROCEDURES

In the event schools must be closed, the following procedure will be used:

- The announcement will be made on local TV/radio if school is to be closed that day, as well as the BCPS website.
- **PLEASE DO NOT CALL THE SCHOOL, THE BOARD OF EDUCATION OFFICE, OR YOUR PRINCIPAL.** They will not know about school closing prior to the radio announcement, and it is impossible for them to answer calls from everyone.
- In the event school must be dismissed before the regular time, the announcement will be made on local TV/radio. Your cooperation in following the above procedures will be greatly appreciated and will make our operation at these times much easier. We are unable to call all parents, so make arrangements ahead of time. Update as needed.

If school is dismissed early, morning session preschool students will be held and taken home on the regular bus run with the other children in the school. Afternoon session classes will not meet.

If school is dismissed early during the morning session for a 1:00 dismissal, then the morning session students will be fed lunch at school and sent home on the bus at 1:00 p.m.

When the schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will be automatically cancelled or postponed.

Teacher Planning Days

On Teacher Planning Days, there will be no school for students. During Teacher Planning Days, teachers work together to improve student learning by analyzing student performance / assessment data to determine needed instructional changes. 2015-2016 Teacher Planning Days are:

September 4
October 8
November 5
January 3 & 4
March 11
April 8

TOYS AND GAMES

Toys and games are to be left at home, unless specifically requested by a teacher for a class. If these items are brought to school without a teacher's permission, they will be confiscated until the end of the day when they will be sent home. Any item that could create a danger on the bus will be held until a parent can come and pick it up (such as lasers).

TUESDAY FOLDERS

Every student will be given a **Tuesday Take Home Folder** in August. This folder will be sent home every Tuesday with graded student work and parent information. Parents are to remove paperwork and return folders on Wednesday of each week.

VISITORS

ALL VISITORS, including parents, are required to show a picture ID and sign in at the school office immediately upon entering the building. Visitors are not permitted to go to classroom areas unless a visit has been scheduled with the teacher.

VOLUNTEERS

Volunteers are always needed and much appreciated. Our Volunteer program will begin upon return from Labor Day weekend. Per BCPS policy, ALL ADULTS who attend field trips or volunteer at PGES must undergo a criminal background check **annually** prior to attending trips/volunteering. If you would like to volunteer, please remember to sign in with the volunteer coordinator with each visit. We ask that preschool-aged siblings do not accompany volunteers, as this creates a disruption during instruction.

WEAPONS/CONTROLLED SUBSTANCE

Possession of a weapon/controlled substance on school property is grounds for expulsion. Knives can be considered weapons.

ATTENTION PARENTS

Once you and your child have reviewed the PGES Student Handbook, please sign below. Thank you for your assistance.

- My child and I have read the Pleasant Grove Elementary Student Handbook. We have discussed each section and understand the expectations for students.

Parent/Guardian Signature

Date

Student Signature

Teacher's name

****PLEASE COMPLETE THIS PAGE, TEAR IT OUT, AND TURN IT IN TO YOUR CHILD'S TEACHER.***