

Port Neches-Groves Independent School District

Groves Primary

Student Handbook Highlights

3901 Cleveland
Groves, Texas 77619
409-962-6511



PNGISD has a district handbook available online. The following highlights are specific to Groves Primary. These highlights are made available to you on the PNGISD website as well.

Campus Information

Administration

Joe Cigelski, principal
Tricia Sandell, asst. principal
Jolene Williams, counselor
Kara Lavallee, secretary
Lauren Ward, nurse
Angela Abel, early learning coordinator

PreKindergarten/paraprofessional

Sara Walker/Ingrid VanHaverbeke
Adela Hochstrasser/Belinda Stafford
Cara Holder/Brooke Miller
Britney Haynes/Ashley Watt
Hannah Denman/Delcie Lovelace

Kindergarten

Brandi Brown
Celina Ellis
Mandy Kimball
Kelly McAfe
Tonya Owen
Paula Ryder
Candace Simmons
Melissa Sturdivant

First Grade

Lauren Abbott
Victoria Battenfield
Stephanie Best
Meagan Burnett
Paige Gaspard
Madison Moran
Desi Lack
Michelle Mitchell
Leticia Sasser

Second Grade

Amy Balsamo
Angela Belaire
Amy Brashers
Cindy Downs
Miranda Harmon
Dana Jordan
Jill Keyes
Jennifer Leger
Melissa Trahan
Mong Tran

Title Teachers

Christy Jones
Ann Broussard

Resource Teachers

Lisa Badon
Brandy Voight

SAI Teachers

Kristen Arnaud
Alicia Blanchard

BAC Teacher

Scott Bordonaro

ESL Teachers

Erin Broussard
Laura Salazar

Music/Art/P.E. Teachers

Terry Root
Erica Smith
Becky Hebert

Speech Therapists

Cristina Johnson
Brittany Segura

Dyslexia Teacher

Donna Cole

Diagnostician

Ashley Peltier

Librarian

Shawna Thornton

Front Office Staff

Mindy Marsh
Kari Vital

Paraprofessionals

Elizabeth Alvarez
Mariana Barrientos
Ann Broussard
Florinda Ceja
Chandler Curtice
Deanna Davis
Bobbi Hayes
Delaney Humphrey
Delores Liscano
Anna Sanchez
Desiree Post
Jenny Tyson

Cafeteria Staff

Pam Colichia, manager
Brenda Coffee
Pat Devillier
Connie Landry
Lecia Manuel
Melanie Wylie

Custodians

Bertha Rossett
Deborah Peveto
Kirsy Rodriguez

Arrival

Classes will begin promptly at 7:50 A.M.

Students arriving after 7:50 A.M. must obtain a tardy slip from the office before reporting to class. Because supervision is not provided, students may **NOT** be dropped off before 7:15 A.M.

If your student is eating breakfast, please make sure they report to the cafeteria by 7:30 A.M. so that they have time to eat. Students will be dismissed to go to class by 7:45.

Parents transporting students to and from school should use extreme caution. In order to provide the safest possible environment during the loading and unloading of students, only a single lane will be utilized. Please drive slowly in the drive through area. **PLEASE WATCH FOR THE CHILDREN!**

Dismissal

All students will be dismissed by 3:00 P.M. If your student rides the bus or daycare van, your student will be picked up outside the gym doors. If your student is a walk up, she/he will be picked up there as well. Parents will need to bring their sign with their child's name on it to assist with the walk up process. The sign will be given at the beginning of school.

ALL STUDENTS NEED TO BE PICKED UP BY 3:15 P.M. Students picked up after this time will require a parent to come into the office to sign the child out.

Early Dismissal

We encourage parents to schedule all doctor and dental appointments after school hours. It is very important to have your child in class so that instruction is not missed.

Breakfast and Lunch

Breakfast is served every morning beginning at 7:20 A.M. Students must have enough time to eat before they go to class, so please make sure they are here by 7:30 if they want to eat breakfast. Students will be released to go to class at 7:45. A parent/guardian or grandparent is allowed to eat lunch with their child. All other individuals will need preapproval. **Please check in at the office to get a pass before going to the cafe.** Please understand that only their student will be allowed to eat with the visitor. **We ask that you limit visits to once a week due to the number of**

students in the building. Cafeteria rules and regulations apply to all children having lunch with their parents/grandparents etc.

Only school personnel may give a student permission to leave the cafeteria during breakfast/lunch.

Picture taking is strictly prohibited for any student other than your own.

Early Dismissal days and State testing days

There will be NO lunch visitors on these days due to schedule changes. Notes will be sent home to remind you of these dates.

Teacher requests

If you would like to request a teacher for your child for the next grade level, you will need to give a first, second, and third choice. Mrs. Williams takes grade placement very seriously and tries to balance classes the best that she can. The requests need to be made by the end of April to be considered for the next school year. The requests can be submitted in writing or emailed to jwilliams@pngisd.org

Parent Teacher Conferences

Because communication is such an important part of education, we are asking that you please make sure to stay in contact with your child's teacher. You may contact your child's teacher by email, send a note through your student, or even call the school. Our phone number is 409*962*6511. We look forward to helping you any way that we can. Parent Conferences will be held during the month of October.

PTO

PTO membership information will be sent out the first month of school. This organization is affiliated with the state and national organizations. The Parent Teacher Organization encourages families to help their children, school, and community. Teachers, parents, and grandparents are encouraged to join PTO.

Student Emergency Cards

During the first week of school, teachers will be sending home emergency cards for parents to complete. Please return this card filled out to your child's teacher. These are kept in the nurse's office and are accessed in the event of an emergency. This information needs to be kept as current as possible. If any

contact information changes, please make sure to contact the school so that your child's record can be kept up to date.

Attendance

Please be aware that the district has a truancy policy in place. This year we will accept six parent notes. All other absences need to accompany a doctor's note. If your child is absent and does not have a doctor's note, and has exceeded the six parent notes, then the absence will be unexcused. After having ten unexcused absences or 15 total absences, the student will then be put on a truancy plan to help reduce the number of missed school days. If the absences are excessive, then the parent can be brought to truancy court.

Classes with perfect attendance each six weeks will be rewarded with a pizza lunch in the cafe. Students will also be given individual rewards for being at school and filling up their class attendance chart. These charts will be displayed in the hallway at the front of the building.

We love our kiddos here at Groves Primary and want to see them each and every day! ***Strive for 5. Don't be absent more than 5 times in a school year!***

Visitors

All visitors will be issued a badge that stipulates the destination upon arrival to the office. Under NO circumstances is a visitor to go to a classroom without permission from the office. This includes walking a student to the classroom after lunch or during the bookfair etc. Restrooms are available in the foyer for visitors to use. **Visitors should not use the student restrooms in the cafeteria. Those restrooms are for student use only.**

Student Transportation

Any changes in a student's afternoon transportation must be **sent in writing to the teacher or made by phone to the office before 2:00.** This allows the office staff to have enough time to notify the teacher and student of the new way home.

Social Media

With social media being so accessible, please be aware of student privacy and confidentiality as well as communicating campus concerns. Not all students are cleared for posting of pictures involving campus activities. In the event there is a concern, please contact the teacher or the office at Groves Primary to address the situation at hand.

Nurse's Office

If your child needs to take medication at school, please do not send it in the backpack. The parent/guardian will need to meet with the nurse and discuss how this medication needs to be administered. We also ask that you send an extra set of clothes in your child's backpack in case there is an accident such as spilling a drink at lunch, getting muddy at recess, or a restroom issue.

***Thank you for trusting us with your most prized possession. Our job is to educate and make learning fun, and it is a job that we do not take lightly!

*****Please remember that Groves Primary is a peanut free campus and all treats, drinks, and snacks must be in compliance.**

