



FAMILY HANDBOOK

8/2023

Prospect Valley Elementary School

3400 Pierson Street
Wheat Ridge, Colorado 80033
Andrew Schrant, Principal
prospectvalley.jeffcopublicschools.org

School Phone Numbers

School Attendance Line: 303-982-7529
School Office: 303-982-7535
School Office After Hours: 303-982-7500 (*Option 1 for Attendance; Option 2 for Secretaries*)
School Fax: 303-982-7536

School-Age Enrichment (SAE)

Before/After School Child Care Program: 303-982-7498
Hours: 6:30 a.m. - 7:45 a.m. & 2:45 p.m. - 6:00 p.m.

School Hours

Grades Kdg-5th: 7:45 a.m. - 2:35 p.m.

Office Hours

7:00 a.m. - 4:00 p.m.

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SCHOOL BASICS

Arrival at School

Students will go directly to their classrooms between 7:35-7:45 a.m. Students who arrive after 7:45 a.m. will be considered tardy and must be buzzed through the front entrance so they can pick up a tardy slip at the main office.

Students will enter the building through different entrances based on their grade level:

- Kindergarten and 1st grade will enter on the southeast side of the building through door 3.
- 2nd grade will enter through door 16.
- 3rd grade enters through door 16.
- 4th and 5th grade will enter through the NORTH back door 11.

Prospect Valley offers School-Age Enrichment (SAE) for those families who need before and/or after school care. Please see page 11 for more information.

Attendance

Please help us by making sure that your child is here on a regular basis, on time, and ready to learn.

When it has been determined that your child will not be attending school or will be arriving late, please **call the attendance line at 303-982-7529**, and provide the information asked for: name of child, teacher, date of absence or tardy, and reasons/symptoms. **The line is available 24 hours a day.**

Excused & Unexcused Absences

Excused absences are those for illness or family emergency. Any other absences are unexcused. Absences that are not reported by a parent/guardian to the attendance line within 24 hours of the absence will be considered unexcused. Please contact us prior to any long-term absences (three days or more) that you are aware of so we can complete the prearranged absence form to excuse the absence.

Appointments

Families checking their child out of school for a portion of the day are required to come to the office and sign the child out. In order to reduce the risk of releasing a student to an unauthorized person, students are only dismissed through the office. The office will call the teacher and ask that the child come to the office ready to leave. If a child returns to school during school hours, the child must check in at the office with a parent/guardian. Please try to avoid scheduling appointments during school hours so your student will not miss valuable instruction time. If someone other than a parent/guardian is to take a child out of school early, the office must receive notification from a parent/guardian.

School Closure for Emergencies

If severe weather or any other emergency forces closing of the school, you will receive a call from the School Messenger system. Announcements also will be made by most Denver radio and TV stations and will be available on the Jeffco Public Schools Web site (jeffcopublicschools.org).

FAMILY COMMUNICATION

Prospect Valley communicates with its families in a variety of ways. Below are specific outlets for communication. Please keep in mind that it is our purpose to provide a sound education program for every child. Problems may arise occasionally. When you have a question or a concern, please bring it to the teacher first and then to the principal, if necessary. Please give us the opportunity to respond to your concerns as they arise.

Curriculum Night

Families will receive specific information concerning their student's grade level Curriculum Night shortly after school starts.

Electronic Communication

We encourage you to sign up to receive electronic communication (newsletters, etc.) with your classroom teachers. Also, please make sure your email address in Infinite Campus Parent Portal is correct. This helps us communicate in a timely manner and saves us copying costs.

Flash Newsletter

The Flash is a weekly newsletter that is emailed. It includes a letter from the principal, as well as information and instructions about upcoming activities and important reminders.

Classroom Newsletters

Classroom newsletters are sent home weekly and may include:

- Special projects students are working on in class
- Information about what students are studying in the classroom
- Projects that require work at home and the approximate due dates and expectations of the students
- Upcoming events (e.g., field trips, report cards, rhythms presentations, music concerts)
- A statement about the best way to communicate with your teacher

Monday Folders

Prospect Valley uses Monday folders to communicate weekly with families.

You will get information specific to your student from the teacher, as well as general information distributed to all families. Monday folders are one of the best ways to keep in touch with school activities and review your student's work completed in the classroom.

Report Cards

Report cards will be sent home three times per year at the end of each trimester in November, March, and May.

SchoolMessenger

SchoolMessenger is our notification system that provides a quick alert messaging service for families and staff. SchoolMessenger has the ability to communicate regularly with families and staff 24 hours a day, in multiple languages, using voice messages, e-mail, and text messaging. It is used for snow closure alerts, attendance messages, classroom newsletters, and other important school and district information.

Web Site

The Prospect Valley Web site is prospectvalley.jeffcopublicschools.org. It contains current information regarding the school, including a calendar of events that is updated regularly. Copies of the newsletter, important documents, and links to teacher and school organization Web sites are also available online.

POLICIES & PROCEDURES

Cell Phone & Electronic Equipment Guidelines

Use of cellular phones is not permitted during school hours. If students must bring a phone to school, the phone must be turned off and kept in the student's backpack.

If a phone is discovered it will be sent to the office and the student can pick it up at the end of the day. Second occurrence causes the parent to pick it up. The third occurrence causes the student to not bring it back to school.

PV will not be responsible for any device lost or stolen. Students will not be allowed to use any device for Internet access, games, or cameras.

Discipline

Our goal is to maintain an orderly, safe environment conducive to learning. It is our responsibility to help students become responsible, contributing members of society able to discipline themselves and develop behavior that is socially acceptable, to be respectful and mindful of the dignity of others, and to learn to be safe and thoughtful. Adults in the school will act as models for students in these endeavors. The following are our student conduct expectations:

- We treat each other with dignity and respect, without bullying or intimidating.
- We maintain a safe and orderly environment.
- We are here to learn and to teach.
- We care for our school, our own belongings, and the property of others.

Most daily situations will fit under one or more of these statements. Additionally, we teach students GOLD behavior as part of our PBIS (Positive Behavioral Interventions & Supports) System. (G - Give Respect; O - Offer Kindness; L - Lead by Example, D - Do Your Best) Any behaviors that do not promote these beliefs are subject to disciplinary action. Prospect Valley teachers and/or administration will contact you via note, email, or phone in case of behavior that violates expectations mentioned above. Serious offenses that are grounds for suspension

will be dealt with according to school and district policies, and we will attempt to call you on the same day as the occurrence. A Conduct Code booklet, outlining procedures for suspension and expulsion, is available at the Jeffco Public Schools Website. Go to www.jeffcopublicschools.org and then click on "Code of Conduct."

Dress Code

The weather conditions should determine a child's apparel. During wet or snowy weather, boots should be worn on the playground. Please clearly mark your child's name in all boots, coats and jackets, etc. Shoes are to be worn at all times to protect the feet from injury. To lessen educational distractions, please observe the following rules:

- No muscle shirts.
- No bare midriffs or bellies showing. Shirts must cover stomach at all times.
- Underwear must not show at any time.
- No visors, head scarves, or hoodie sweatshirts with the hoods up are to be worn in the building.
- No hazardous accessories such as spiked clothing/jewelry and/or chains.
- No oversized jewelry or jewelry that is a distraction to a student or others.
- No excessively short skirts or shorts.
- No tattoos (permanent or temporary) or markings on skin.

- No roller/skate shoes.
- Shirts should not have slogans referring to alcohol, drugs, tobacco, weapons, sex, gangs, derogatory sayings, etc.
- Sunglasses are not to be worn in the building but may be worn outside during recess.
- Students need to dress appropriately for gym. Boys and girls must wear athletic shoes.
- Students are encouraged to dress in layers so that as the temperature changes throughout the day, students will be prepared.

If a student is in violation of the dress code, we may offer clothing to cover up the violation or we may call home to have someone bring in clothing appropriate to the school setting. In some cases, students may be sent home until the situation is resolved.

Lost and Found

All personal belongings should be labeled with your child's name before being brought to school. Check our lost and found if an item is missing. Periodically, items not claimed from the lost and found are given to charity. Small items, such as jewelry, coin purses, watches, keys, and eye-glasses, are kept in the school office.

Personal Property

The school furnishes needed equipment and cannot be held responsible for the loss of a child's personal items. If students choose to bring their personal items to school, they may be confiscated by a teacher. Also, please note the following:

- Students are responsible for locking their bikes and scooters.
- Roller/skate shoes are not allowed.
- Laser pointers are not allowed.
- No hard baseballs are allowed.
- Students should not bring toys or electronic devices unless specifically allowed by the teacher and/or principal.

Pets

There are no pets allowed on school property at any time.

Visitors

Visitors are always welcome at Prospect Valley. For the safety and security of all students, the following guidelines must be followed:

- Visitors must enter the building through the main entrance, not through outside classroom doors.
- Visitors must sign in and obtain a "visitor's badge" in the school.
- When visiting a classroom, please do not bring preschool-aged children.
- When visiting for lunch, please understand that we don't allow visitors on the playground.

Choice Enrollment

Students who do not reside in the Prospect Valley attendance area may be enrolled through the Choice Enrollment process. The first-round applications are accepted during the month of December, and acceptance is based upon space availability. Beginning in January, second-round applications may be submitted. Additional information and application forms are available at the Jeffco Public Schools Website (jeffcopublicschools.org).

HEALTH & EMERGENCIES

The health of your child is important to all of us. Children who have definite signs of illness (e.g., fever, vomiting, severe cough, contagious diseases such as chicken pox) should not be sent to school. If a child becomes ill at school, the child will be cared for temporarily and the guardian will be notified.

It is important that students' emergency contact information is current so that one of the parents or other designated adults can be reached if necessary. Students cannot be released to anyone who is not listed as an emergency contact in Infinite Campus.

Infinite Campus

Emergency information should be updated online through Jeffco School's Infinite Campus.

Families should manage their individual student's information by accessing IC: https://campus.jeffco.k12.co.us/campus/portal/parents/Jeffco_IC.jsp

Health Room

Prospect Valley has a health room where sick or hurt children are treated. The health room is staffed with an aide for approximately seven hours per day. The district provides the services of a registered nurse who visits our school periodically as a consultant.

Immunization

Colorado State law requires that any student attending a Colorado elementary school must have been immunized and must meet all state requirements.

Beginning July 1, 2000, all incoming kindergarten students must have been immunized with the Varicella (VAR) vaccine for chickenpox or have a signed history of the disease. Exceptions are permitted on religious grounds, personal objections, and/or if a physician states that the immunizations would endanger a child's health.

All new students and kindergartners must present a certificate of immunization to register for school.

Students must be in compliance with the Colorado State Immunization Law 14 days from notification to parents/ guardians of the child's noncompliance.

Medications

The school is permitted to give medication only under the following conditions:

- A Request for Medication at School Form #924 must be completed, so that parent/guardian permission is received in writing before any medication is dispensed. The school will not assume any responsibility for administering medications but will cooperate in helping students follow physicians' directions.
- Prescription and over-the-counter medications will not be given unless a Form #924 is completed and the medication is brought to school in the original pharmacy/over-the-counter container. All prescription and non-prescription medications require a doctor's signature.
- Non-prescription medications will be given only on request of a doctor and parent/guardian and with a completed form. Over-the-counter medication must be in its original container and must be labeled with the student's name and dosage schedule. This includes cough drops.
- Medications will be stored in a locked cabinet in the health room. Each student has to assume the responsibility for coming to the health room to request his/her medication.
- Medication must be in the original container. Medication brought to school not in the original container or without a Form #924 will not be given by school personnel and will be kept in the clinic for parents/guardians to claim.

- Multiple medications must be in separate, original containers. If 1/2 pills are required, they must come pre-cut by the pharmacist or parent/guardian.

SCHOOL SAFETY

Bikes, Skateboards, Roller Blades, & Scooters

The decision to permit a student to use a bike and/or scooter and the duty to see that the student complies with basic safety rules relating to bike/scooter use are responsibilities of the student and the student's family. The school does not assume any responsibility for the safety of students on school grounds and will not attempt to prevent any student from coming or leaving on a bike or scooter.

The riding of skateboards, roller blades, scooters, and bicycles is **not** permitted on school grounds.

Emergencies, Fire Alarms, Lock-Downs, Etc.

The safety of your child is important to all of us. Drills for most emergencies are practiced on a regular basis. In addition, the school has an Emergency Response Team.

In case of an emergency, please listen to your local news station or visit the main Jeffco Web site (jeffcopublicschools.org). Please do not call the school directly because every available line will be needed to communicate with outside emergency response teams. The school will communicate through the School Messenger system to notify you about any necessary actions on your part.

Parking Lot Safety

Parking lot safety is very important at Prospect Valley. Staff members and volunteers will be present before and after school to monitor the flow of traffic near the school. Please be respectful if you are approached by a staff member or volunteer. They are trying to ensure everyone's safety while keeping the "Hug and Go" lanes moving.

"Hug and Go" Guidelines

The most efficient and safest way to pick up/drop off students at Prospect Valley is by utilizing the "Hug and Go" lane in either parking lot. When utilizing the "Hug and Go" lanes, please follow these important guidelines to ensure a safe environment for everyone:

- When you enter the "Hug and Go" lane, pull as far forward as possible and wait to proceed in line. DO NOT get out of your vehicle.
- Have your children enter/exit your car from the passenger side only. Do not allow your child to enter/exit from the driver's side.
- Have your children keep their coats, backpacks, and lunch boxes with them when entering and/or exiting your car. This will keep the line moving.
- Remind your child to go directly to the "Hug and Go" lane after school. This greatly assists the teachers on parking lot duty and will keep the line moving.
- Always yield to pedestrians in the crosswalks.
- Once you pick up/drop off your child, please stay in line and move forward through the "Hug and Go" lane. Do NOT back up to try to get

around the car in front of you.

- If your child is not waiting at the “Hug and Go” area, please park, move to the additional “Hug and Go” spaces on the north side of the Pierson/Quail lot, or circle around and get back in the line.

Parking

You may bypass the “Hug and Go” lanes to park in a legal parking space and walk your children to and from the building. Keep in mind the following:

- Parking in fire lanes is prohibited.
- No double parking at anytime.
- Do not park in the “Hug and Go” lanes or leave your car unattended in the “Hug and Go” spaces on the north side of the Pierson/Quail lot.
- Do not block crosswalks.
- Drive slowly through the parking lots.
- Do not allow children to walk unattended through the parking lots.
- All children and adults must cross at designated crosswalks.
- Cell phone use is prohibited in the “Hug and Go” lanes.

Please review these guidelines and the maps on pages 13 and 14 with everyone who will pick up/drop off your child at Prospect Valley. Your cooperation will continue to keep Prospect Valley a safe environment for everyone!

math. Reading fluency is the number one indicator for student success. We recommend reading at least 10-30 minutes 4-5 days a week depending on the grade level. We also recommend students practice their math facts, a foundational skill.

Make-up Work for Absences

Students who are absent will receive their make-up work upon returning to school. They will have two school days to make up work for every one day absent, as in accordance with district policy.

CURRICULUM & INSTRUCTION

Homework

At Prospect Valley, we recommend two key activities, reading and

Special Education Services

Prospect Valley has three full-time special education teachers. Our speech and language pathologists and English as a Second Language (ESL) teachers are here on a part-time basis. Our itinerant occupational therapist and adaptive Physical Education (PE) specialist visit the schools as needed. We also have a full-time school social worker.

Testing & Assessment Schedule

There are many ways to assess students' academic progress and achievement levels. The teachers use many classroom tests and performance assessments. In addition, there are several formal assessments. Attendance is very important during assessment periods. These include:

- All students in grades K-3 take the DIBELS reading assessment as part of the Colorado Read Act.
- Students in grades 3-5 take the CMAS assessments.

Specials

Students in full-day kindergarten through 5th grades attend one specials class each day. Specials are art, physical education (PE), music and STEM. In addition, students in 5th grade may enroll in instrumental music.

Physical Education

Every fall, students in kindergarten through 5th grades participate in Field Day. Instructions for students will be sent out prior to Field Day.

Music

Beginning in 4th grade and continuing through 5th grade,

students will begin to play the recorder in music. Students are expected to practice at home at least 30 minutes weekly. Practice sessions should last 5-10 minutes at a time.

Students in 1st through 5th grades will participate in one music performance during the year. Information will be sent out prior to each performance.

ART

In Art class, we work with a variety of mediums throughout the year including drawing, painting, ceramics, printmaking, collage, and mixed media. Students learn about artists and techniques and are encouraged to experiment with their ideas and processes. Risk-taking, self-expression, and experiencing the joy of creating are the goals of our Art program! We have a school art show in the spring that showcases artwork from every student, as well as a district art show that features the work of 15 Prospect Valley students.

STEM PV has added STEM to the Specials Rotations.

STEM stands for science, technology, engineering, and math. These subjects are explored through project-based learning that mirrors the real world. Through hands-on collaborative learning, STEM encourages students to think creatively, problem solve, and persevere.

Classroom Parties

PTA's room parent volunteers plan three classroom parties during the school year: Halloween, winter holidays, and Valentine's Day. Families interested in bringing a healthy snack or helping during the party will be contacted by a room parent.

Halloween Parade

In addition to the Halloween party, students may wear their costumes to school for an all-school parade in the morning. Weather permitting, the parade takes place outside. Students must take off their costumes after the classroom party.

FOOD PROGRAM

Throughout the 2023-24 school year, all students are eligible for free school breakfast and lunch regardless of a family's free and reduced lunch status.

Breakfast

Prospect Valley serves breakfast at 7:20 a.m. Please do not send your child before that time as there will not be supervision.

Lunch

Prospect Valley maintains a hot lunch program for students in grades Kdg-5th.

Milk and healthy snacks are also available.

CHILD CARE PROGRAM

School-Age Enrichment The Jefferson County School-Age Enrichment Program (SAE) provides

quality before and after school services at Prospect Valley, as well as other elementary schools throughout the district. SAE strives to provide a true enrichment program, providing active and play-based learning experiences to support the success of all students. Children may select from a variety of recreational and enrichment opportunities that will support their physical, cognitive, emotional, and social development. For additional information, call 303-982-7498.

FAMILY INVOLVEMENT ACTIVITIES

Accountability

Accountability is an advisory board made up of a cooperative team of parents, teachers, our principal, and members of the community. The committee works on addressing educational goals, school objectives and improvement planning, goal setting, listening and supporting family feedback, and maintaining an open and welcoming environment.

Accountability meetings are held four times per year.

Parent Teacher Association

Prospect Valley's Parent Teacher Association (PTA) seeks to unite home, school, and community to benefit our children. Prospect Valley's PTA supports the school in multiple ways, including enhancing student achievement through enrichment opportunities funded by PTA, creating partnerships with Prospect Valley staff to support classroom activities and needs, providing links between families and

the school, and advocating for our staff and students.

PTA meetings are held once a month on Thursdays. For more information about how you can get involved, visit the Prospect Valley PTA Web site at prospectvalleypta.org.

The Jefferson County School District does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

*1829 Denver West Drive, Golden, CO 80401
Telephone: 303-982-2500*