



Parent & Student Handbook
2022 - 2023

Pleasant Grove Elementary -- Home of the Flyers

Mission

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Vision

Pleasant Grove Elementary provides a safe, nurturing environment where students take ownership of their learning through engaged collaboration, innovative problem solving, and they are empowered to become leaders and lifelong learners.

Values

At Pleasant Grove, students, parents, teachers, and administrators are committed to:

- Providing every student high-quality, engaged, research-based instruction
- Promoting rich, equitable learning that acknowledges student individuality and diversity
- Fostering positive and collaborative relationships between the school and community
- Pursuing continuous growth, learning, and reflection to ensure innovative best practices

At Pleasant Grove, we help every student **SOAR** and **THRIVE**:

Show empathy

Teamwork

Own my actions

Health

Act responsibly

Relationships

Rise to the challenge

Integrity

Versatility

Excellence

2022 - 2023 Parent & Student Handbook

ARRIVAL AT SCHOOL

School hours are 9:15 AM – 3:45 PM. School opens at 8:45 AM. Students may not be dropped off at school before 8:45 AM unless they are in the Before School Program. Students who are not enrolled in the Before School program should remain in their parents/guardians car or the school bus until the 8:45 AM bell. A warning bell rings at 9:10 AM. Students who arrive after 9:15 AM are tardy. After 9:15 AM parents must check their child into the office to receive an admittance slip. We appreciate your efforts in ensuring that your child arrives at school on time.

ATTENDANCE

Attendance is essential for learning. Letters will be mailed to notify families when a student has 6 or more unexcused absences. To be counted present at school, students must be in attendance at least one-half of the student school day (3 hours and 15 minutes). Students may leave school with a parent for dental or doctor's appointment with prior notice to the child's teacher. Whenever possible, please make these appointments before or after school hours. If a student is tardy, a parent must check the child in at the office upon arrival. Most dental and doctor offices will give you a "return to school" slip.

An absence is only excused for the following reasons: illness or injury; quarantine; death in the immediate family; medical or dental appointments; court when a student is under subpoena; religious observances; and participation in a valid educational opportunity. When any child accumulates 6 or more absences parent/guardians will be notified in writing.

If your child is absent, please send a written note to school when he/she returns. If we don't receive a note explaining that the absence was for one of the reasons listed, we must record the absence as unexcused. An absence will not be excused as an educational opportunity unless it has prior approval, the primary purpose from its outset is educational, and it cannot take place at another time (e.g. take your child to work day). Do not request work for absences in advance or call on the day of an absence requesting work to be sent home. Teachers will provide students with their make-up work when they return to school.

BEFORE SCHOOL & AFTER SCHOOL CARE

Before school care and after school care is provided for students on site by Raleigh Parks & Recreation. Before school care begins at 7:00 AM. For safety and orderly dismissal students after school pick-ups do not begin until 4:30 PM. After school care closes at 6:00 PM. If school closes early because of inclement weather there will be no Parks & Rec after school care or other day care vendor service. Instead, students will be sent home using the transportation you indicate for Early Dismissal/Inclement Weather on the Locator Card sent home with your child on the first day of school.

BEHAVIOR

Pleasant Grove uses Positive Behavior Intervention Support strategies. Students are expected to know and demonstrate the principles of the **Pleasant Grove Pledge**:

As a Pleasant Grove Flyer,

- o I will respect myself, respect others, and respect school property*
- o I will take responsibility for my own behavior, and*
- o I will come to school ready to learn.*

BIRTHDAY PARTIES

Pleasant Grove cannot accommodate requests for birthday parties at school. Adults should plan birthday parties, special treats, cake, cupcakes, and candies for their children at home or at a non-school location.

BOOK BAGS

Students should NOT use rolling book bags. They are a safety concern as large groups of children walk in the hallways and to and from the buses in the morning and afternoon. There is insufficient storage space in the classrooms for rolling book bags.

BUSES

The same behaviors that are expected in school are expected at the bus stop and on the bus. Riding a school bus may be revoked if rules are not obeyed. Bus drivers will NOT release a Kindergarten or 1st grade student at a bus stop unless a responsible person is present at the stop for that child.

For bus updates in the morning check www.wcpss.net and click on the Transportation icon. For information about buses in the afternoon, follow the school bus Twitter account @pgesbuses or call WCPSS Bus Transportation at **919-805-3030**. Parents can also use the ***Here Comes the Bus*** free app from the Apple App Store or Google Play to track their child's bus using GPS data on a computer, tablet, or smartphone. Access this service using the WCPSS school code 67500 and your child's Student ID. For additional details, visit: <https://bit.ly/hctbmobile>

Families new to WCPSS must request transportation service. Requests can be made at www.wcpss.net. Assigned students who do not ride the bus for 10 consecutive days will be removed from the bus stop. Please take this into consideration if your family makes infrequent use of WCPSS bus transportation.

Any transportation changes must be requested in writing by a parent or legal guardian. Submit these written notes directly to your child's teacher in the morning. If a child will not be riding his/her daycare van, please notify your daycare provider. If you have an unexpected transportation change that you can't request in writing, please call the school office ***before 2:30 PM***. **Please don't send an e-mail to the teacher during the school day to request a transportation change. Your e-mail may not be opened until after dismissal or the teacher may be absent that day.**

We are not able to accommodate requests for children to ride the bus home with other children. Students cannot go home on buses other than the one to which they are assigned. If a child is going to another student's home after school, please have the students carpool and make sure that written permission from both parents is provided to the school.

CAFETERIA MEALS

Breakfast costs \$1.50. Lunch is \$3.00. Meals will be at no cost to students who qualify for free or reduced price meal benefits. Families can apply for free or reduced-price meals online by visiting www.MySchoolApps.com. Paper applications can be requested by calling 919-588-3535 or 919-856-2920 or emailing cnsmealbenefits@wcpss.net. Students must provide their student ID number at the point of service this year.

Families can submit checks payable to the Pleasant Grove Cafeteria that include the student's name and lunch account number. Families can also make electronic payments online at www.mySchoolBucks.com.

CALENDAR/SCHEDULE OF EVENTS

Visit www.wcpss.net/pleasantgrovees for a calendar of upcoming school events or contact your child's teacher.

CANDY AND GUM

Candy may be used as an occasional treat, but will not be used as a reward or motivation to learn. Gum is not allowed at school.

CARPOOL

Families using carpool need a carpool tag from the front office. This tag should be displayed each afternoon. The carpool lane is accessed from Pleasant Grove Church Road. For safety, adults should not use cell phones or text while moving through carpool. Stay single file on the right side and proceed to the designated drop-off/pick-up area. You will be directed to move into the front circle to begin morning drop off or afternoon pick up. Students must exit from the passenger side of cars. Be courteous, follow the directions of the adults on duty, and do not attempt to drive around or pass cars.

Please do not enter the building to pick up students in carpool. Staff members will have students ready for pick up. Additionally, please do not park your car in the car pool lane and leave it unattended. Morning drop off begins at 8:45 AM. Afternoon pick up begins at 3:45 PM. After 4:10 PM, students will need to be picked up from the main office.

CHANGE OF ADDRESS, NAME, OR PHONE NUMBER/EMERGENCY CONTACT

Please notify the front office when you have a change of address or phone number so we can reach you in case of an emergency that occurs between the week day hours of 8 AM – 5 PM.

CLASS DOJO

Each teacher will use Class Dojo to communicate information about student progress and class activities to families through mobile text messaging. Families are encouraged to utilize Class Dojo to receive these updates.

CONFERENCES

Teachers will schedule conferences with you after the first and third reporting periods. If you have a question or concern about your child's classroom ask your child's teacher using Class Dojo or email. Due to the pandemic, Pleasant Grove teachers will frequently make use of virtual meetings using Google Meet or phone calls this year.

COVID19

If you are sick or experiencing symptoms of COVID19 you should stay home. Families should notify the school if a student tests COVID-positive. For details about when a student can return to school following isolation visit www.wcpss.net/whentoreturn

CUSTODY/VISITATION AGREEMENTS

The school will comply with legal documentation only. If we do not have legal documentation of custodial rights, then we cannot comply with parent/guardian directives. Any changes in court orders should be given to the office as soon as possible.

DELAY OR CLOSING OF SCHOOL/INCLEMENT WEATHER

Information on school closings or delays due to inclement weather is available at <http://www.wcpss.net/>, on local television, and on the radio. Make-up days are determined by district officials. Please do not bring your child to school early (i.e. 8:45 AM) when we have a delayed opening, such as a 1-hour delay or 2-hour delay. No one will be here to supervise your children or to open the building for them. If the opening of school is to be delayed, announcements will be made by 6:00 AM on local radio and television. ****If school closes early because of inclement weather there will be no Parks & Recreation After School care or Day Care and Van Service. Students will be sent home using the Transportation you indicate on the Early Dismissal/Inclement Weather section of the Locator Card sent home with your child on the first day of school.**

DISMISSALS

Dismissal begins at 3:45 PM. Unless we receive written instructions from you to the contrary, we will always send a child home his/her usual way. Transportation changes must be requested in writing by a parent or legal guardian. Please send these notes in with your child in the morning.

If you have an emergency transportation change that you can't request in writing, please call the school office at 919-694-8770 prior to 2:30 PM so we can notify your child's teacher. Please do NOT send an e-mail to the teacher during the school day to request a transportation change. He or she might not read your e-mail until after dismissal.

If a student is to be picked up by someone other than a parent, send a note to the teacher with your child in the morning stating who will pick the child up. For your child's safety, if we are not familiar with the person who you send to pick up your child, we will ask for identification (e.g. show your Drivers License).

- 1. If you need to check your child out early, you must do so before 3:15 PM.** You must show a photo id when you arrive to check your child out of school. For the safety of all our students, our office staff will ask to see a photo ID before releasing a child to anyone.
- 2. Picking up in the carpool lane:**
Please have your carpool number on display in your car. Stay single file in the right lane and proceed to the designated pick-up area. Be courteous, follow the directions of the adults on duty, and do not attempt to drive around or pass cars.
- 3. Pick up by older siblings:**
In order for an older sibling to pick a child up from school, he or she must be older than 14, have a photo ID, and must be listed on your child's locator card as having permission to pick up your child.

DRESS

Shirts and blouses must cover the stomach. Caps, hats, or scarves may not be worn indoors except for religious or other cultural custom requirements. Clothing must cover undergarments and be suitable for all scheduled classroom activities including physical education. Bike shorts, see-through clothing, exposed underwear, and inappropriate slogans are not permitted. All shorts and skirts must be of a reasonable length. Skate shoes are not permitted. For safety reasons, tennis shoes or closed toe rubber-soled shoes must be worn for physical education classes as well as recess. Students who wear flip-flops, clogs, etc., will not be permitted to participate in free play recess or all PE activities.

EARLY CHECK OUT

If you need to check your child out early, you must do so before 3:15 PM. You must show a photo id when you arrive to check your child out of school. For the safety of all our students, our office staff will ask to see a photo ID before releasing a child to anyone.

EVENING & WEEKEND EVENTS

Students should be supervised by an adult during evening or weekend school events. (They may not be dropped off and then picked up. A supervising adult must be present, and the student must stay with the adult at all times.) The same expectations for student behavior apply at evening and weekend events as during the school day, including our dress code.

FIELD TRIPS

Parents are encouraged to use **Online School Payments** at www.mySchoolBucks.com to pay for field trips by using the student identification number for their child. Online School Payments can be accessed from the school website.

Parent or legal guardian permission is required for students to participate in field trips. We must have the signed permission slip from a parent before a student can leave school. This is necessary for student safety. It is very disappointing to a student when he or she is left behind, but we have no choice. There are no exceptions to this policy.

To participate as a parent chaperone on a field trip, follow these guidelines:

- Parent chaperones must be cleared as volunteers by the school district.
- Teachers determine how many parents are needed as chaperones, and will notify parents regarding participation.
- Parents who participate in field trips may not bring pre-school age siblings or siblings from other classes.
- Students participating in field trips must travel to and from the events with their classmates.

HOMEWORK

Homework provides students the opportunity to practice and apply previously taught skills and concepts. In kindergarten and first grade, students should read approximately 20 minutes each night with their parents/guardians in addition to completing their homework. The total approximate time per day for completing all homework by grade level is:

- Kindergarten, 1st, and 2nd grade- 20 minutes
- 3rd, 4th, and 5th grade- 50 minutes

If your child is spending considerably more or less time on homework than the times listed, please contact the teacher. A copy of the Pleasant Grove Grading and Homework Plan can be found on the school website.

ILLNESS/SICK CHILDREN

If a student is sick, not feeling well, or displaying symptoms of COVID, then they should stay home. Students must be free of any symptoms of illness unless the student has a confirmed diagnosis from a healthcare professional attributing the symptoms to something other than COVID19. For the most up to date guidance visit www.wcpss.net/whentoreturn

****Parents/Guardians: please provide the school with the best phone number to contact you between the hours between 8 AM – 5 PM each weekday in the event of student illness. If your phone number changes, please give us updated information.**

INTERNET USE

School computers will be used only for instructional purposes. Please see the WCPSS Student/Parent Handbook for information about student use of computers and WCPSS assigned student chromebooks.

INTERRUPTIONS/UNSCHEDULED VISITS

If a child's lunch Box, homework, glasses, project, bookbag or other item of a student has been forgotten at home and is brought to school by a parent, please leave it in the front office. We will make sure it gets to the right place.

INVITATIONS/REQUESTS FOR CLASS LISTS

Birthday invitations should be mailed from a child's home. PTA Volunteers who assist as room parents for your child's classroom are the best source for class information. Because of privacy requirements, teachers and staff members cannot assist with sharing information about how to contact families.

LOCATOR CARD

A locator card is sent home with each student during the first days of school. This card is used to record important contact information for the school to reach parents in the event of an emergency as well as to verify the individuals that a parent/guardian has authorized to pick up their child. Please complete this card and return it to your child's teacher. During the school year, contact the front office to update any changes with your address, phone number, or who you authorize to pick up your child.

LOST & FOUND

Please label your child's personal belongings. This will help teachers and staff members locate lost items. Do not allow your child to bring extra money, valuable items, iPads, tablets, toys, fidget spinners, Pokemon, trading cards, iPods, Nooks/Kindles, radios, or sports equipment to school unless prior written approval has been communicated directly from a child's teacher. Pleasant Grove will not assume responsibility for the security of such items. A lost and found closet is located in the school cafeteria. Items not claimed by the end of each month will be donated to charity.

LUNCH & MEALS

Breakfast is served from 8:45 AM – 9:10 AM. Lunch times vary by grade and classroom. All students use a personal identification number at the point of service for breakfast and lunch. We do not microwave students' lunches, and students are not permitted to use microwaves in school. No canned or bottled soda drinks are permitted for lunch or snacks.

MEDICATIONS:

Students who need medications during the school day must first have their parents submit a signed Physician Order for Medication (Form 1702) from a doctor to the front office. This includes medications such as cough drops, Motrin, sunscreen, and poison ivy creams which must remain in the original container with the original label. 1702 forms are available for parents to obtain in the front office. All medications must be brought to school by an adult and given to the office by a students' parent/guardian.

MONDAY FOLDERS

Student folders are sent home every week with information from the school and classroom teacher. In many cases, a signature is required for the folder. Please review all its contents carefully and send it back the next school day.

PARENT TEACHER ASSOCIATION (PTA)

Parents are encouraged to join the PTA. Most families join and the PTA organizes many of the “extras” that make school fun for students like cultural arts assemblies, book fairs, and field day. For more information visit <https://pges.memberhub.com> . Membership dues are \$5.

PARTIES/BIRTHDAY PARTIES

Birthday/party invitations should be mailed from a child’s home. We do NOT hold birthday parties for students. Adults should handle birthday activities for their children outside of school. Sweets such as juice, cupcakes and cookies are NOT allowed because students may have allergies to these items. Having flowers or balloons delivered to the school is disruptive to the learning environment so please keep these items at home.

RELEASE OF STUDENT INFORMATION

Any parent or guardian who does not wish for information such as a student’s name, grade, or dates of attendance to be released or who objects to their child being photographed for newsletters and school publications should notify the school office in writing within 20 school days of the receipt of this notice.

RETURNING TO SCHOOL AFTER COVID19 DIAGNOSIS, EXPOSURE, OR ILLNESS

Visit www.wcpss.net/whentoreturn for guidance about when a student can return to school.

SCHOOL BUSES

School bus routes and bus stops are determined by WCPSS. Pleasant Grove is not able to accommodate requests for children to ride the bus home with other children. The same behaviors expected at school are expected on the bus and bus stop. Bus drivers will NOT release a Pre-K, Kindergarten, or 1st grade student at a bus stop unless a responsible adult is present at the stop for that child. Buses may break down, get stuck in traffic, or have a substitute driver which may make the bus late. Families can use the ***Here Comes the Bus*** app to track their child’s bus. Use the WCPSS school code 67500 and your child’s student ID to get started. For more information about the status of morning bus routes visit www.wcpss.net and click on the Transportation icon for live bus updates. For information in the afternoon about buses follow the school bus Twitter @pgesbuses. For questions about school buses in the afternoon parents should call **919-805-3030**.

SCHOOL INFORMATION

Parents are encouraged to keep up with information about student learning, special events, and classroom and/or school-wide projects posted on the school website and Twitter feed. The school website is www.wcpss.net/pleasantgrovees. The Twitter handle for the school is @pgesflyers. A Twitter handle for afternoon bus updates is @pgesbuses. A weekly message is communicated to families on Sundays by email and text providing information about school activities. To receive these messages text YES to the number 67587. Families can manage how they receive this school information by visiting www.wcpss.net/schoolmessenger. Additional information may be provided to families by their child’s classroom teacher.

SCHOOL NURSE

A school nurse assigned from the Wake County Health Department is on campus two days each week. The school nurse serves multiple schools and can assist families of students who may require an individual health plan due to medical conditions or severe allergies.

STUDENT BEHAVIOR

Pleasant Grove is a PBIS (Positive Behavior Intervention Support) school. Students learn what the expected behaviors throughout the school look like and practice demonstrating good character and making good choices. We encourage these behaviors by recognizing outstanding individual and class actions. As a community of learners, our students, teachers, staff members, and parent volunteers all deserve an environment that is conducive to learning and teaching.

STUDENT CHECK OUT

Parents must bring a Photo ID to check a child out of school. For the safety of all our students, our office staff will ask to see an ID before releasing a child to anyone. Check outs must occur **prior to 3:15 PM**. To be considered present at school, students must be in attendance at least one-half of the student school day (3 hours and 15 minutes).

TARDIES

Being on time to school and ready to learn is very important. The school opens for students at 8:45 AM. All students should be in their classroom by 9:10 AM. Students arriving to class after 9:15 AM are considered tardy and must report to the office with their parents to pick up a class admittance slip before going to the classroom.

TECHNOLOGY

Students in grades 1-5 will be assigned a student Chromebook by the WCPSS district. Any problems with Chromebooks must be reported by families to the WCPSS Technology Help Desk at 919-664-5700 or using the online Student Technology Assistance form <https://staform.wcpss.net/>.

TOBACCO-FREE SCHOOLS

Wake County Public School System policy is that all school system property is smoke-free. This policy is intended to promote a healthy working and learning environment, and applies to all students, employees, and visitors of the school system.

TOYS/ELECTRONIC DEVICES

Students should not bring toys to school. School personnel will not be responsible for the safety of any toys or personal electronic devices brought to school. Trading cards, slime, Legos, iPads, tablets, Pokemon, and fidget spinners also should remain at home. If you feel your child must have a cell phone or pager, he or she should leave it secured in a backpack and out of sight throughout the school day. Items brought to school in violation of this policy and cell phones and pagers accessed by students during the school day will be kept in the office until a parent comes to school to pick them up.

TRANSPORTATION CHANGES

Transportation changes must be requested in writing by a parent or legal guardian. Submit these written notes to your child's teacher in the morning. If a child will not be riding his/her daycare van, please notify your daycare provider. If you have an unexpected transportation change that you can't request in writing, please call the school office **before 2:30 PM**. **Please don't send an e-mail to the teacher during the school day to request a transportation change. Your e-mail may not be opened until after dismissal or the teacher may be absent that day.** We are not able to accommodate requests for children to ride the bus home with other children. Students cannot go home on buses other than the one to which they are assigned. If a child is going to another student's home after school, please have the students carpool and make sure that written permission from both parents is provided to the school.

VANDALISM/PROPERTY DAMAGE

Students who destroy or vandalize school property such as their district assigned Chromebook, school laptops, computers, library books, or furniture will be required to pay for the losses and damages. Damage often results from horseplay and students are liable for either accidental or malicious damage.

VISITORS

All visitors are required to sign in at the office and to wear a visitor's badge. If you have an appointment with a teacher before 8:45 AM, he or she will meet you at the main entrance at the scheduled conference time. The front office closes at 4:45 PM each school day. If you have a late conference one afternoon your child's teacher should meet you at the front entrance to let you inside the building.

Students have been instructed that they are not to open any locked exterior doors, so please do not knock on those doors and ask our students to disobey school rules.

Visits to classrooms and conferences with teachers always should be scheduled in advance. If a Lunch Box, homework, backpack or other item has been forgotten at home and is brought to school by a parent, please leave it in the office. We will make sure it gets to the right place. This process will make it easier for everyone and protect classroom learning time.

VOLUNTEERS

Anyone who wishes to volunteer at Pleasant Grove must register first with the Wake County Public School System. To protect all children, the Wake County Public School System requires that all volunteers participate in an on-line registration process. **Any volunteers who were approved by WCPSS during the 2021-2022 school year are still valid and cleared to volunteer by WCPSS. If you were not approved by the WCPSS district to volunteer in 2021-2022 you must register as a volunteer.** To do this go to any WCPSS school and register through the school computer system. **All new volunteer applicants must register and have an approved criminal record check prior to participating in any volunteer work.** New volunteers can register at any WCPSS school site through the school computer system.

If you would like to volunteer, please make arrangements in advance with your child's teacher. Sign in at the computer station in the front office and wear your badge at all times. So that you can give your full attention to volunteering, we ask that you not bring younger siblings. Additionally, when you volunteer please do not park your car in the car pool lane and leave it unattended. This creates a fire safety violation and an obstacle for other families. For more information about volunteering opportunities contact Mr. Batten, bbatten@wcpss.net, or visit www.wcpss.net/volunteer.

WALKERS

Given the location of Pleasant Grove Elementary and its surroundings, the school does not have a walk zone for students to use with arrival and dismissal.

WELLNESS PLAN

Pleasant Grove will promote healthy lifestyles by teaching and encouraging our school community to eat healthy and be active. We challenge students, staff members, and families to:

- *Get moving for 60 minutes each day*
- *Eat a healthy snack and lunch every day*
- *Celebrate with healthy or non-food alternatives*

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All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo (a) las reglas expresadas en este manual deben tomarse prioridad.

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो पर कॉल करें (919) 852-3303

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303

