



Pine Grove Elementary

“Building the bridge from foundation to innovation!”

Dear Parents,

This Parent/Student Handbook provides helpful information about our school and will answer many questions for you. Please take time to review it with your children.

We wish you a happy and successful experience at Pine Grove!

Kelly Coonts, Principal

Jennifer O’Leary, Assistant Principal

PINE GROVE ELEMENTARY SCHOOL

10450 Stonegate Parkway

Parker, CO 80134

303.387.8075

Attendance Line: 303.387.8077

Fax: 303.387.8076

ADMINISTRATIVE AND SUPPORT STAFF

| | |
|----------------------------------|------------------|
| Principal | Kelly Coonts |
| Assistant Principal | Jennifer O'Leary |
| Professional Learning Specialist | Judy Branch |
| Secretary | Karen Heitmeier |
| Registrar | Theresa Barnes |
| Bookkeeper/Health Assistant | Lisa Bezdek |

SCHOOL HOURS

| | |
|---------------------------|------------------------------------|
| 7:45 AM | Office Opens |
| 8:10 AM | Doors Open for Soft Start |
| 8:20 AM | School Begins |
| 8:25 AM | Late Bell |
| 10:45-11:10 / 11:10-11:30 | Kindergarten Lunch/Recess |
| 10:50-11:10 / 11:10-11:35 | 1 st Grade Recess/Lunch |
| 11:15-11:35 / 11:35-11:55 | 2 nd Grade Recess/Lunch |
| 11:35-11:55 / 11:55-12:15 | 3 rd Grade Recess/Lunch |
| 11:55-12:15 / 12:15-12:35 | 4 th Grade Recess/Lunch |
| 12:15-12:35 / 12:35-12:55 | 5 th Grade Recess/Lunch |
| 12:55-1:15 / 1:15-1:35 | 6 th Grade Lunch/Recess |
| 3:10 PM | Dismissal |

IMPORTANT PHONE NUMBERS

| | |
|-----------------------------------|---------------------|
| PINE GROVE----- | 303.387.8075 |
| PINE GROVE ATTENDANCE----- | 303.387.8077 |
| PINE GROVE FAX----- | 303.387.8076 |
| PINE GROVE BASE----- | 303.387.8095 |
| CAFETERIA----- | 303.387.8092 |
| DISTRICT OFFICE----- | 303.387.0100 |
| SIERRA MIDDLE SCHOOL----- | 303.387.3800 |
| CHAPARRAL HIGH SCHOOL----- | 303.387.3500 |

ATTENDANCE & REPORTING ABSENCES

The compulsory school attendance law, as stated by the State of Colorado, reads that elementary age students are scheduled to attend school for 180 days a year with a minimum of 172 days required.

Regular attendance is extremely important for school success! For this reason, we monitor student attendance carefully and contact parents if a pattern of frequent absence or tardiness appears to exist. If your child has a medical problem that may hinder his or her school attendance, a note from your doctor would be helpful to us. In extreme cases, a written doctor's excuse may be required.

When your child is ill and needs to remain at home, please call the 24 hour attendance line at 303-387-8077 by 8:30 AM on the day of his/her absence. This will save us from sending unnecessary messenger calls and emails to you later in the morning.

We do not send assignments home for students who are ill for a day or two. Instead, they will be given an equivalent number of days to make up work they have missed when they return. If serious illness is going to keep your child out of school for 10 or more consecutive school days, the district can provide homebound tutor assistance.

UNEXCUSED ABSENCES

Parents are encouraged to contact an administrator to work out a plan so a student's absence is not considered "unexcused." Excessive unexcused absences may result in the lowering of student grades. In extreme cases, we file a truancy petition with the Douglas County District Attorney.

VACATIONS

We strongly discourage taking your children out of school for family vacations; however, we recognize that there may be opportunities that cannot be missed. **In order for vacation time to count as a "personal" excused absence, parents must seek and receive prior approval from administration.** Please call, email or send us a note requesting approval. We do not prepare schoolwork or homework in advance of vacations. Please check with your child's teacher regarding work that is missed and opportunities to catch up.

RELIGIOUS OBSERVANCES

Absence in observation of religious holidays is considered excused. Students may make up missed work and tests for full credit. If homework is assigned to students during religious holidays, they will be given extra time to complete and turn in work without penalty. In these cases, please be sure to inform your child's teacher.

SEVERE WEATHER

The school district has a storm warning system in place if there are storms or dangerous activity in our area. When there is lightning in the immediate area at dismissal time, we keep students indoors until someone picks them up or until the lightning has passed.

Red flags located at these locations indicate a LIGHTNING DISMISSAL:

1. On the flagpole by the main entrance.
2. By the kindergarten playground northwest of the building.
3. By the third/fourth grade entrance northeast of the building.

Staff members will monitor each of our four entrances. Parents may use the entrance that is most convenient and go to classrooms to sign out students. Parents of sixth grade students, housed in the mobiles, should go directly to the mobile to sign out students.

Since safety is always placed before convenience, decisions to raise the red flag may be made at the very last minute. Please make sure your emergency numbers are current and that neighbors are listed on your emergency form for pick-up. Students will not be released to older siblings unless they are listed on the emergency form. Thank you for your cooperation.

SEVERE WEATHER DELAYED START

The District website and telephone hotline are the best resource in the event of delay and school closure. (www.dcsdk12.org) Schedule changes will be reported by feeder areas. Pine Grove is in the Parker area. **When we have a delayed start, school begins at 9:50 AM.** Students should not report to school before 9:40 AM. Our daycare program will try to accommodate some students who have not pre-enrolled, but are registered with them. They can be reached by calling 303-387-8095.

THE FOLLOWING ITEMS ARE NOT ALLOWED AT SCHOOL

- I-Pods, CD players, or any personal electronic device (*unless approved by the classroom teacher*)
- Pets
- Hard Footballs - Nerf footballs are permitted
- Hard balls
- Baseball bats
- Hard Frisbees
- Lacrosse sticks
- Toys that interfere with learning
- Gum

CELL PHONES

Bringing a cell phone and Apple watch to school is discouraged. If a parent decides a cell phone is necessary for safety reasons, the phone must remain in the student's backpack and turned off during school hours. A violation of this rule will result in the cell phone being taken away until a parent picks it up at school. Under certain circumstances cell phones may be used with teacher approval for academic reasons. If you need to contact your child during the school day, please call the office and we will either deliver a message to your child or have them come to the office to speak to you. Students should not text or call from a personal device during the day.

The school is not responsible for lost or damaged cell phones or personal electronic devices.

HEALTH SERVICES

We do not have a full time nurse on duty, but we do have the services of an itinerant school nurse assigned to our school. Parents wishing to speak with the school nurse may contact the school office. We will contact the nurse who will return a call to you.

STUDENT ILLNESS

When a student doesn't feel well, we take the student's claim seriously. When this happens in the classroom, we ask teachers to send the student to the school office. Since we do not have a school nurse on duty all the time, the office staff will do their best to determine whether the student needs to go home. If the student has a fever, we are required to call their parents.

Our experience has taught us the large majority of children who say they do not feel well enough to remain at school really don't, and they should go home. We keep them in the nurse's room only long enough for their parents to come and get them. It also doesn't take the office very long to learn which students may have a tendency to "fake it," and we work with their parents in those cases.

****To avoid spreading infection, please be sure that your child is symptom free for 24 hours before sending them back to school.***

ACCIDENTS

In spite of our efforts to enforce rules and provide plenty of supervision, students sometimes get hurt accidentally. The majority of these injuries occur on our playground during recess. When a child is hurt, we first check to see if they require first aid, which we quickly administer. In extreme cases, we will call 911. In cases where there are obvious signs of injury (goose eggs, sprains, scratches, etc.) we fill out a school accident report. In these cases, we always contact the child's parents and advise them of the injury. In the case of a head injury, even if there are no apparent physical signs, we also fill out an accident report and contact the parents. We would rather make the mistake of "overreacting" to a less serious injury than "under reacting" to a situation where a child has a serious injury that we can't see.

MEDICATION

Public schools are governed by strict laws and rules regarding the dispensing of any kind of medication at school. Parents whose children require medication must provide the school with a form (available in the school office) signed by their doctor that specifies exactly what medication and in what dosage the child is to receive. All medication is kept in the school office under lock and key and dispensed from there by office personnel. The office keeps a written record of all medication dispensed at school and will notify parents when a child's prescription is running low. Students are not to bring any kind of medication from home to take in case they need it, even with their parents' permission.

CROSSING STREETS

Students and parents should only cross streets at designated crosswalks. Crossing guards are posted at the four-way stop on the corners and at the entrance to the school parking lot to assist students in crossing safely. Please do not jaywalk. Jaywalking is unsafe and sets a poor example for students. Please inform children to cross only at corners monitored by crossing guards.

BEFORE AND AFTER SCHOOL PROCEDURES

Outside Supervision

We do not provide outside supervision before 8:10 and after 3:25. Students should not arrive at school before 8:10 a.m. When they arrive, they should report directly to their designated entrance. Students may not be on playground equipment before school. After school is permitted only when directly supervised by a parent.

Students enter and leave through designated doors according to grade levels at the following locations:

Kindergarten: Northwest doors by the kindergarten playground
Grades 1 & 2: Southwest doors by the flagpole (front doors)
Grades 3 & 4: Northeast doors by the drop off/pick up area on Keystone Avenue
Grade 6: Go directly to and from mobiles
Grades 5: Southeast entrance (closest to the cafeteria)

There are a few families with extreme or extenuating circumstances that have requested a provision to allow siblings to enter and exit through the same door. Siblings will use our inside hallways to go to and from their classrooms. If you have this unique need, please stop by the office for a permission slip and door pass. This will help us monitor families who need this provision.

Please remember that parents and visitors must enter and exit the building using the main entrance and sign-in and sign-out at the office. This includes parents of 6th graders who are located in mobiles.

We are considered a "walk-in" school (no buses), however many parents choose to drive children to school each day. Please make carpool arrangements, have children walk or walk with them to school to ease traffic and parking congestion.

Parents may continue to use the bus loop to drop off and pick up students. Do not use the bus loop as a parking lot. Use the diagonal parking spaces to drop off or pick up children. Please stay in your cars, drop off or pick up your child, then move on to allow another parent to pull into the space. Please do not park or even stop along the curbs painted red. This includes stopping briefly to drop off or pick up a child.

The parking lot south of the school is reserved for staff parking. Only designated vehicles with an authorized pass may use the south parking lot to pick up and drop off students.

NO ANIMALS ON SCHOOL GROUNDS

The Board of Education adopted a policy (KFAA) that addresses behavior on school property, including: **DO NOT BRING ANIMALS** onto school property with the exception of guide or assistance dogs, or except as specifically authorized by the building principal or other school official.

We ask your cooperation by not bringing dogs or other animals onto our school property. To view the entire policy, please go to the district website: www.dcsdk12.org, click on **Board of Education**, then **Administrative Policies**.

SMOKING

Smoking is not permitted on any Douglas County Schools property, or at any school event, at any time.

DRESS & GROOMING

We promote a positive self-concept and good behavior. Neatness, cleanliness and modesty should be key factors in grooming and clothing choices. We expect students to wear clothes that would be considered appropriate for school. Each student is expected to dress in an appropriate manner following these basic guidelines:

- Extreme styles (example: mohawk, hair dyed orange or blue, etc.) that might disrupt normal school procedures are not permitted. Hats and other headwear may be worn outside but must be removed when in the building.
- Halter tops, muscle shirts, basketball jerseys with large armholes, tube tops, strapless tops, spaghetti strap tops, or any other clothing which might reveal a large portion of the body are not allowed in school (tank top-type shirts should have straps at least three fingers wide). Bare midriffs are not allowed. No low cut blouses or shirts may be worn. Clothing that contains pictures, emblems, or writings that are suggestive, lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance are prohibited under district policy.
- Students are permitted to wear shorts, excluding any extremely short or tight-fitting shorts (fingertip length for shorts and skirts). Shorts must be worn under short skirts and dresses. Sagged, baggy or oversized pants are not permitted.
- Students should wear comfortable, supportive shoes. Flip-flops, heelys and bare feet are not appropriate at school.

BIKES, SKATEBOARDS, SCOOTERS, AND ROLLER BLADES

Students may ride bikes, skateboards, scooters, and roller blades to school as long as they ride safely. We strongly encourage all students to wear safety helmets at all times. The following rules must be followed at all times while on school grounds.

- Walk bikes. Park and lock bikes at the bicycle racks.
- Carry skateboards; fold and carry scooters.
- Rollerblades need to be removed and carried.
- Skateboards, roller blades and scooters (folded) may be stored under the cubbies in school hallways or other safe places.
- Students may not ride vehicles during the school day, including recess or lunch time.

Failure to follow these rules will result in the loss of riding privileges. The school is not responsible for damaged or stolen items. Please be sure that all of your child's personal items are clearly marked for identification.

STUDENT BEHAVIOR

Pine Grove Elementary is a Positive Behavior Support (PBS) school. Research shows that school environments that are positive, preventive, predictable, and effective are safer, healthier, more caring, have enhanced learning and can provide a continuum of behavior support for all students.

We have only three rules at Pine Grove –

1. Respect Others
2. Respect Yourself
3. Respect the Environment

A more detailed explanation of what this looks like is found on a matrix that hangs in every classroom. Students are taught these rules and expectations in kindergarten and have them reviewed and reinforced each and every year that they return to Pine Grove. We encourage you to discuss the concept of respect with your child so they can have a positive and productive year.

Bullying and verbal threats are taken seriously at Pine Grove and are grounds for suspension. Refer to the DCSD Student Rights and Code of Conduct Booklet which can be found on our Pine Grove website.

LOST & FOUND

Items, including jackets, hats, lunch boxes and shoes turn up in the school's lost and found barrels on a daily basis. Rarely are any of these items labeled with the student's name. Please be sure that all of your child's personal items are clearly marked for identification. The lost and found is located near the cafeteria entrance. Each trimester, all items are laid out in the front hallway for a week and morning announcements are made for all students to come through and look for items that may belong to them. An email blast is sent out to parents to come in and look for lost belongings. Unclaimed items are then donated to charity. This system allows us to maintain order with our lost and found items and still provides parents time to claim lost items. Small items such as glasses, jewelry and keys are kept in the school office.

LUNCH / CAFETERIA

A hot lunch is served daily and is free of charge for the 2023-2024 school year. Students have a choice of three entrees each day. Applications for the free and reduced-price lunch program are also available on our website.

Students need to keep their voices at a reasonable level, use good manners and clean up around their area before being dismissed. Inappropriate behavior in the cafeteria may result in being assigned to a seat and/or receiving a disciplinary referral. Students go to recess for 20 minutes, then go to lunch for 20 minutes. Students usually find that plenty of time to finish their lunch. Students who are not finished eating when their recess begins can opt to stay in the cafeteria and complete their lunch and then join their classmates on the playground.

SCHOOL STORE

As a service to students and parents, Pine Grove operates a school supply store that is open every Wednesday morning from 8:00 - 8:20 AM. A variety of supplies is available at competitive prices.

BEFORE AND AFTER SCHOOL DAY CARE & KINDERGARTEN ENRICHMENT

Pine Grove offers quality child care with rates that are competitive with other child care programs. Current fees are \$9.00 for before school care (6:30-8:20 AM) and \$11.00 for after school care (3:10-6:15 PM). Daycare is available for all students on non-school days at a base rate of \$32.00 per day (additional fees for off-site excursions). This service is also available for teacher workdays. Our Kindergarten Enrichment program is \$19 per day. Parents can get more information about our child care programs by calling 720-498-7972 or emailing Gina Volpi at gmvolpi@dcsdk12.org.

HAPPY BIRTHDAY

Students are welcome to celebrate their birthday by bringing a healthy treat or small homemade craft to share with their classmates. Check with your child's teacher ahead of time about the best time of day, whether there are any special rules or known allergies regarding treats in the classroom, etc. Parents and students may not distribute birthday party invitations at school.

SNACKS

In order to promote healthy eating habits, snacks are limited to nutritious foods. Students should not eat their lunch during snack time. Granola bars, fruit, veggies, nuts, fruit roll-ups, cereal, etc. are appropriate. Cookies, chips, cake and candy should be saved for lunch time. Students may keep water bottles on their desks if they are not too big. Inappropriate behavior with them may result in the loss of this privilege.

COMMUNICATING WITH TEACHERS

In order to ensure quality conversation, parents should always schedule an appointment if requesting a conference. E-mail is encouraged as the most effective and efficient means for communication. E-mail addresses for teachers are in the following format: **firstname.lastname@dcsdk12.org**.

Parents are also asked to schedule any quick meetings with teachers before dropping in. Unannounced teacher visits, especially before and after school, interfere with teacher planning and other meeting times.

Parents should contact teachers with concerns. (Teachers always appreciate positive comments as well)! Only after all attempts have been made to resolve a concern with the teacher, will an administrator assist in the resolution.

THURSDAY FOLDERS

Two of our most important and effective methods for keeping parents informed is a student's **Thursday Folder and weekly email blasts**. Please look for the Thursday Folder each week in your child's backpack.

1. Go through the contents thoroughly.
2. Return it on Friday.
3. Contact your child's teacher if you need more clarification or information.
4. We usually send out weekly email blasts on Thursday or Friday. It is very important that you take a few minutes to read the emails as they contain important school information.

Information sent home in Thursday Folders must be pre-approved by the school office. We make every effort to control the quality and quantity of information parents receive.

PROGRESS REPORTS

Parents receive an elementary progress report on their children's progress two times each year, at the end of each semester. EPR's are available to parents through the engaged Parent Dashboard at engaged.dcsdk12.org.

HOMEWORK

One of the characteristics of an effective school is regular, meaningful homework assigned to students. We believe that helping children develop good study habits as well as academic skills is one of the school's responsibilities and homework is a way to accomplish both goals. Each grade level develops a common homework policy. The district guide is approximately 10 minutes per grade level- ex. 30 minutes for 3rd graders.

FORGOTTEN ITEMS

- While we stress the importance of students being responsible, sometimes a situation arises when items need to be delivered to students during the day. Rather than disrupt the classroom with a delivery, parents should leave these items in the office, fill out a delivery form, and the student will be called to pick them up.
- As a general rule, we do not allow students to return to pick up homework or forgotten items left at school, unless a special exception is granted by individual teachers.

PARENT CONFERENCES

Per DCSD guidelines, teachers conduct at least two parent conferences each year. Any parent may request additional conferences with their child's teacher or other teachers who work with their child. Teachers and parents are encouraged to make children a part of the conference whenever both feel it appropriate.

PARENT SUPPORT

• SCHOOL ACCOUNTABILITY COUNCIL

The School Accountability Council (SAC) is a group of interested parents, staff and community members who serve as an advisory forum on school issues. SAC meets bi-monthly to discuss school issues, learn about policies and programs and make recommendations for school improvement. Meetings are open to any interested parents or community members. Non-members may attend all meetings, participate in discussions, ask questions and make suggestions, but they may not vote.

• PINE GROVE EDUCATIONAL ALLIANCE

The Pine Grove Educational Alliance (PGEA) a chapter of the Douglas County Educational Foundation supports school programs that have merit but cannot be funded with the regular school budget. A board of directors which includes parents, non-parent community members, and staff members govern the operation of PGEA and make decisions about funding various projects. They also oversee the collection and disbursement of funds. PGEA meets monthly at 6:00 PM. Meetings are held in the library and all parents are welcome to attend. Please watch for specific meeting dates in the PGEA Newsletter.

BECOME A VOLUNTEER

The Volunteer Program at Pine Grove Elementary is ever-changing for the needs of the school as well as the community. Presently, we have nearly 200 regular volunteers at our school. Some volunteers help out on a daily or weekly basis; however, others come in for only an hour or two when it's convenient for them. Whether parents help out in the classroom, office, work room, library or attend school meetings, you can see them in action everywhere. Volunteers are a vital component of our school.

• VOLUNTEER REQUEST FORM

Recruitment of volunteers takes place primarily at the beginning of the school year. However, if you are new to the school, you can download a Volunteer Recruitment Form from our website. All volunteers must have a signed confidentiality form on file for the 2016-17 year.

The Volunteer Request Form lists all PGEA functions, school screenings (i.e. hearing and vision), School Accountability Council, staff building requests (i.e. Library, Office, etc.), classroom assistance, teacher requests, Art room, and Music programs.

CHILD PROTECTION

Colorado state law requires all school personnel to report cases of suspected child abuse or neglect to the local Department of Social Services. There does not need to be physical proof of abuse in order to be reported nor is it the school's responsibility to investigate any allegations of abuse. The law requires us to report if there is a reasonable suspicion of abuse or neglect. Douglas County Social Services then investigates reports as they see fit. School staff members do not inform families if a report is made.

COMMUNITY INFORMATION

COMMUNITY USE OF SCHOOL FACILITIES

Douglas County School District has policies and procedures in place that allow non-school groups to use our facilities for various purposes. Depending on the nature of the group and the time when the facility is requested, rental charges and other fees can vary. Youth sports groups are charged an hourly rate.

Churches may rent facilities for Sunday services and pay a rental charge and other fees set by the school district. Facility use is not guaranteed.

To request use of the building, a representative of the group needs to contact Kay Livingstone, District Facility Use Coordinator at (303)387-0184 to fill out a facility use application. She will review the application, determine what, if any, costs are involved and notify the applicant of the approval or denial of their application within a few days. The maximum amount of time that an agreement is valid is one school calendar year. All agreements expire at the end of June. Groups need to reapply each new school year.

ARE YOU REGISTERED TO VOTE?

The Douglas County Schools rely heavily on citizen involvement and support for public education in many ways including voting on school bond and budget issues. However, before you can vote, you must be registered. The easiest way to do this is by going to any Colorado Motor Vehicle Licensing station, even if it is not in Douglas County. You can also register to vote at the Douglas County Courthouse in Castle Rock or at the Parker Town Hall on East Main Street. Because of the growth we are experiencing, we expect to have to hold many elections on school issues for a long time to come. Please be ready to cast your vote when the time comes. Register today.