

Pleasant Grove Elementary School
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WELCOME

The Pleasant Grove Elementary School teachers and staff welcome you to our beautiful school. To help your children enjoy their experiences at Pleasant Grove, we would make the following suggestions:

1. Get to know your school. Become familiar with classroom locations, school office, library, cafeteria, and playground.
2. Become familiar with the teachers and staff. We are all here to help encourage your children to study and learn as much as they can. We will always be available to help with any problem they may have.

We are proud of our school, faculty, students, and staff. You can help us to do our best with your cooperation and support. It is my sincere hope that your experience at Pleasant Grove will be one filled with happiness and success. We urge parents to support the school, teachers, and programs. Positive parental attitudes can make a significant difference.

Purpose of the Handbook

The purpose of this handbook is to acquaint the students and parents of Pleasant Grove Elementary with the school's programs, services, and policies. Through an understanding of the regulations that keep the school functioning efficiently and an awareness of the opportunities offered at Pleasant Grove, a firm understanding will be established among the school administration, staff, parents, and students. A newsletter is sent home and to your email address twice monthly with information about school events and community news. A breakfast and lunch menu along with a calendar of events will be made available at the beginning of each month. Please take time to read through all handbooks and inserts that come home. You should also be aware that Pleasant Grove has a web site, www.centergrove.k12.in.us/pges where you can find information on our newsletter, calendar, attendance, lunch, student clubs, and PTO.

VISION – *Reaching for personal excellence at every opportunity.*

Mission Statement

Pleasant Grove Elementary provides K-5 educational experiences that build the foundation for a love of learning in a safe, nurturing environment for all. We promote rigorous academics through differentiated instruction, critical-thinking skills, and personal responsibility for learning.

Core Beliefs

We Believe:

- ❖ a safe and nurturing learning environment is critical for each child.
- ❖ interconnecting both academic and personal experiences inspires a life-long love of learning.
- ❖ in a culture of respect that fosters open communication and shared learning.
- ❖ in equal access to a quality education for every child.
- ❖ differentiated instruction and the recognition of multiple learning styles meets the needs of a diverse student population.
- ❖ collaboration between school, student, family, and community is an essential component for high academic achievement.
- ❖ higher-order thinking skills and 21st century learning are incorporated throughout the curriculum.
- ❖ goal-setting helps our students visualize success and take steps toward achievement.
- ❖ in practicing structured choice in the classroom.

**Progress
Responsibility
Integrity
Discipline
Excellence**



Pleasant Grove encourages students to have pride in themselves, their school, and community. We ask students to follow the examples that we try to set for them daily, and encourage them to set good examples themselves. Each student has a right to develop his/her abilities to their fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies.

Every effort shall be made to influence the student through example, discussion and counseling. The following are guidelines that we have established to help students understand the importance of courtesy, respect and responsibility in their everyday lives.

Five Laws of Responsibility

1. I am responsible for everything I do. If I do well, I get ALL the credit. If I mess up, I must accept the blame and work with my family and teachers to correct it.
2. I am responsible for getting my own education, job training, and for living a healthy life style—so that I can be a self supporting, contributing citizen, not a burden to family and society.
3. I am responsible for treating all persons, my family members and others everywhere with respect and consideration. That we ARE different, LOOK different and THINK differently doesn't matter. What matters is that we are all deserving human beings.
4. I am responsible for supporting my community/nation/world. It takes everyone in a community working to make it more just, more democratic, and more hospitable for everyone.
5. I am responsible for the earth. I treat it with loving care, preserving it for all time. We are part of the problem unless we are part of the solution.

Charter of Personal Rights

WHEN I AM WITH OTHER KIDS:

1. I have the right to learn and grow and make something of myself.
2. I have the right to feel what I feel and express what I feel as long as I make my expressions responsibly.
3. I have a right to express my anger as long as I do it responsibly, not hurting others or damaging things.
4. I have the right to protect myself from the aggression of others as long as I do it without aggressing against them.
5. I have a right to my own body. No one has a right to hurt me or even touch me without my permission.

Cares Pledge

**I am a member of the Pleasant Grove family.
I pledge to stick together and give my personal best every day.
I am responsible for my learning and my behavior.
I will be gentle and kind and show no hurts in my actions or words.
I will be respectful to myself, others and school property.
I know that I am safe and loved.
I am proud to be a Pleasant Grove Panther!**

Citizenship and General Regulations

It is each student's responsibility to display qualities of good citizenship. Good conduct is expected in the halls, in the cafeteria, on the playground, in the classroom and when leaving school grounds. Pleasant Grove Elementary teachers want students to become good citizens. Expect teachers to remind them of their mistakes. They will give special emphasis to courtesy, respect and responsibility.

1. Students should be as quiet as possible when passing to classes and when entering and leaving the building. Running, pushing, and loud talk in the school is unnecessary at all times.
2. Students who cannot participate in school functions because of religion will be excused from these activities upon written request to the school.
3. No sales solicitation of staff for non-school related activities is permitted.
4. Lunchtime should be a relaxing, enjoyable time to socialize and take a break from a busy day. Please talk to your children about proper eating habits and courtesy to each other. Yelling, loud talking, or exchanging food in the cafeteria is not allowed. Recesses are planned for your child. He/she needs a short break from the classroom activities to perform well. A written request must be sent daily to the teacher if a parent wants a student who has been

ill to stay indoors. It is the policy of the school that all children go out for a short break. In case of extreme weather, all children are kept inside. Please make sure your child is properly dressed for the weather.

5. Telephone calls made by students are limited to those permitted by the teacher in the classroom.
6. Students should have a backpack or book bag to carry their materials to and from school. These items help reduce wear and tear on books and materials and prevent damage.
7. A student will not bring or possess an object that has no educational purpose and may distract from teaching and learning. Examples include but not limited to:
 - Toys
 - Radio or any listening and recording devices, Game Boy's, video games, cell phones, pagers, or any other portable video game devices.
 - Any object that can disrupt the normal order of school.

Attendance

Regular daily attendance is crucial to the learning success of our students and provides the best opportunity for your child to be successful. **However, if attendance is not possible because of an illness or other family situation, please follow this procedure:**

- a. All absences must be reported to the school for each day of absence.
- b. You must contact the school by 10:00 a.m. by calling the PGES attendance line (887-8525, press 1 for attendance) and answering each question. You may leave any information or requests for the teacher at this time and it will be forwarded to them. If the school does not receive a message regarding your child's absence, it will be recorded in our attendance records as "U-NP" meaning unexcused, no parent call received.
- c. If your child has an appointment resulting in their absence, please provide the school with verification from the professional office. Absences accompanied with a professional note will be recorded as "E-PR", allowing us to properly identify the absence.
- d. Students will be counted as tardy, if they arrive at school after the 9:00 a.m. bell. Any student arriving at school after the 9:00 a.m. bell must report to the office to receive a late arrival slip. If a student has been at a professional appointment, resulting in a late arrival, it will be recorded in the student's record as "X-PR" meaning a professional doctor's note was presented to the office which should include the the student's name, date, time of appointment and time of departure from the appointment. Early dismissals will now be noted in a student's record when they leave school early. The early dismissal will be recorded as "X-PR" if a professional doctor's note is presented to the office. Other early dismissals will be considered unexcused and marked as "T-LO".
- e. For further attendance information, please refer to the CGCSC Attendance Policy handbook.

Perfect Attendance Award: We will be recognizing those students who have perfect attendance at the end of the school year. A student must have zero absences and zero tardies for all four nine-week grading periods to be considered eligible for this award. An excellent attendance award is given to students who only miss one day or have one tardy.

Please make a strong effort to schedule professional appointments during non-school hours. If this is not possible, we ask that you sign out the student for a reasonable amount of time to attend the appointment and then return to school. You are also encouraged to write a note to the teacher indicating when your child will be leaving school and when the child will be returning. This note should first come to the office. This will help us ensure that the child will be ready when you arrive.

Student Arrival and Departure

Students riding the bus will enter the building through the Northeast doors (Door 2) in front of the building.. All others must be dropped off at the Northwest door at the canopy. There will be someone on duty to greet the students. **STUDENTS ARE NOT TO BE DROPPED OFF BEFORE 8:40 A.M., UNLESS THEY ARE EATING BREAKFAST, WHICH RUNS FROM 8:35 A.M. TO 9:00 A.M.** School begins at 9:00 a.m. Students entering the building after 9:00 a.m. must come to the office for a late arrival slip. School is dismissed at 3:45 p.m. except for Wednesday's where we dismiss at 3:00 p.m. All students who ride the bus will exit from the Northeast doors (door 2) in front of the building.

Parents picking up students must inform the office. When making alternate arrangements, a note or phone call to the office is required. It is helpful if the call is made before 3:00 p.m. so the office can inform the teacher. Children are to be picked up and signed out in the cafeteria, not from hallways or classrooms. You will also need to present your I.D. when signing a student out. Parents should **NOT** go to the room to pick up the student. Parking is available in the front or west side of the building. The main school entrance, Door 1, is the pick-up point for ALL students NOT riding the school bus.

Never drive or park in the bus loading area. There should be no parking or student drop off along the curb in front of school, except for Special Services or handicap students.

Visiting

You are welcome to visit Pleasant Grove Elementary School at any time. During the first nine weeks of school, your child will adjust better if you do not visit the classroom. After the “adjustment period” is over, your child’s teacher will be happy to have you visit as long as you have *made prior arrangements with him/her*. Parent-teacher conferences may be requested by you or by the teacher. Conferences should be held while school is not in session, or at a prearranged time when the teacher is free from the classroom during the school day. Conferences can be very helpful to both you and the teacher in helping your child. If it becomes necessary to contact your child at any time during the school day, this contact must be made through the office. **Anytime you enter the building, come to the office, sign in with LobbyGuard (driver’s license required) and obtain a yellow visitor’s lanyard. Please be sure to sign out when leaving and return your lanyard.**

Breakfast & Lunch Program

A nutritious breakfast and lunch is prepared and served daily by our cafeteria staff. Monthly menus are sent out the first of each month. Also, you can check the voice mail for the weekly menus.

We are using a computerized breakfast/lunch account system. All students have been assigned an individual account number. Students should bring their money in a sealed envelope with their FULL name, room#, and the amount being sent. This may NOT be used at the cash register. Students wishing to pay for their lunch on a daily basis will need to deposit the money for that day’s lunch by 9:15 AM with the classroom teacher in the sealed envelope. You will be notified when your student has less than four days lunch in their account. Students with negative balances will not be permitted to purchase any extra ala carte items.

If a child brings his lunch, the drink must be in a thermos or milk may be purchased in the cafeteria. **CANS OR BOTTLES OF SOFT DRINKS ARE NOT PERMITTED IN THE SCHOOL CAFETERIA.**

Fast Food

Parents are not permitted to bring in fast food for their student’s lunch. There is a special table set up in the cafeteria for parents, grandparents, etc. to come eat lunch with their student.

Lost and Found Articles

Articles found during the school year are located in the lobby by the office. All unclaimed items will be disposed of at the end of the school year.

Special Area Considerations

- **Physical Education** - Please remember that all children are required to wear tennis shoes in gym class. Girls should dress appropriately on the days they have gym.
- **Media Center** - All students are encouraged to borrow materials from the media center. A variety of fiction and non-fiction books, magazines, and reference sources are available at all reading levels. Students are allowed to borrow two books at a time for a maximum period of two weeks. Overdue books and improper behavior in the media center can result in the suspension of library privileges.

Fire / Tornado Drills

Fire drills are held monthly and tornado twice a semester during the school year to enable the building to be cleared in an efficient manner.

Tornado and Severe Weather Procedures

During certain periods of the year, tornadoes and severe weather become potential threats. We feel it necessary for all parents to be appraised of school safety precautions to be followed in the event of impending danger.

The following measures will be taken when we have received an official tornado WARNING. (Not during a tornado WATCH)

1. Staff will be posted as lookouts.
2. On a given signal, all students and staff are to go to pre-arranged places of safety until the “All Clear” is sounded.
3. Every student has a definite assignment during a tornado WARNING.
4. Teachers know which area they have been assigned and the students are informed that they must remain quiet and follow teacher’s directions without question and without delay.
5. Students will not be dismissed from school unless accompanied by a parent. Parents MUST report to the office if they wish to remove their children from school.
6. Students will not be dismissed from school should a WARNING come at the regular time of dismissal. Students will be dismissed only after an “All Clear”.
7. We ask parent’s cooperation during a WARNING and ask that you do not call the school.

Ideas for Helping Your Child with Homework

PARENTS can do their part to improve homework when they:

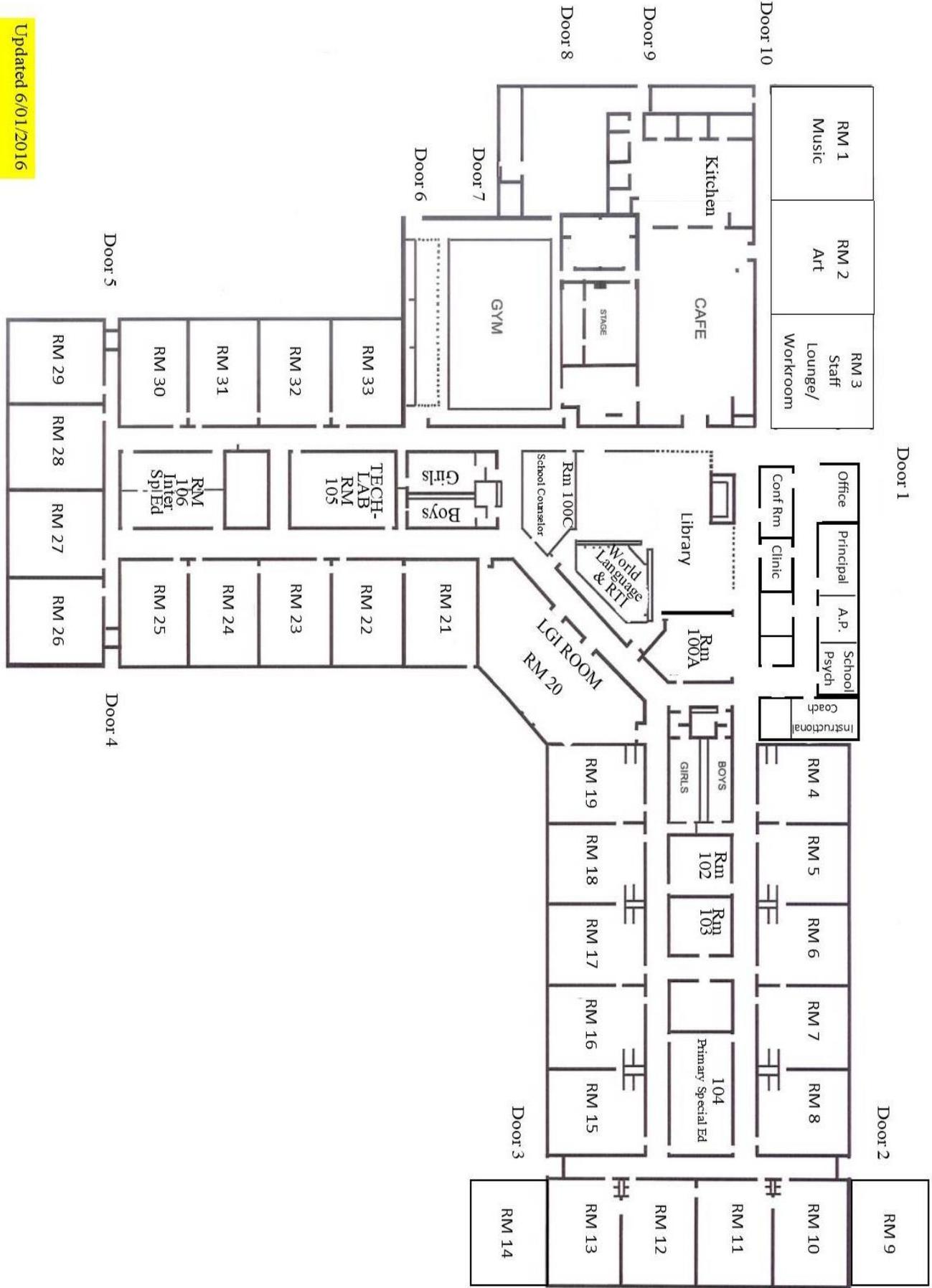
1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions.
3. Reserve a time for homework and turn off the TV.
4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do not do the work for them.
6. Please support the school's expectation that homework be completed and returned on time.

CHILDREN will improve their study habits by observing the following:

1. Be sure you understand each assignment.
2. Use a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much, time on each subject. Budget your time for each subject. Complete the most difficult assignments while you are fresh.

Partnership with the teacher:

- Try to attend parent-teacher conferences and "Open House" nights.
- If there is a problem at school, talk it over with your child's teacher. They will appreciate your interest and concern.
- Let the teacher know, if there have been any changes in your family that might affect behavior at school.
- Read notes, newsletters and announcements that the teacher sends home. Keep track of upcoming school related events by marking them on your calendar.
- "Thank you" notes are a nice way to tell the teacher you appreciate what he/she is doing.
- Set a good example by saying something positive about the teacher in front of your child.



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