

GENERAL INFORMATION

SCHOOL HOURS

Office hours	7:45 a.m. to 4:00 p.m.
Grades 1-6	8:10 a.m. to 3:10 p.m.
A.M. Kindergarten	8:10 a.m. to 11:10 a.m.
P.M. Kindergarten	12:10 p.m. to 3:10 p.m.

Playground Supervision begins at 7:55 a.m. and ends at 3:25 p.m. Students should not be on school grounds before 7:55 a.m. or after 3:25 p.m. During inclement weather, students will be allowed to enter the building at 7:55 a.m. Students will need to be picked up no later than 3:25 p.m. since supervision ends at this time.

CONDITIONS SIGNAL SYSTEM

We will be using a flagpole signal system to indicate conditions. Students should look at the flag pole when they arrive. If a green flag is flying, they should go to the playground to wait for their teachers. If a yellow flag is displayed, they should proceed to the cafeteria. If a red flag should be displayed when parents arrive to pick up students, students will be held in the classrooms or pods and parents will be required to pick them up from this location until the concern passes.

INCLEMENT WEATHER

If school will be closed due to severe weather, this information will be broadcast on local radio stations beginning at 7:00 a.m. In addition, this information will be available on our telephone voice information system. If we are on a delayed start schedule, school will begin at 10:10 and will end at the normal time. No morning kindergarten is held on a delayed start day. Parents may use their own judgment when weather conditions are severe. If you intend to keep your child home, please notify the school office.

RECESS POLICY

All students will be expected to go outside for recess daily unless weather conditions such as rain, high wind, or wind chill become a safety issue. Generally, if a child is well enough to come to school, he or she is well enough for a few minutes outside. For this reason, please make sure that your child is prepared with the proper clothing for outside recess. Layered clothing is suggested so that children can remove or add layers as needed. Please be sure that your child is wearing appropriate footwear for outdoor play.

ABSENCE PROCEDURES

Parents/guardians must report all absences before 9:00 a.m. each day the child is absent. Please call the school office at 527-0300 ext. 10 to let the secretary know your child will be absent. Whenever possible, parents should notify the teacher in advance of any unavoidable trips or extended absences. A written excuse signed by the parent/guardian must be sent to school on the day following the absence if no phone contact was made.

Students are considered tardy if they are not in their assigned lineup area when the 8:10 a.m. bell rings. Students arriving to school after the 8:10 a.m. bell must report first to the office for a pass. Parents need to understand that the instructional day begins immediately upon entry into class. For this reason, please make every effort to have students arrive on time to school. When teachers have to handle tardy students, it wastes valuable instructional time for the whole class.

STUDENTS LEAVING SCHOOL

To ensure the safety of our children, parents wishing to check their children out of school early for an appointment must do so through the front office. If the child returns to school, the parent must sign the child back in at the office. Parents are not to pick up their children at the classroom, as teachers have been instructed to release students only through the front office.

REPORT CARDS

Report cards will be issued the week following the end of each quarter throughout the school year. Students will also receive interim reports at approximately the "half way" point in the term to help parents stay informed about academic progress.

SUPPLIES

Teachers have selected specific supplies that students will need during the school year. Supplies are available from the PTO in a bundled package for a fixed price. The prices are very competitive with local merchants and an added bonus is that parents don't have to go to several stores to purchase all of the materials their children will need. Bundled supplies can be ordered at the end of the school year for the following school year. A list of the contents of these packets can also be obtained from the PVE website or secretary if parents choose to purchase these items on their own or have missed the order dates for purchasing the bundled packages.

HOMEWORK REQUESTS

If a student has been absent from school for two or more days, a request for homework can be phoned in to the office. Homework may be picked up in the office after dismissal that day or on the following morning. Unless arrangements are made with the teachers, students generally are given the same amount of days to make up work as the number of days which they were absent. Please do not request homework for one day absences. Make Up work may be obtained from the classroom teacher when the student returns to class. It is the responsibility of the student to contact the teacher to obtain an assignment.

PARENT/TEACHER CONFERENCES

Conferences are held twice per year. Further information regarding these dates will be included in the monthly school newsletter. Parents may request an additional conference at any time if they feel it is necessary to talk with a teacher, but must schedule conferences in advance at a mutually convenient time that will not interrupt or interfere with a teacher's class.

HOME SCHOOL COMMUNICATION

Newsletters go home with students on the first and third Fridays of every month and will be posted on the PVE website. Newsletters, along with homework assignments and other important information, will be given directly to the students. Second through sixth grade students use daily planners to keep track of assignments.

LIBRARY

Free library services are available to all students and their families. Students and parents alike are encouraged to make use of our library. In addition to being open during the school day to individual classrooms, the library is also open for 10 minutes before and 10 minutes after school. Students may check out books for a period of three weeks and must return them promptly. Parents will need to pay for any damaged or lost books.

GUIDANCE & COUNSELING

The Piñon Valley counselor is available to all students. The counselor is a source of a wide variety of information, a helper, an advocate, and someone in whom students can confide.

To visit our counselor, students must report to their scheduled class for a pass from the teacher. Working together with teachers, administrators, and parents, the counselor encourages a student's academic and personal growth. The following services are provided: short-term individual and group counseling, developmental guidance activities, and family counseling referrals. The counselor is not a therapist; however, she can provide information and referrals to many helpful therapists and agencies in our community, and will always work closely with whatever private therapist or agency the parent chooses. Parents may contact our school counselor at any time through the main office.

TEXTBOOKS

Students are responsible for textbooks issued to them, even if they are lost or stolen. Debts for damaged or lost books must be cleared through the school office.

TELEPHONE CALLS

Unless it is an emergency situation, please do not call and ask to have messages given to your child. This disrupts the classroom and the learning environment.

Students are not to use the telephone to arrange after school activities or visits to friends. We also discourage students from calling on a regular basis for forgotten homework. While we understand that occasionally everyone forgets something, please help your child understand that this is **not** a technique to use in lieu of good planning and preparation the night before. Continued abuse of the telephone privilege will result in a parent-student-principal conference to discuss solutions to the problem.

STUDENT CONDUCT

We believe that there should be an atmosphere of mutual respect and caring displayed in our school by both students and staff. We also believe that individuals need a safe, orderly environment where there are opportunities to learn responsibility and self-discipline. A person develops confidence and positive self-esteem by making appropriate choices and by accepting responsibility for their own actions. We believe that strong communication between home and school are vital in this area and we will do our best to keep in close contact with parents about any concerns that may arise.

To help guarantee student safety and a good social and educational climate, it is important that students understand that proper, safe, responsible behavior will be expected from them at all times. Consequences will occur when any individual's actions threaten the safety of others or interfere with the right of teachers to teach and students to learn. Students are reminded that **any staff member or designated parent volunteer** in the school has the right and responsibility to enforce school rules **at any place and at any time**.

CAMPUS GUIDELINES

1. Students are expected to act in a courteous and respectful manner at all times.
2. Students are expected to walk from one class to another in an orderly fashion, being respectful of classes in session and using sidewalks.
3. Students must stay out of the parking lot and away from parked cars.
4. Students must follow the school's Dress Code.
5. Loitering in restrooms is not permitted.
6. Students must not climb on fences, trees, tables, or buildings.
7. Students are to respect all school property. Parents will be held financially accountable for any property damage caused by their student.
8. Students may use the playgrounds if engaged in an organized activity with adult supervision.
9. Except on special occasions, possession or consumption of food or candy during school hours other than in the cafeteria at lunch is not permitted. If found, these materials will be confiscated and not returned. Food and drink are to be consumed in the cafeteria only. Proper table manners are to be used at all times. Students are responsible for making sure that their table and the areas around the table are clean and free of paper litter before leaving the cafeteria.
10. Gum is not permitted on campus at any time and if found, will be confiscated and not returned.
11. Personal radios, tape recorders, electronic games, skateboards, iPods, "walkmans", toys, and personally owned sports equipment should not be brought to school. The school will not be responsible for loss or damage to any personal item of this type. Cell phones are permitted as long as they are not on or used during the school day.
12. Students are to bring all required materials to and from class each day.

SEARCHES AND SEIZURES

The administration reserves the right to search and seize when there is reason to believe that material or matter detrimental to health, safety, and welfare of students exists. Cubbies and desks are provided as a convenience to the student but remain the property of the school and are subject to its control.

HARASSMENT

Inappropriate language or inappropriate physical contact between students will not be tolerated at Piñon Valley Elementary. All incidents will be reported to the principal for appropriate action.

RESOLVING STUDENT CONFLICTS

The staff at Piñon Valley Elementary believes that every student should feel safe and secure when on school grounds and when traveling to and from school. Our school counselor, teachers, staff and administrators exercise an "open door" policy in regard to students talking about problems or conflicts they are experiencing.

To help resolve conflicts of a milder nature, we will be implementing a **Conflict Mediator Program**. In this program, trained student mediators from 6th grade will roam the playground at recess to assist students in talking out their conflicts in a positive and productive manner. Students are encouraged to take advantage of mediation to solve conflicts or problems before they expand. Physical fighting and violence will not be tolerated.

DRESS CODE

We feel that the way a student dresses has a direct affect upon how they behave. Because we expect our students to be successful, we also expect them to look successful. To help ensure student safety and to assist in maintaining a positive educational environment, the following guidelines are in effect:

1. Students must wear shoes at all times while on campus. Thongs or flip-flops are not permitted. There must be a strap around the heel or ankle to keep a sandal on the foot. Footwear or clothing (spikes, chains, etc.) that may damage furniture, floors, or walls, will not be allowed. Hair shadings or bright hair colorings (such as green, orange, etc.) will not be allowed.
2. No hats or sunglasses may be worn inside the building.
3. Clothes must be in good taste and adequately cover the body (including midriff). Non-permitted items of apparel include, but are not limited to: excessively large or baggy clothing, short shorts, torn or cut pants or shirts, tights, bathing suits, bicycle pants or shorts, bare chests or midriffs, halters, tube tops, muscle shirts (unless a T-shirt is worn underneath), off-the-shoulder items, and see-through or mesh garments.
4. Pictures and/or words displayed on any garment must be in good taste with nothing which is obscene or vulgar, gang-related or which promotes anything illegal for minors such as cigarettes, alcohol, or drugs.
5. Buckles on overalls must be kept fastened at all times.
6. Belts may not be excessively long.
7. Shorts should be mid-thigh length.

***Grooming and dress which prevent the student from doing his/her best work because of blocked vision or restricted movement are discouraged, as are dress styles that create, or are likely to create, a disruption of classroom order. Neat and appropriate grooming as well as moderate dress are expected at all times. The final decision on what dress is appropriate will rest with the administration.

PERSONAL PROPERTY

Any lost or missing items should be reported immediately to the Lost and Found in the Office. Piñon Valley School assumes NO responsibility for personal property brought to school, including musical instruments, bicycles, clothing, sports equipment, walkmans, ipods, cell phones, etc. The general rule of thumb is: if the item is valuable and is not required for academic reasons, leave the item at home.

STUDENT SAFETY

WALK-IN DISMISSAL & PICK UP Students who walk home should exit using the sidewalks located in front of the school and observe careful traffic safety rules. Parents wishing to walk in to pick up their children at dismissal time are to wait for their children outside the building, not inside classroom corridors. This will help relieve congestion by the classrooms and helps the faculty and administration monitor the safety of our students. We ask that parents leave dogs at home, or keep them clear of school grounds. Many students are afraid of or have had bad experiences with dogs, and for their safety dogs may NOT be brought on school grounds.

For the safety of our students, we recommend that all students walking home or to school do so with a friend. This not only helps with "Stranger Danger" types of situations but there have been occasions when a wild animal might have been spotted in the vicinity. Please make sure that you have thoroughly discussed how to handle emergency situations with your child.

AUTO TRANSPORTED STUDENTS

Student safety is of the utmost concern in our parking lot. We ask that you also display courtesy and thoughtfulness for other drivers and for staff members on duty when you pick up students from our drive through areas or parking lots.

Our driveway has been designed to provide a smooth traffic flow from the upper entrance (south) to the lower exit (north). Please enter only at the upper Farthing driveway and exit from the lower Farthing exit. Observe all traffic markers and always proceed at a slow speed keeping yourself highly aware of all children and other vehicles.

Never allow children to exit from the west side of a vehicle or to run across traffic or in front of cars. Do not double park or ask students to cross between parked cars.

BICYCLES

Students in 2nd grade and under may not ride their bikes to school. Students this young are frequently not alert to special dangers that might be harmful to them. Bicycles for students in grades 3-6 are ridden at the child's own risk.

1. Students must always walk a bike on school grounds.
2. Bicycles are never to be ridden on sidewalks or in the parking lot area.
3. Bicycles must be parked in the bike racks. All bicycles must be **individually** locked with padlocks supplied by the students. Do not lock two or more bikes together.
4. Students should wear an approved safety helmet and should follow all traffic safety rules.
5. Students should never carry another rider.
4. No skateboards or roller blades are to be used on the campus at any time.
5. While every effort is made to ensure the safety of bikes in the bike rack, **THE SCHOOL CANNOT BE RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED BICYCLES.** We will, however, do our best to help with these situations if they should arise.

TRAVELING BY BUS

Bus service is provided by the city at a cost of \$.60 per trip. Children should have the correct change or purchase a bus punch card. Cost of the punch cards with 22 trips is \$12.00 and may be purchased at the Customer Service Desk of Albertsons, King Soopers, Cub Foods, or at the downtown bus terminal.

Brochures containing route maps and other information are available in the office. Other questions or concerns may be directed to the Colorado Springs Transit Service at 385-7433.

BUS BEHAVIOR GUIDELINES

1. Be courteous to everyone on the bus.
2. Obey the driver's instructions at all times.
3. Keep aisles clear and remain seated until your stop. Do not pull the bus bell unless you are getting off at the next stop.
4. Line up quietly to wait to board the bus. Never push or shove. Help the smaller children whenever possible to board or leave the bus.
5. Throwing anything in the bus or out of the windows is not allowed. Windows should be kept closed and hands and heads should stay inside the bus at all times.
6. Talk quietly. Loud noises or yelling could cause a dangerous situation for the driver. Obscene or abusive language will not be tolerated.
7. No eating or drinking while on the bus.
8. When getting off the bus, move away from the bus. Wait until the bus pulls away before crossing the street. NEVER cross in front of the bus, run after it or try to get something that has fallen under the bus. Look both ways before crossing the street.
9. When arriving at school, students should proceed immediately to the playground.
10. Students should always go directly home or to the specific place prearranged with parents. They should not go to a friend's home without parent's knowledge/permission.

Students failing to follow the rules listed above will be referred to the principal. Referrals will result in the following action being taken:

1st referral	Warning and discussion of action with student
2nd referral	Parents notified/consequences determined with principal and parent.
3rd referral	Loss of bus riding privilege for the remainder of the school year.

HEALTH ISSUES

All medications are kept only in the Health Office. No medication including Advil and Tylenol is given without written permission. Prescribed medicine needed to be taken during school hours should be brought to the Health Office by the parent or a parent-designated adult. To have medication dispensed, parents must have a physician authorization on file. All medication must be in its original container and labeled with the student's name. To prevent medicines from falling into the wrong hands, students are not to have any medication in their possession at any time other than inhalers. Please notify the school office as soon as possible when you change your address, phone number, or your emergency contact person.

IMMUNIZATIONS

According to Colorado State law, we must have a complete immunization form on file for your child in our Health Office within sixty days of admission.

SUGGESTIONS TO PARENTS

1. Your child must have plenty of sleep each night for him/her to do good school work.
2. Encourage your child to come home immediately after school is dismissed. Encourage your child to always walk to and from school with at least one other person.
3. Caution your child about talking to strangers or approaching cars, and instruct your child to leave an area if he/she is approached by a stranger or to seek help from other people in the area.
4. Strong home-school communications are vital. Meet and communicate with your child's teacher often. If you wish to talk with a teacher, please call the school office at 527-0300.
5. Occasionally, problems, questions, or concerns may arise. The first place to begin is with your child's classroom teacher. Always remember that there are two sides to every issue so beginning with the teacher provides a more complete picture. If you need additional assistance, the principal is always available to help you resolve any problems or concerns.
6. The best way to insure your child's success is by staying involved. We encourage parents to volunteer on campus, to serve on school committees, to visit, or to participate in other special events throughout the year. The best way to stay informed is by reading the newsletters, maintaining good communications with your child's teacher and talking with your child often about his/her school day.

McKinney - Vento Homeless Education Assistance Act

If, due to a lack of alternative adequate accommodations, you must live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings or trailers, or doubled-up with relatives or friends, then according to the McKinney-Vento Act, you are considered homeless.

(Elementary)

Your child has a right to go to school, remain in their school of origin, and receive services and assistance. For information or assistance, please contact Caryl Thomason, Assistant Superintendent - Homeless Liaison, 475-6100, or your school counselor.

***Have a Great
School Year!***