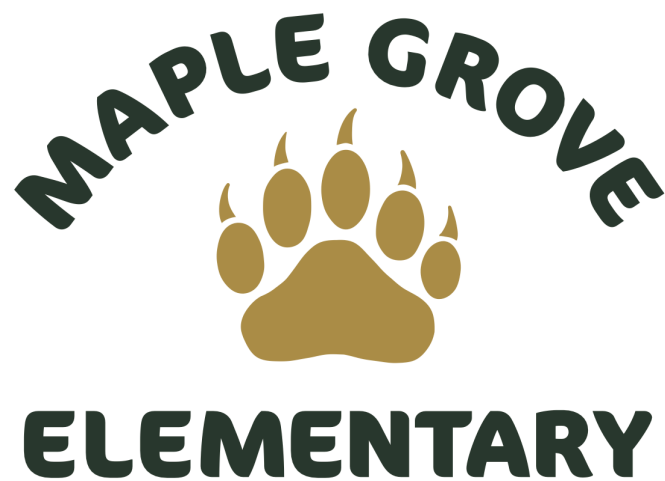


Maple Grove Elementary
STUDENT
HANDBOOK
2025-2026



Note to Parent/Guardians:

At the beginning of every school year, Parent/Guardians acknowledge handbook contents and confirm that the handbook will be reviewed with your child(ren). If you have any questions about the contents of this handbook, contact Cassandra Nason, Principal.

MAPLE GROVE ELEMENTARY

Preschool - 5th Grade
3085 N. Alkire Street
Golden, CO 80401

Phone: 303-982-5808

Attendance: 303-982-5810

K-5 School Hours: 7:45 am - 2:35 pm
Preschool Hours: 8:05 am - 2:30 pm
Office Hours: 7:15 am - 3:15 pm

Principal: Cassandra Nason

Principal's/Financial Secretary: Krista Corthell
Enrollment/Attendance Secretary: Jill Jespersen

School Website

Contact Information for staff can be found under the [Staff Directory](#)
Jeffco Public Schools website: jeffcopublicschools.org

Bus Questions/Concerns: call transportation at 303-982-2324
Bus Route Information: <http://www.infofinderi.com/ifi/?cid=JPS2F2M211EY>

Attendance Line - 303-982-5810

COMMUNICATION

Notes From The Grizzly Den: Principal Cassandra Nason will send updates to the community weekly via School Messenger.

Grizzly Gazette: A digital newsletter providing information about Maple Grove Elementary PTA

School Website: Families will find information about the school, classrooms, calendar, building use, community activities/events, etc.

School Messenger: The district and our school will use School Messenger to deliver notices about closures, emergencies and school events via telephone and/or email.

Classroom Newsletters: All teachers email newsletters with information regarding class updates and activities.

REPORTING AN ABSENCE/LATE ARRIVAL

Absences/Tardies

Call the Attendance Line (303-982-5810) by 8am the day of the absence or tardy. State the name of the student, his/her teacher, date and reason for absence or tardy. Include the name of the person calling and a call back number. For planned absences that is 3 or more days long, fill out a [prearranged absence form](#) at least 3 days prior to the event and return to the front office. Alerting your child's teacher to an absence or tardy is helpful, but families still need to contact the front office or attendance line to report the absence.

Early Dismissals

You must sign your child in/out at the front office. The office staff will call your student down to the office as soon as you arrive at the school and then you can sign your student out.

ATTENDANCE

At Maple Grove we follow Jeffco's Attendance Policy. Please read Jeffco's policy below.

JEFFCO ATTENDANCE POLICY:

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The district establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance 1,056 hours and elementary students 968 hours during each school year. All schools will have attendance rules which incorporate the district's attendance requirements as outlined by district policy and regulations.

The following shall be considered excused absences:

- 1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.*
- 2. A student who is absent for an extended period due to physical, mental, or emotional disability.*
- 3. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.*
- 4. A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.*
- 5. A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.*

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In order for the pre-arranged absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing; 2) has no unexcused absences; or, 3) has four or fewer excused absences in a semester or seven or fewer in a school year.

When prior notification is not received by the school, it is the policy of the district that school personnel will notify parents of the student's absence.

Unexcused Absences

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school of the unexcused absence.

Unexcused absences and tardies may subject the student to appropriate penalties. These may include school sanctions and/or the imposition of academic sanctions for classes missed. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year.

If absences get above 10 days total, you will receive a phone call from our counseling office asking to discuss what support you need as a family to help getting to school.

If absences continue, a meeting with the principal will be required. The purpose of the meeting is to further discuss the needs of your family and the importance of attending school. The outcome of the meeting will be an attendance contract between the family and the school.

If absences are excessive, we will move forward with a truancy filing and this could result in court proceedings.

Makeup Work

Makeup work shall be provided for any class in which a student has an excused absence. It is the student's responsibility to pick up any makeup assignments on the day he or she returns to class. There shall be two days allowed for makeup work for each day of excused absence. Makeup work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

A student who arrives after the scheduled time that a class begins, but meets the State Board of Education requirements of the attendance period, shall be considered present for that entire period. The student may still be marked tardy (unexcused tardy or excused tardy as applicable). A student who arrives after the scheduled time the class has begun but does not meet the State Board of Education requirements of attendance period shall be considered absent for that entire period.

Schools will develop a fair and equitable tardy policy that will effectively utilize resources and not result in an increase in out-of-school suspensions.

SCHOOL ARRIVAL/DISMISSAL

For the safety of our children and in order to ensure proper supervision, children must not arrive prior to 7:30 am and after the dismissal bell, students must be picked up, or start walking/riding their bike by 2:45pm. We recommend that parents instruct their children prior to school regarding the arrangements for after school. A written note or email must be sent with your child and given to his/her teacher if there is a change in the regular after school routine. Children who do not have a note from home with specific plans for alternate transportation after school will be instructed to follow their normal routine.

Arrival Routine

All K-5 students will line up with their classmates on the blacktop in their assigned spot no earlier than 7:30am. The playground is off limits. Bike riders should dismount their bikes before the blacktop so as to

to collide with students lining up. When the Welcome Bell rings at 7:35am K-5 students will enter through the back two entrances. Please say goodbye to your student at the blacktop as we will only allow students to enter through the back entrances. At 7:45am the Start of School Bell will ring and the back entrance doors will close and students will need to be checked in at the front office. PreK will enter through the exterior PreK door.

Breakfast

Students can enter through the front entrance doors for breakfast. Breakfast will be served from 7:15am - 7:35am. Families may not come to breakfast with their students.

Dismissal Routine

Teachers will begin to walk students out to the playground after the 2:35pm dismissal bell. Please plan to either meet your student on the playground or have a plan on where your student will meet you. It is the responsibility of the parents/guardians to communicate all dismissal plans to the child's classroom teacher. Students who are not picked up by 2:45pm will be walked to the office for pick up. We require a sign out signature after 2:45pm.

Kindergarten, 1st and 2nd grade bus riders are escorted by an adult from their classroom to the bus at 2:25pm. Student in grades 3rd-5th will walk themselves to the bus after the dismissal bell rings.

CHECK IN/OUT PROCEDURES

When picking up or dropping off children during school hours, parents are required to sign in/out their child through the front office. For early dismissal, the office staff will call your student down to the office after you arrive at the school and sign your student out. Leave enough time for your student to possibly return to the classroom and gather their items and walk to the office. Students will only be released to their parent(s), legal guardian(s) or an adult authorized by the parent(s) or legal guardian(s) within the Parent Portal of Campus.

STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a school bus is contingent upon following the expectations outlined in the [Jeffco Public Schools Student and Family Handbook](#). The driver of the school bus will be in complete charge of the bus during the ride and while students are entering or leaving the vehicle. Students will be required to conform to all regulations concerning discipline, safety, and behavior while riding on the school bus. The driver will notify Jeffco transportation if a student persists in violating the established rules of conduct. After due warning has been given to the student and/or families, the privilege of riding the bus may be withheld from the student.

Please direct any questions, concerns or issues that occur on the bus to Jeffco transportation at 303-982-2324. Jeffco transportation is responsible for addressing disciplinary concerns and administering consequences according to the bus code of conduct referenced in the [Jeffco Public Schools Student and Family Handbook](#).

CLOSURES AND DELAYED START DUE TO BAD WEATHER

Refer to the Maple Grove Elementary website or Jeffco's website for up to date information. The district will also send out notifications via school messenger. **Be sure to keep your contact information up to date in the [Campus Parent Portal](#) and do not unsubscribe to the messenger emails.** Families can also follow the district's [Instagram](#) and [Facebook](#) pages in order to receive the fastest information. Families can listen and watch the news media, particularly local TV stations, for messages.

COMMUNITY INVOLVEMENT

The Maple Grove School Accountability Committee

The Maple Grove School Accountability Committee (SAC) is comprised of parents, teachers, community representatives and the principal, Cassandra Nason.

The SAC.:

- Serves as an advisory and visionary group to the Maple Grove Elementary school community.
- Strives to lead Maple Grove Elementary in achieving continual growth and improvement.
- Meetings are open to the community. Dates for meetings are announced in the Notes From the Grizzly Den weekly school email.

The Maple Grove PTA

We believe in building a strong community connection and the Maple Grove PTA does many things to support our school community. Refer to the Grizzly Gazette and the PTA page on our website for more information on how to volunteer and get involved.

Volunteering Opportunities

The safety of our students is of primary importance and in order to align ourselves with Jeffco standards for safety, please note that some volunteer positions will require a background check to be submitted before volunteering.

Background check forms will be available in the office and on our website.

Background Check is required for:

- Anyone regularly working with small groups of students in the classroom and field trip volunteers
- Watch D.O.G. volunteers

STUDENT DRESS CODE

We appeal to your sense of good judgment in encouraging your children to dress neatly and take pride in their appearance. Hats with brims cannot be worn during class time. Hats (with brims and without) may be worn at recess and before and after school. Hoods of hooded sweatshirts should not be worn over the head during class time. Roller shoes are not permitted.

Please help us to protect your child by insisting that adequate clothing be worn during the winter. We will attempt to send all children outdoors except on the very coldest, wettest days. Environmental factors (wind, etc.) will also be taken into consideration.

ELECTRONICS/TOYS

Cell phones and other electronic devices are **NOT** allowed to be used or carried during school hours as they cause disruptions. We discourage students from bringing these items to school because they are expensive and can be targets for theft. Cell phones are to be turned off and left in the backpack during the school day and while on buses. Smart watches are allowed but using their smart capabilities (texting, web browsing, gaming, etc.) during school hours is not permitted. If students have their cell phones out without explicit permission from their teacher, a warning will be given. After the first cell phone offense, the cell phone will be turned in to the school secretary and will be available to be picked up by the student after school. After the second offense, the device will be given to the principal and can only be picked up by the parent/guardian of the student.

Toys are not allowed at school, this includes sports equipment (balls, gloves, etc).

HAZARDOUS OBJECTS /ANIMALS

Hazardous Objects: Do not permit your child to bring hazardous objects (or facsimiles) such as guns, knives, laser pointers, darts, bullets, arrows, caps, matches, firecrackers, lighters, etc. to school. Possession of

dangerous items is grounds for suspension and/or expulsion.

Pets/Animals: Do not bring your pets to drop off or pick up on the back blacktop. Safety and the welfare of our students are first and foremost.

HOMEWORK

Below are the homework guidelines for Maple Grove students:

K – 2nd students no more than 10 – 20 minutes and 3rd – 5th students no more than 20 – 60 minutes. Parents who wish to have their children spend more time on homework must provide the activities themselves. It is not the role of the teacher to provide more homework or homework/classwork for students on vacation.

Here are some suggestions for homework:

- Read or be read to 20 to 30 minutes daily
- Practice ST Math at home
- Keep a daily writing journal

FIELD TRIPS

Students must have parent permission to go on field trips. The fees for field trips are paid during the Annual Update and are part of the grade level fees. If parents do not give permission for their student to attend the field trip the student must remain at school with appropriate supervision.

HEALTH ROOM

Healthy students learn better. Our Health Room is supervised by health aides that work directly under our area registered Nurse and are available for those students who become ill or are injured during the academic day.

If a student is ill or injured and is unable to participate in the learning process, the parent/guardian will be called and will be expected to come to the school to pick up their child immediately. It is important to have a backup person/emergency contact identified in Campus in case a parent/guardian is not available.

There are three main reasons to keep your student at home:

- The student doesn't feel well enough to take part in normal daily activities.
- The student needs more care than school staff can provide.
- We are also asking all students to stay home when they are feeling ill with any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, sore throat, nausea/vomiting/diarrhea, muscle/body aches, and severe headaches.

MEDICATION POLICY

Jeffco encourages all medications to be administered at home when possible. When that is not possible the following guidelines must be followed:

- All prescription and non-prescription medication(s) require healthcare provider signature as well as parent/guardian signature and must be administered through the Health Room.
- Medications will be administered only with a completed Medication Administration Form, completed by healthcare provider and parent/guardian
- Medication will not be accepted in the Health Room without a completed Medication Administration Form.
- All medication must be dropped off and picked up in the Health Room by an adult.

- Medication is not allowed in the classroom.
- All medication must be in the ORIGINAL PHARMACY CONTAINER for prescription medications or in the ORIGINAL PACKAGING for non-prescription medications. All labels must match the healthcare provider orders.
- Administration directions cannot be changed without the written permission of the healthcare provider.
- Tylenol must be provided by parent/guardian and be accompanied by a completed Medication Administration Form (both parent/guardian and healthcare provider).
- Cough drops are considered a non-prescription medication and must be accompanied by a completed Medication Administration Form (both parent/guardian and healthcare provider)
- It is parent/guardian responsibility to provide non expired medications to the clinic, be aware of expiration dates, provide updated medications, pick up and dispose of any expired medications.

Please refer to [Jeffco's How Sick is Too Sick Guidance](#) for student illness. If a student leaves school for a fever, vomiting, or diarrhea they must remain home for 24 hours since their last episode.

LOST AND FOUND

A "Lost and Found" is maintained at Maple Grove Elementary. All personal belongings (including lunch boxes, waterbottle, coats, etc.) should be labeled with your child's name before being brought to school. Attempts will be made to return items with names on them. Valuables such as glasses, watches, or jewelry are kept in the office. Unclaimed items will periodically be donated to a community service organization.

LUNCH PROGRAM

Healthy School Meals for All

Thanks to the passage of [Healthy School Meals for All \(HSMA\)](#) by Colorado voters, all students in Jeffco Public Schools who attend a school participating in the National School Lunch Program will continue to have access to meals at no cost. We also will be offering breakfast before school this year at no cost.

Parents can set up a meal account at SchoolCafe for students to purchase additional "a la carte" snack items during lunch: <https://www.schoolcafe.com/jeffcosd>

SchoolCafe displays the school menu and offers options for auto payment, purchase history, low balance notification, and an option to restrict access to the snack "a la carte" cart. In SchoolCafe, parents can choose to have notifications sent when their child's account is running low on funds.

Jeffco's district wellness policy includes:

- Holiday Celebrations: Offer at least half ["healthier" food options](#) per district guidance
- Rewards: Do not offer food as a reward for behavior or academic performance, unless approved as a need by school leadership.
- Fundraising: Schools should conduct fundraisers with non-food or healthy food. Three exemptions are allowed annually. All food fundraisers must be submitted to Food and Nutrition Services.

Classroom Snacks:

Students in all grades are allowed to bring snacks to school. Please contact your classroom teacher for any restrictions such as food allergies to be aware of.

STUDENT BIRTHDAYS

Birthday recognition/celebrations should not include shared food (e.g. food brought in by families for students to share) or food items (cupcakes, cookies, etc.). Goodie bags with small toys/pencils/stickers are allowed if you choose to bring something for the class. Please do not send mylar or latex balloons to the school or with your child - they are disruptive to the learning environment.

No party invitations may be handed out during school hours. Maple Grove Elementary celebrates inclusion and party invitations are not always inclusive. Refer to the PTA school directory for family contact information.

STUDENT LANDLINE TELEPHONE USE

As a general rule, teachers and students will not be called out of class to answer the phone except in the case of an emergency. Your child may use the school phone to call home only after obtaining permission from his/her teacher. Call the front office if you need to communicate with your child and they will share the message with your child.

CONFERENCES

Conferences are held school wide twice each school year. Conferences will be teacher and student-led. For teacher led conferences, look for a sign-up from your student's teacher. For student-led conferences, your student will lead you through their learning progression throughout the school year. The teacher will be available for questions and clarification as your student shares their work.

SPECIAL EDUCATION

The Special Education and Related Services Team (SERS) has a strong belief that every child has individual needs and learning styles. Children involved in special education are in contact with a wide range of individuals who work collaboratively to improve each student's ability to learn and interact in the classroom setting. The team strives to help each child be successful in school. They work in concert with teachers, administrators, parents and students to meet the unique needs of each child. The referral process can start with a parent or teacher request. Persons interested in contacting a member of the SERS Team or recommending that their child meet with a team member should feel free to call the school.

SPECIALS

Students in grades K-5 are taught Art, Music, and Physical Education on a 3-Day rotation as part of the total educational experience.

WITHDRAWALS OR TRANSFERS

Please let the Enrollment Secretary know as early as possible so that we can ensure that all forms are completed and ready to be forwarded with your child. Please return all school materials including library books and checked out electronics prior to checkout.

BULLY PREVENTION AND SELS

We use the evidence-based social emotional learning program called Second Step to proactively and intentionally teach social skills and bullying prevention. It is our belief that developing the "caring majority" intervention skills is crucial. The caring majority is defined as approximately 90 percent of the students who are neither bullies nor victims. By developing a strong, reinforced identity as caring individuals, they can help set the tone of the school. By consistently teaching social emotional competencies, we can support all students through their educational journey.

PBIS AND BEHAVIOR SUPPORTS

What is PBIS?

School-Wide PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing negative behavior with all students.

The purpose of a school-wide Positive Behavior Interventions and Supports Initiative (PBIS) is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado.

Guiding Principles

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives

-From PBIS.org

The Grizzly Way

We are committed to reinforcing positive behaviors daily through our Maple Grove "Grizzly Way" of "We are Responsible, We are Safe, We are Kind". We have shared, consistent language in our "Maple Grove Grizzly Way Behavior Expectations". Staff regularly review these expectations with students throughout the school year, across all settings (classroom, lunchroom, hallways, etc).

Discipline

Maple Grove believes and practices a restorative approach to conflict and negative behavior choices is the best avenue for students to learn and grow socially and emotionally. Our goal is to turn mistakes into opportunities for growth for our Grizzlies. We also recognize that some behavior does need a more significant consequence in addition to our restorative practices. We align all decisions around discipline with [Jeffco Board Policy](#) for student discipline and our [Jeffco Discipline Matrix](#). We firmly believe in fixing mistakes and working to create a calm and collaborative school culture. Kasey Craig is our Social Emotional Specialist. Kasey is here to support students and families. You may contact her at kasey.craig@jeffco.k12.co.us with questions and help accessing supports for your child.

FERPA

This federal law protects your student's personal information from being shared with any other family or person. We are required to follow this law. There may be times where we are unable to share certain pieces of information with you because it involves other students. We ask for understanding and trust that we are following all procedures appropriately and in a timely manner.

SAFE2TELL

Safe2Tell Colorado provides an anonymous way for students, parents and community members to report unsafe and risky behaviors in their home or school environments. Each year, Safe2Tell Colorado receives thousands of reports on bullying, cyber-bullying, suicide threats, mental health concerns, child abuse, substance abuse, violence, planned school attacks, and other concerning behaviors. Each concern reported to Safe2Tell Colorado allows for caring, concerned adults to effectively intervene in the life of a child or youth who is struggling. To report call: 1-877-542-7233 (SAFE)

TECHNOLOGY USAGE

From [Jeffco Tech For Ed](#): *Jeffco Public School's 1:1 program provides first- through 12th-grade students in neighborhood and option schools a district Chromebook. This creates an equitable and sustainable model for technology-enabled classrooms that prepares students to thrive in a connected, digital world in alignment with the [Jeffco Thrives Strategic Plan](#).*

All students can access a district-purchased and managed Chromebook to personalize their learning. This closes the digital device divide and addresses the inequities in classrooms to transform learning. Students in grades K-12 can also access a variety of digital applications and consistent tools that give them opportunities to demonstrate learning in creative and challenging ways. Each of the technology tools supports students as creators, collaborators and innovative problem solvers rather than as consumers of

information.

For more information and guidance on expectations for care of devices, digital citizenship and district privacy of student data, please visit the [Tech For Ed District FAQ page](#)

JEFFERSON COUNTY PUBLIC SCHOOLS CODE OF CONDUCT

Refer to the [Jeffco Public Schools Student and Family Handbook](#) for additional information about student conduct.