



Pleasant Grove Elementary

2025-2026

Student/Parent Handbook

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Dionna Bickley

Principal

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School Counselor

****Information in the handbook is subject to change.****

Pleasant Grove Elementary



Vision Statement

Together with families, we will empower each other to be lifelong learners who lead with compassion, create meaningful impact, and build respectful communities.

Mission Statement

We lead. We learn. We care. We make a difference.

Dear Families,

We're so thrilled to kick off another amazing school year with you and your child at Pleasant Grove Elementary! Our biggest goal is to help every student shine, and our dedicated faculty and staff are working hard to create a safe learning environment where high expectations and strong, positive relationships can truly flourish.

We know you are your child's first and most important teacher, and we genuinely appreciate the incredible role you play. We're eager to partner with you to ensure your child has a successful and enriching experience with us.

This handbook is your go-to guide for all things Pleasant Grove Elementary. It's packed with important information about our school's expectations and procedures. Please take some time to read through it with your child so you're both familiar with everything. If you have any questions at all, don't hesitate to reach out. We're so glad to have your family as part of our school community!

Looking forward to a rockin' school year!

Dionna Bickley

Dionna Bickley, Principal
Pleasant Grove Elementary School



ARRIVAL PROCEDURES

Students may enter the side doors at **8:30** each morning. 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:

- [Car Rider Procedures and Video](#)
- 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 after 9:00 am.
- The car rider line closes at 8:55am. Students arriving at 8:55am, or after, will need to be dropped off at the front of the building.
- All students who are car riders in the afternoon must have a 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 CURRENT CAR RIDER TAG.**

Changes in transportation: *If your child will not be following the usual routine at dismissal time, we need all changes in writing emailed to pgestransportation@bullitt.kyschools.us by 3:00pm, for the safety of our students. It is also a good idea to communicate these changes to the classroom teacher utilizing our **Rooms communication platform.***

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 may make up the lost instructional

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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.

If students contact families via email stating he/she does not feel well and the student is checked out that tardy is not excused.

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 or the end of lunch 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 we will make sure they are taken to the classroom. All treats must be individually wrapped or purchased from a store. ***We do not allow students to pass out birthday party invitations at school unless they are inviting every student in the classroom.***

The birthday book club costs \$10; it is a great way to dedicate a brand new book to your child AND help us raise money to buy new library books. Students who sign up for the birthday book club will be recognized on broadcast on or near their birthday. Summer birthdays will be surprised at some point during the year. Additionally, they will have a bookplate with his/her name and picture (if provided) on the inside front cover for students to see for years to come. If interested, please fill out a [birthday book club form](#) for each child. Money raised will be used to purchase new books for the library. After completing this form, you will be given a link to the payment page.

CLASSROOM PLACEMENTS

Much time and input is put 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.
- Dolphin eNews: sent out at the end of each week containing important school news and events
- **Facebook:** **Pleasant Grove Elementary** has our own Facebook page where we post pictures and notifications about upcoming events/activities.
 - PGE PTA Facebook is also a valuable resource.
- **ROOMS** is the communication platform that admin and teachers will utilize to communicate with families
- **Classroom newsletters** are sent by classroom teachers.
- **Infinite Campus** is our school-wide automated notification system. Parents can receive email, text, or phone calls.

In addition to communication from school, we highly encourage communication from our families, as well. Please feel free to contact us through email, phone, or individual classroom communication platforms 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.

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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 groups, and individual 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 a 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 wear ANY costume accessories such as tails, ears, wings, paws, noses, masks, costume makeup/face paint, etc.
- 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. Pants shall not have rips above the knees and the holes should not be large enough to fit more than 3 fingers through. All pants must fit around the waist, be properly fastened, and cover all areas above the knees.
- Shorts and skirts should come to the end of the child's fingertips when standing with arms straight down.
- Shirts are to cover a student's stomach meeting the edge of the pants with hands raised.
- No spaghetti string tops or halters are to be worn at school. Tank top arm holes cannot be open showing beyond the armpit. Tank tops worn must be 3 fingers wide.
- Undergarments should not be visible at any time (underwear, bra/bra straps, etc.)
- For student safety, sandals MUST have a strap around the heel, this means crocs MUST be in sports mode. No open-heeled shoes are allowed. **No shoes with wheels, backless uggs (or other brands), and heels no higher than an inch are permitted.**
- Also prohibited: clothing, accessories, or changes in appearance that causes disruption to learning.

ELECTRONICS

Computers are becoming more prevalent in the elementary school classroom. Pleasant Grove Elementary is at a 1:1 capability with Chromebooks. This is a no cell phone, no smart watch school. **Cell phones and smart watches are not considered a necessary item for elementary school unless a cell phone is approved by the Principal after a parent request based on a safety/medical issue and the parent and student have signed an Acceptable User Agreement. Cell phones and smart watches must be turned off and placed in backpacks if brought to school.** Electronic devices that are not approved or are not used appropriately will be confiscated and returned only to the parent who must sign a receipt of pickup. The Principal and Teacher have the authority to ban the bringing of electronic devices to school. The school and staff are not responsible for the loss of or damage to any student electronics or other student property/belongings. Students are responsible for their own property and belongings. Inappropriate use of school provided technology can result in loss of privileges.



EXTRACURRICULAR ACTIVITIES

PGE offers many extracurricular opportunities for our students. These offerings are subject to board approval and adequate staffing/sponsoring. We currently offer the following (subject to change):

- Academic Team
- Archery
- Broadcast
- Chess
- Energy Club
- FCA
- Girls On the Run
- Robotics
- Student Technology Leadership (STLP)
- Track

FAMILY RESOURCE CENTER

Rebecca Johnson is our Family Resource Coordinator. She works with the families at PGES and MWES. She is here to help students and families in any way possible. If you need the assistance of our Family Resource Center, please call (502) 869-3400.

FEES

Board of Education policy does permit schools to charge student fees to support instruction and services for students. Pleasant Grove charges a \$25.00 student fee at the beginning of the school year which breaks down to \$15 for personalized learning platforms and \$10 for supplemental instruction resources. Schools may charge additional fees including club and team fees as allowed by Board of Education policy. Sponsors will communicate these fees at the first meeting. There is a \$35 usage fee for school owned devices to be checked out along with the requirement that students and parents sign a district contract. Students/parents are charged repair/replacement fees for damaged, lost, and stolen school provided learning resources. Students are responsible for items directly assigned to them.

FIELD TRIPS

Field trips are a part of the instructional program, make a definite contribution to an activity, project, or subject area, and are a privilege. 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.***

****Per state finance regulations, refunds for field trips are prohibited unless the field trip is canceled. This includes adults. We cannot issue any refunds for any reason other than cancellation of the entire field trip.**

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

Upon discovery of head lice, the following steps will be taken:

- The parents of the child with lice 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.
- Before a child returns to the classroom, proof of treatment must be presented to the office, and the child must be rechecked to determine that he/she is lice-free. The child will be rechecked weekly for 4 weeks.

More details can be found in the BCPS policy 09.213 AP.11. The Board of Education can be reached at 869-8000.

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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

INFINITE CAMPUS

Infinite Campus is the student data system in place throughout the state of Kentucky. This system is used for recording student attendance, grades, report cards, and behavior. All parents can obtain access to the Parent Portal of Infinite Campus. Parents of students in grades four and five can view student grades as recorded in the grade book as well as attendance and behavior notes. Parents of students in kindergarten through grade three can view attendance, behavior, and each quarter grade as recorded on the report card. To obtain access to this site, a parent or guardian must come to school and verify their family's household data. At that time an access code will be given. Directions to access the Parent Portal are posted on the Bullitt County Schools home page. Parents are required to keep all student information updated. Please notify the school office of any changes to your child's enrollment information.

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 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 and outside fast food may not be brought to the lunchroom.***

2025-2026 Meal prices:

Student breakfast.....	\$1.75
Student lunch.....	\$3.00
Adult breakfast.....	\$2.90
Adult lunch.....	\$4.85

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)
- A Principal Account has been created in which parents may donate to, in order to help students pay for their charges.

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Lunch Visitors: At this time we are limited on cafeteria space which makes it difficult to have lunch visitors. When we are able to have 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. Please update your emergency contact on IC.

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 a 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. They have helped provide our school with cultural arts programs, much needed textbooks, software, and other instructional materials for our students. Please check out their Facebook page (PGE PTA @pleasantgrovedolphins) or email Pgesdolphinspta@gmail.com for more information on how to get involved.

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.**

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 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.

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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 and through the district messaging system.
- **PLEASE DO NOT CALL THE SCHOOL, THE BOARD OF EDUCATION OFFICE, OR YOUR PRINCIPAL.** They will not know about school closing prior to the TV/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, preschool students will be held and taken home on the regular bus run with the other children in the school.

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

School Delay Procedures:

Inclement morning weather conditions that are expected to improve may result in school opening on a **delayed** schedule. Please refer to the guidelines for school closing above, as this will be the same method for announcing a school delay. Here are additional guidelines for school delay.

- If a one-hour delay is announced, the front door of the school will open at 9:30 A.M. Buses will pick up children on their regular route one hour later than usual. Breakfast will be served for those who wish to eat.
- If a two-hour delay is announced, the school door will open at 10:30 A.M. Buses will pick up children on their regular route two hours later than usual. Breakfast will not be served. Lunch will be served on the normal schedule.
- On a two-hour delay, the morning session preschool classes will not meet.

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- Afternoon session preschool classes will not be affected at all by a delayed schedule.
- School will dismiss at the regular time on delayed days.

Special Area

Students will visit special area classes (Art, Library, Music, P.E.) each week on a rotating basis. Each day will have a designated Color (Red, Orange, Yellow, Green) that will indicate the special area schedule for the day. Our grade levels with 5 teachers will have Art, Library, Music, PE, and STEM on a daily rotation.

Teacher Planning Days

On Teacher Planning Day/Bullitt Days, there will be no school for students. During these days, teachers work together to improve student learning by analyzing student performance / assessment data to determine needed instructional changes. 2024-2025 Teacher Planning Days (Bullitt Days) are:

August 7	January 5
August 8	March 9
September 2	April 13
October 13	

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). Fidgets of any kind will only be permitted if it is documented in the students IEP, 504 plan, or approved by the classroom teacher.

VISITORS

SAFETY is a primary focus at PGES. All visitors, including parents, must show a **VALID picture ID** to sign in at the front office and receive a visitor's badge or pass before reporting to any area within the building. PGES is responsible for each person in our building, students and adults. Each visitor must state their intended purpose for their visit. Parents are not to go directly into their child's classroom nor are they to wait / watch outside the classroom. This can sometimes create a disruptive situation within the classroom and instructional time is lost. Please honor your intended purpose. We love having families in our school as long as the educational process is not interrupted.

Siblings of Pleasant Grove Elementary students enrolled in other schools are not permitted to visit students during the instructional day, during classroom parties and/or special functions (e.g. Field Day, etc.). This policy includes preschool aged siblings.

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 prior to attending trips/volunteering. Background checks are good for 2 years and cost \$10 each. All paperwork can be filled out at Open House or the front office throughout the school year. We encourage you to take care of this paperwork as early as possible. If you would like to volunteer, please remember to sign in with the volunteer coordinator with each visit. We ask that younger 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 are considered weapons.



ATTENTION PARENTS

Once you and your child have reviewed the PGES Student Handbook, please complete the [electronic form](#) with the following message. Thank you for your assistance.

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

Parent/Guardian Signature

Date

Student Signature

Teacher's name