

Welcome to the Oak Grove family! Together, we are entering into a partnership focused on the goal of providing a quality education in a safe and welcoming environment. The success of our partnership hinges on communication, trust, and a commitment to growth and learning. This handbook will outline the ABC’s of Oak Grove’s policies and procedures. Applicable MCSD Board policy is referenced and full Board policy is available on the District's website.

Thank you for being a part of the Oak Grove Learning Community and for being informed and involved with your student’s education. We encourage you to contact the school if we can be of assistance in improving your student’s academic and/or social achievement at 249-6867.

**Attendance:**

The most fundamental essential for school success is that children come to school on time for the full day on a consistent basis. While all students miss class occasionally for a variety of very good reasons, we also recognize that excessive absences are detrimental to our overall goal of educating students.

 ***We have school goals of 10 or fewer students absent each day, and 10 or fewer days absent per student each year.***

**What do I do if my child is absent?**

* Call 249-6867 to report an absence. Expect to be contacted by the office if your child has an unverified absence! Your child’s safety is our top concern!
* Extended absences due to medical issues will require a doctor’s note.
* Extended absences due to family emergency/other will require a parent note.
* Contact your child’s teacher to discuss missed work during extended absences.
* Once a child has 6 absences (excused or unexcused) you will receive a Letter of Concern. A follow-up attendance conference with the principal may also be scheduled.

**Why does Attendance Matter?**

* Students with regular attendance do better in school, have more friends, like school and are more likely to graduate.
* Frequent absences are associated with lower (foundational) reading and math skills.
* Students who miss more than 10 days a year typically struggle in school.

**What can you do to support good attendance?**

* Maintain a regular schedule and healthy habits at home.
* ***Communicate any concerns or issues promptly to the school. We can’t fix problems that we do not know about!***
* Plan vacations and trips during school holidays.
* Follow the health office recommendations for when to keep your child home from school.

Attendance Secretary – Melissa Rogers, Melissa.rogers@mcsd.org

Principal - Dana Carpenter, dana.carpenter@mscd.org

**Board Policy:** [**http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31910724**](http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31910724)

**Behavior:**

Oak Grove is a PBIS (Positive Behavioral Interventions and Support) school. Positive behavior expectations and support are essential in creating a safe and enjoyable school environment. Positive Relationships are the key to creating a positive learning community. Our efforts will focus on building positive relationships, clarity in expectations, and continuous teaching and re-teaching of expectations. All of our school rules and expectations for behavior are based on our Mustang PRIDE motto:

**Positive Attitude** - Participates in activities; has a positive outlook about self, others, and school.

**Respect and Responsibility** - Respects self and others; takes responsibility for learning and behavior; follows rules and directions in all areas of the school.

**Independent Thinking** - Thinks for self; does not give in to negative peer pressure

**Do My Best** -Strives to do his/her best work at all times; uses time wisely

**Encourage and Accept** -Treats others the way s/he would like to be treated; includes others in work and play

All students are taught school and classroom expectations for behavior as well as strategies for social and emotional growth, and for dealing with conflict with peers. The school utilizes the Second Step curriculum to support social and emotional growth. ([http://www.cfchildren.org/second-step)](http://www.cfchildren.org/second-step%29).

Additionally, we work with the following core beliefs.

* Relationships are at the heart of a school's work.
* All mistakes present an opportunity for re-teaching and growth.
* Everyone deserves to feel emotionally and physically safe at school.
* Conflict is natural and normal in human development. Students will be taught how to communicate, collaborate and work together to address conflict.
* **Restorative Justice** practices reduce conflict between students, provide positive solutions, and help establish positive climate and culture. (<http://www.rjcolorado.org>)

**Mustangs and Whoa Slips:**

At times, students are provided with “Mustangs” as a thank you for making good choices. They will take their Mustang to the office and receive a stamp, and then may take the Mustang home to celebrate with you. When a student makes choices that require re-teaching, they may receive a “Whoa Slip”. This is a way to communicate minor behavior issues.

**Office Referrals:** Fortunately, most students work hard at school and strive to improve their behavior. At OGES, students are not allowed to disrupt the learning environment. When a student severely or continually disrupts the learning environment, threatens or harms others, or violates MCSD Policy, he/she may receive an office referral. When needed, consequences are given for poor choices and unsafe behavior. Every situation and student involved is unique, and consequences can be unique as well. Consequences may include but are not limited to detention, loss of privileges, loss of recess, in-school suspension, change in placement, out-of-school suspension, expulsion, and/or referral to law enforcement authorities.

Board Policy: <http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31921645>

<http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31821326>

**Bullying:**

OGES is committed to providing a safe learning environment. Bullying is different from typical conflict. Bullying is the use of coercion or intimidation to obtain control over another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. All types of bullying are unacceptable.

School guidelines regarding bullying are as follows:

* We will not bully other students.
* We will help others who are being bullied by speaking out and by getting adult help.
* We will use extra effort to include all students in activities at our school.

Parents play a critical role in assisting the school in maintaining a bully-free environment. If you suspect your student is being bullied at school or on the bus, we ask you to contact your child’s teacher and the office.

Board Policy: <http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31923826>

**Communication:**

School and classroom calendars and events are shared in a variety of ways. The school website, Facebook page and Twitter are all good places to go to find announcements, information and policy updates. We strive to keep our information platforms up to date and accurate. Information is also sent home weekly in your child’s Thursday Folder. In addition to monthly school newsletters, you will also find information specific to your child’s classroom or grade level. The Remind App is used schoolwide, at the grade-level and the classroom level.

Clear communication from home to school is essential as well! **Please keep your household information up to date on Parent Portal.**  Call or email your child’s teacher or the office whenever you have a question!

**Curriculum and Instruction:**

OGES staff follows the curriculum guidelines for each grade level and subject area as defined in the Colorado Academic Standards. Our plan of instruction includes the following curriculum resources provided by MCSD:

**Core Knowledge Language Arts:** CKLA combines engaging and increasingly complex informational and literary texts with lessons on essential reading skills. Students learn to read and then apply reading skills in texts rich in science, social studies, literature and the arts. <https://www.amplify.com/curriculum/core-knowledge-language-arts>

**Bridges Math:** Students will develop understanding of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems. Bridges blends direct instruction, structured investigation, and open exploration. <https://www.mathlearningcenter.org/bridges>

**STEM:** Oak Grove is working towards implementation of a STEM experience for students. The experience, implemented in 2018-2019, will emphasized creative problem solving using all areas of knowledge and curriculum. Our foundational work currently includes cooperative learning, aligned Science instruction at all grade levels, technology as a tool, a basic understanding of engineering, and an aligned Math curriculum. Students will explore problem solving through STEM challenges and in Maker Spaces.

**Social Studies:** Students learn to relate to their community, participate in society, and understand the human experience through history and geography. Students learn about community and citizenship at the personal, local, state, national and global level.

**Exploratory Classes:** Students have the opportunity to learn and grow in physical education, music, art and technology throughout the year.

**Exceptional Student Programs:** Additional programs exist to support exceptional students, including Special Education, English Language Development, and Gifted and Talented.

**Technology:** Students have many opportunities to utilize technology in school. iPads, laptops and desktop computers all offer wonderful opportunities for practicing new skills, research, collaboration and problem solving. We approach the use of technology in school through the following beliefs.

* Technology should enhance human interaction, not replace it.
* All users should know and understand the components of Digital Citizenship.

Parents will be asked to provide a $10 technology fee and to sign an acceptable use agreement for technology each year.

**Drop-off and Pick-up Procedures**

Drop off and pick up times can be a little hectic and busy at any school. Our goal is to get students where they need to be efficiently, safely and without a lot of stress! Please remember these guidelines when dropping students off in the morning or picking them up in the afternoon.

**Morning Procedures:**

* Busses arrive from 7:25-7:50.
* There is no supervision for students before 7:25. This includes in the office.
* The playground gate is unlocked at 7:35. Students arriving between 7:25 and 7:35 will go to the gym to wait.
* Please use the designated drop off zones and have students exit on the passenger side of the vehicle for a safe and quick process. “Kiss and Drop!”
* Please pull forward as far as possible when using drop-off lanes, even if there isn’t another car behind you at the moment!
* Please do NOT exit your vehicle in the drop-off zone!
* Please use the gravel parking lot or the designated places in the main parking lot if you need to exit your vehicle in the morning.
* The first bell rings at 7:55. The tardy bell rings at 8:00. Students arriving after the tardy bell will need to be signed in at the front office by a parent.

**Afternoon Procedures:**

* Dismissal is at 3:05 on Monday, Tuesday, Thursday and Friday.
* Dismissal is at 2:10 on Wednesdays.
* Students will be released to parents or other authorized adults at the designated gate.
* Please park in either parking lot and walk to the gate to meet your child.
* Parking is limited, and patience is required!
* Busses are loaded and leave school grounds within 10 minutes of dismissal.

We appreciate your cooperation and patience during arrival and dismissal!

**Bus Riders:**

OGES works closely with First Student to make sure kids are safe and happy on the bus. Just like we have PRIDE expectations at school, kids are expected to be safe and appropriate on the bus. Please contact the office (249-6867) and the Bus Barn (249-8233) if you have any questions or concerns.

**School Safety**

Student safety is a priority, and we regularly review safety and crisis plans. All staff and students at each school conduct regular drills for Lockouts, Lockdowns, and Evacuations. These drills help students and staff prepare in the event of an emergency. District and school staff prepare for possible emergencies, including extreme weather events, accidents, intruders, and other threats to student safety.

**Emergency Procedures:**

**MCSD and OGES follow the Standard Response Protocol researched and developed by the “I love u guys” foundation.** [**http://iloveuguys.org**](http://iloveuguys.org) **The vocabulary we use includes the following.**

**Lockout** – A lockout happens when we secure the perimeter of the school to ensure that our campus is safe from external threats. Inside the building, business is as usual.

**Lockdown** – A lockdown is called when there is either an unknown threat or when the threat could be inside the school building. In a lockdown teachers lock internal doors, help students hide, and maintain silence during the situation.

**Evacuation** – An evacuation is called when there is a need to move students from one location to another. All students and staff are required to leave the building during an evacuation.

**Shelter** – Shelter is called when the need for personal protection is necessary, including tornadoes, bomb threats or hazmat issues.

**MCSD and OGES staff have been trained in ALICE – Procedures for responding to specific threats in the building.** [**https://www.alicetraining.com**](https://www.alicetraining.com)

**Emergency Dismissal:**

Should an emergency dismissal from school be required (due to fire, natural disaster, etc.), parents are asked to do the following:

* follow directions announced on local radio and television for picking up your student(s);
* remain as calm as possible and let the school and district’s reunification process work.
* before taking your student(s) from the designated school dismissal site, sign-out the student from attending school personnel. This way, the school can ascertain the whereabouts and safety of each student during an emergency. Please DO NOT take a child from the school grounds at any time without checking him/her out with the supervising adult or the office.

Please review our reunification process on the school website.

**Homework**

In elementary school, homework should range from 10-30 minutes per night, depending on the developmental age of the student. When planning for homework, staff will use the following philosophy. At Oak Grove, reading each night will be the primary focus for homework. Other subject areas and special projects will be decided by your child’s teacher.

*We believe….*

* *Reading across all grade levels is essential.*
* *Homework is targeted and purposeful, based on material already taught in class.*
* *Homework is practice, reinforcement, and extensions of classroom content.*
* *Homework is differentiated based on age, developmental capacity, and academic needs.*
* *Homework should not require extra resources or excessive adult support in order for the student to be successful but can provide opportunities for peer and adult involvement.*
* *Homework should have flexible schedules to support a family’s busy schedule, as well as not requiring students to work over extended breaks.*
* *Homework encourages student accountability and responsibility.*
* *Homework should not factor into a child’s classroom grade.*

**Dress Code:**

MCSD board policy addresses dress code in the spirit of maintaining a safe and disciplined learning environment. At Oak Grove, we expect the following:

* Clothing will be clean.
* Tennis shoes are required for PE.
* Flip-flops and “high healed” shoes are discouraged as accidents can happen on the playground.
* Shorts, dresses, skirts should be mid-thigh or longer.
* Tank tops must have straps 1.5 inches or wider. (No spaghetti straps.)
* Clothing must not advertise prohibited items (alcohol, weapons, tobacco, drugs, violent video games, etc.)
* Clothing cannot display language or symbols that are obscene, profane, lewd, etc.

It is rare to have dress code violations at OGES. When it does happen – for example a student wears an inappropriate shirt to school – we will ask that it be covered, turned inside out, or traded for a shirt from the health office.

<http://www.mcsd.org/common/pages/DisplayFile.aspx?itemId=31921647>

**Medication at School:**

State Health Codes and District Safe Schools Policy restrict students from having pills or medication in their possession at school. The office staff cannot legally hold and administer medication to students (even Tylenol, Tums, cough drops, etc.) Should your student require medication at school, a parent has two choices:

* The parent may bring the meds to school and administer the meds to his/her own student.
* The parent may contact the school Health Nurse and do the paperwork necessary for the school to hold and administer the medication.

Please do not send pills and medication with your student to school. Thank you for your help on this issue.

**Lost and Found:**

* Please label each student’s jacket, hats, gloves, personal materials, etc. with your student’s name.
* You can check the lost & found clothing box (check with office for current location) or inquire in the office for other lost and found items.
* All unclaimed lost and found items are donated quarterly to local charity organizations.

**Parent Messages to Students During the School Day:**

* Please plan ahead with your student before school in order to minimize relaying messages to students during the day (i.e. giving instructions where the student is to go that day after school, reminding students of personal information, etc.).
* Should an unanticipated situation arise, we will do our best to relay information to your student, but delivering messages interferes with instructional time.

Thanks for your support regarding this issue.

**Personal Belongings:**

* Students should avoid bringing items from home to school as we are not responsible for lost or stolen items. If a child brings toys, electronics, etc. from home, they should remain in child’s backpack during school unless arrangements are made with the classroom teacher.
* Students may bring personal playground balls, jump ropes, etc. Personal equipment for the playground should be labeled with the student’s name. The school is not responsible for a student’s personal playground equipment.
* Under no circumstance should a student bring to school weapons, tools that can be used as weapons (including, but not limited to: utility knives, screw drivers, pocketknives, home-made knives, etc.), laser producing objects, lighters, matches, combustible materials, etc. Should a student discover an item such as this in his/her pocket, the student is required to hand it immediately to the nearest adult.

**Student Cell Phones:**

* Upon entering school grounds in the morning through leaving the building at the end of the school day, cell phones are to be out of sight (in a student’s backpack or cubicle - - not a pocket) and powered off. Cell phones not turned off and making noises or being used during this time will be confiscated. Students using cell phones after the dismissal bell MUST wait until they are outside the building to power on and use their phones.
* Cell phones may NOT be used in the school building unless a classroom teacher has designated student use of cell phones for an instructional activity.
* Should an ‘emergency’ arise requiring a student to use a cell phone during the day, the student may request an office pass from his/her classroom teacher. Upon hearing the student’s rationale, the teacher may issue the student an office pass in order to call home.

**Visitors and Volunteers:**

* All visitors must check-in and obtain a visitor’s pass at the main office.
* We encourage parents to visit school. Please let your child’s teacher know you would like to visit, and always check in at the office for a visitors’ pass.
* Family and friends who are not on the approved visitor list on your Infinite Campus account must be accompanied by a parent or legal guardian before visiting classrooms.
* We have many opportunities for volunteers to make a difference! Please see the office if you have any questions about PTC, Watch Dog Dads, volunteering or our School Accountability committee, please visit with the office.
* We ask that visitors conduct themselves with civility and behavior appropriate to the school setting. Visitors not following this expectation may be asked to leave.
* Please remember to check out at the end of your visit. Thanks!

**Food and Nutrition Services**:

Your suggestions and concerns are always welcome, and we invite you to be involved in our school meal program. We encourage parents and family members to be proactive in their child’s life by encouraging them to:

* Always eat a healthy breakfast
* Eat more fruits and vegetables
* Limit or eliminate sweetened drinks
* Limit screen time
* Increase physical activity
* Eat meals together as a family
* Choose moderation and balance
* Promote positive body image

Please be aware that while students are offered healthy options such as fruits and vegetables at lunch, our meals are no longer all “scratch made”. Processed foods such as frozen pizza, packaged breakfast items, chocolate milk, and Dorito’s chips are also served. Breakfast and lunch menus are posted on our website.

**MEAL PRICES**

**Breakfast: $2.25**

**Lunch: $ 3.00**

**Milk: .75**

**If you suspect your family qualifies for free or reduced lunch prices based on federal guidelines, please call the office for more information about the application process.**

**Lunch money may be hand delivered to the office or paid through Parent Portal online.**

**While it is important to keep lunch account balances healthy, it is also important to us that students do not go without lunch. We do not deny meals to students with unpaid balances.**

**FOOD ALLERGIES**- Parents must notify the school and complete the appropriate forms during the registration process. Nutrition Services will follow local, state and federal guidelines for students receiving meals prepared at school. Please see the attached policy for Nut Free and Nut Aware policies for classrooms and the learning environment and help do your part to keep school a safe place for all students.

**BE AWARE OF SEVERE FOOD ALLERGIES!**

We want all parents to be aware that some children in our school have severe, life-threatening food allergies to peanuts/tree nuts. This is a medical condition called anaphylaxis that causes a severe reaction to specific foods and can result in death within minutes. We are requesting the entire school use caution and consideration when choosing snacks that will be consumed outside of the school cafeteria (i.e. at recess, in the classrooms, during parties and other school activities, etc.) and be selective when sending snacks to school with your child – PLEASE RECOGNIZE SOME FOOD PRESENTS FATAL RISK TO STUDENTS WITH SEVERE FOOD ALLERGIES! Please read all food and snack labels!

Foods brought into a classroom for snacks, parties, or other activities (including school parties and birthday treats), and which may present a serious risk to students with severe food allergies include:

•  Tree nuts such as cashews, pecans, walnuts, pistachios, almonds, etc. and food products that contain these ingredients. Please read the labels!

•  Peanut and products that contains peanuts such as granola bars with nuts, crackers with peanut butter filling, cookies with nuts or peanut butter filling.

Suggested Safe Foods

•  Anything that doesn’t contain tree nuts or peanuts

•  Cheese, vegetables, fruits, chips, sweets, cakes, cookies or brownies (that contain no

nuts), pretzels, popsicles, yogurt, Lunchables, and crackers, are also a few acceptable alternatives.

When in doubt, please read the ingredients on the label! The label will usually indicate if the product contains nuts or nut products.

PLEASE NOTE: Your child may bring peanut and other tree nut containing foods to be eaten at lunch in the cafeteria. If a child at our school is identified with a severe food allergy we will provide a controlled environment with a ‘peanut free table’ in the cafeteria at lunchtime to prevent accidental exposure. We’re asking that parents use discretion and consideration for students with potentially fatal severe food allergies when sending your student with snacks and/or food for parties and activities.

If you have any questions, please contact our school health technician using the school/district contact information listed in this handbook.

**Thank you for your attention to this important health request!**

**¡SEA CONSCIENTE DE LAS ALERGIAS SEVERAS DE COMIDA!**

Queremos que todos los padres sean conscientes que algunos de nuestros niños en nuestra escuela tienen alergias severas de comida amenazante a la vida a los cacahuates y otros nueces de árbol. Esta es una condición médica llamada anafilaxia que causa una reacción severa a comidas específicas y puede resultar en la muerte dentro de unos minutos. Estamos pidiendo que la escuela entera use discreción y consideración cuando eligiendo comidas para consumir afuera de la cafetería de la escuela (por ejemplo: en la hora de recreo, en los salones, durante las fiestas y otras actividades escolares, etc.) y que uno sea selectivo cuando mandando comida a la escuela con su hijo – ¡POR FAVOR DE RECONOCER QUE ALGUNAS COMIDAS PRESENTAN UN RIESGO FATAL A LOS ESTUDIANTES CON ALERGIAS SEVERAS DE COMIDA! ¡Por favor de leer todas las etiquetas de las comidas y los bocadillos!

Las comidas traídas al salón para los bocadillos, fiestas y otras actividades (incluyendo fiestas escolares y bocadillos para las fiestas de cumpleaños) y que puedan presentar un riesgo serio a los estudiantes con alergias severas incluyen:

* Nueces de árbol como la nuez de marañón, nuez de papel, nuez moscada, el pistacho, almendra, etc. y los productos de comida que contienen estos ingredientes. ¡Por favor de leer las etiquetas!
* Los cacahuates y los productos que contienen cacahuates como las barras de granola con nueces, galletas saladas con relleno de crema de cacahuate o nueces, galletas dulces con nueces o relleno de crema de cacahuate.

Comidas Seguras Sugeridas

* Cualquier cosa que no contiene nueces de árbol o cacahuates
* Queso, vegetales, frutas, papitas, dulces, pasteles, galletas o brownies (que no contienen

nueces), pretzels, paletas, yogur, Lunchables y galletas saladas, son unos alternativos aceptables.

¡Cuando en duda, por favor de leer los ingredientes en la etiqueta! Esta etiqueta típicamente indica si el producto contiene nueces o productos de nuez.

POR FAVOR DE NOTAR: Su hijo si puede traer cacahuates o otras comidas que contienen nueces de árbol para comer en la cafetería en la hora del almuerzo. Nuestra escuela provee un ambiente controlado con una ‘mesa libre de cacahuates’ en la cafetería en la hora del almuerzo para prevenir exposición accidental. Estamos pidiendo que los padres usen discreción y consideración para los estudiantes con alergias de comida potencialmente fatal cuando mandando su estudiante con comida para las fiestas y actividades.

Si usted tiene alguna pregunta, por favor de contactar nuestro trabajador escolar de salud usando la información de contacto del distrito/escuela anotado en este manual.

**¡Gracias por su atención a este pedido importante de salud**