

Parents "At a Glance" Reference Guide

What are the school hours for Pine Grove?

Monday – Thursday: 8:20AM – 3:10PM

Friday 9:10AM – 3:10PM

On Mondays – Thursdays, we have a soft start each morning beginning at 8:10AM. The first bell rings at 8:20AM. The tardy bell rings at 8:25AM. Students are allowed in the building each morning no earlier than 8:10AM. Any student arriving after the 8:25AM late bell must sign in at the front office to avoid possibly being marked as an unexcused absence. On Fridays, the soft start begins at 9:05AM, the first bell will ring at 9:10AM and the late bell will ring at 9:15AM. The afternoon dismissal bell rings at 3:10PM. Students must enter and leave through the doors that have been assigned to their grade level.

What do I do if my student is absent or tardy?

To report your student absent or tardy, please call our 24-hour attendance line at 303-387-8077. Even though you may have told the teacher about the absence, the office also needs to be notified. If the absence is unverified parents are called.

Any request for a student to miss class due to a vacation must be submitted in writing to Karen Heitmeier (karen.heitmeier@dcsdk12.org) PRIOR to the actual vacation time. Parents should also let Karen know either by phone call or email if your student will be tardy due to an appointment.

Students who are tardy must sign in at the office before going to class.

How do I find out if school is closed due to bad weather?

In the event of a delay or closure, the information will be posted on the DCSD website, DCSD social media pages, and on local media outlets. The District will also send an email and text message to our staff and families who have signed up to receive DCSD notifications.. Please note that Pine Grove does not make the call to close the school. Decisions that require school closures are made by the District based on the conditions in specific areas.

What does a "delayed start" for bad weather mean?

Delayed starts at Pine Grove mean the school will start 90 minutes later than usual. **The delayed start time is 9:50AM**. Students may not be dropped off any earlier than 9:40AM. Students dropped off later than 9:55AM must be signed in at the front office.

What happens if there is lightning in the area at dismissal time (3:10PM)?

When there is lightning in the immediate area at dismissal time, we keep students indoors until a parent or someone on the approved emergency pick up list comes to the classroom to sign the student out. Red flags located around the outside of the building indicate to parents that a lightning dismissal is under way. If time allows an email/text will be sent to parents. Please make sure you have signed up to receive notifications by email and cell. This can be done through your parent portal account.

Do I have to always sign in when entering the building to visit or volunteer?

YES! Everyone, upon entering the building at any time, must sign in as a visitor or volunteer through our Raptor system at the front office and receive a pass. Please be prepared as you may be asked to present a photo id. All doors are locked during the day. Everyone must enter through the main front door.

May I bring in an item my student has forgotten?

While we stress the importance of students being responsible, sometimes a situation arises when items need to be brought in during the day. Rather than disrupt the classroom with a delivery, parents need to leave these items on the cart

by the front door & the student will be called to pick them up. Homework left at the front office will be placed in the teacher's mailbox for pick up.

Does Pine Grove have a nurse?

DCSD Nursing Services provide care for the needs of all students. They monitor compliance of state health laws, handle students with health concerns, teach staff members health related issues, and oversee the health room operation of each school. Our District nurse is Jennifer Bendixen. She is not in our building everyday but can be reached at Jbendixen@dcsdk12.org at any time. The office staff at Pine Grove has received basic first aid instructions and can handle minor illnesses & injuries.

What happens if my child gets sick at school?

Students who are feeling ill are sent to the office for a temperature check and/or to rest. If it is determined that the student is too ill to remain in class, the parents are notified to pick up the student. For this reason, it is very important that current emergency information be on file for your child. All children sent home ill must be symptom free for 24 hours before being allowed to return to class.

Can my child take medication at school?

Any medication to be taken at school - prescription or over the counter must be kept in the office in a locked cabinet and a medical release form with the doctor's signature must be on file. This is a state law requirement. Students are not allowed to carry medication of any kind with them at any time while at school.

Can my child come back to school if they forget homework, etc. after the bell rings?

With the District security measures in place students are asked not to return to the building after dismissal. Classrooms are locked when the teachers leave for the day. Students are never allowed to be in a classroom when no adult is present at anytime during the day.

What happens to lost & found items?

All lost & found items are located outside of the cafeteria doorway. Jewelry, eye glasses & other small items are kept in the main office. Any unclaimed items that are not labeled with a name are donated to a local charity at the end of each semester. Before we donate any items, email blasts are sent to parents' emails & announcements are made for all students to come through and look for items that may belong at your house.