

# Penrose Elementary School



## **Student/ Parent Handbook 2019/2020**

Michelle Lesser, Principal  
Sheryl Gifford, Assistant Principal  
Joe DeSalvo, Counselor

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100 Illinois Ave  
Penrose, CO 81240  
(719) 372-6777  
FAX: (719)372-0719

School Website: <http://pes.re-2.org/>

## **Fremont RE-2 School District**

403 West 5<sup>th</sup> Street  
Florence, CO 81226  
Phone: 719-784-6312  
FAX: 719-784-4140

Dr. Brenda Krage, Superintendent

District Website: <http://www.re-2.org/>

# Welcome to Penrose Elementary

This handbook is a supplement to the RE-2 School District Board Policy. **Please take time to read district policy as well as this supplement.** Our handbook is designed to familiarize you with the goals of our school and some of the procedures and guidelines that we use to implement our goals.

If you have questions regarding the school program in general or your child's experience here specifically, please contact the staff at Penrose Elementary at 372-6777.

**Michelle Lesser, Principal**  
**mlesser@Re-2.org**

**Every Student, Every Day, Learning for Life!**

*Growing a Destination District with [Intent, Purpose and Pride!](#)*

District Statements of Commitment:

1. We commit to preparing Fremont Re-2 graduates who can demonstrate critical thinking, academic performance, and work-force pathways.
2. We commit to safe learning environments where all students can grow, develop, and learn.
3. We commit to being a team that supports each other professionally, respectfully, openly communicates and uses a solution-based approach to problem solving.
4. We commit to working collaboratively to accomplish goals.
5. We commit to building positive relationships involving home, community and school.



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School Colors: **RED and WHITE**

Mascot: **BEAVER**

## **School Hours**

**Monday, Tuesday, Wednesday, Thursday,**  
8:15 to 3:50

**First Bell rings at 8:15 a.m.**

**Class Starts 8:20 a.m.**

**Dismissal 3:50 p.m.**

**NO School on Fridays**

**Office Hours: 7:50 a.m. to 4:10 p.m.**

## **SUPERVISION**

Supervision ends at 3:50 p.m. Monday, Tuesday, Wednesday, & Thursday. All Children left unattended will be asked to wait in the office until a parent or guardian arrives. Students may use the office telephone to contact parents or guardians. However, if students are not picked up promptly, within a reasonable amount of time the Fremont County Sheriff's Office, Florence Police Department, or Fremont County Human Services may be contacted.

**ANY EMERGENCY CHANGES TO STUDENT PICK UP NEED TO BE MADE WITH THE BUILDING SECRETARY 30 MINUTES PRIOR TO DISMISSAL TO ENSURE STUDENTS ARE NOTIFIED PROPERLY.**  
**Please be sure your child knows how he/she will be getting home after school each day.**

## **PLAYGROUND SUPERVISION**

The playground and drop off area are supervised every morning from 7:55 to 8:15 a.m. during the times buses are arriving and unloading. **Students should not arrive before 7:55 a.m.**

In addition, the playground is supervised during lunch recess and grade level recesses.

**Inclement weather:** Students will go outside for recess unless the temperature including wind chill, **is below 15 degrees**. Please be sure your student(s) dresses appropriately for conditions. If the temperature is below 15 degrees, students will go to breakfast or to the classroom.

## **VISITING THE SCHOOL**

Parents are encouraged to visit their children's classroom or any of the district's other instructional facilities. This is one of the best ways to know what is going on at school.

**Visitors MUST sign in at the office and receive a visitor's badge or sticker before visiting a classroom.**  
Twenty-four hours advance prior notice and arrangement with the classroom teacher is respectful and encouraged. Please be sensitive to the learning environment when allowing younger siblings to visit the classroom, it is often best to have younger siblings visit brother or sister at lunchtime with the parent. Please call the office by 8:45 a.m. if you plan to buy lunch when you visit.

**\*Parents are responsible for monitoring non-school age children at ALL times.**

## ATTENDANCE

There is a direct relationship between success and class attendance. Students having good attendance achieve better grades, are more responsible, and gain more from the school experience than those who have poor attendance. Penrose asks your assistance and cooperation in seeing that your child attends school regularly and on time. However, when your child is ill, we ask your cooperation in keeping your child at home. This is for your child's protection as well as for the other students at school.

Do not send your child to school if they have a temperature of 100 degrees or above or if they have vomited or had diarrhea within the last 24 hours.

\*MORE specific "return to school" procedures can be found under School Health Tech Section of this handbook.

We ask that you inform the school office when your child is absent. **Please call the office at 372-6777 by 8:45 a.m. if your child will not be attending school because of illness or any other reason.**

- It is school district policy to contact home whenever a student is absent and we have not been notified.
- If a student must leave school during school hours, he or she must check out through the office and check back in through the office when returning to school.
- Taking a child out of school prior to regularly scheduled dismissal time before weekends, holidays, and the closing of school is discouraged.
- We must keep a record of early dismissals, and treat them as we do a tardy

### Attendance Policy

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure every child under their care and supervision receives adequate education and training, and attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance, generally achieve higher grades, enjoy school more and are more employable after leaving school.

#### **Excused absences:**

1. A student who is temporarily ill or injured

2. A student's whose absence is approved by the school administrator 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.

3. A student who is absent for an extended period due to physical, mental, or emotional disability.

4. A student who is attending any school-sponsored activity of an educational nature with advanced approval by administration.

5. A student who is suspended or expelled

\* Students arriving after 9:00 a.m. will accrue a 1/2 day absence

\* Students departing prior to 3:00 p.m. will accrue a 1/2 day absence

\*\*As applicable, the district or administration may require suitable proof regarding the above, including written statements from medical sources.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by the excused absences above. Each unexcused absence shall be entered on the student's record.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is **10 days during any calendar year or school year.**

\* 5 unexcused tardies will constitute an unexcused absence

### **Chronic Absenteeism:**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has **15 total absences in a school year, whether the absences are excused or unexcused,** may be identified as "chronically absent" by the principal or designee. If a student is identified as "chronically absent", the principal or designee shall develop a plan to improve the student's attendance.

The principal is not required to identify a child as "chronically absent" prior to declaring a student as "habitually truant".

### **Habitually Truant:**

A "habitual truant" shall be defined as a student who has missed four total days of **4 unexcused absences** in any one month (30 day time period) or **10 total days during any school year.**

**If a child were to reach 30 absences in a school year (which is 20% of the year) retention will be strongly considered by administration.**

Student attendance is a direct responsibility of the parent/guardian and the student, as outlined in the Compulsory Attendance Act 22-33-104(5) (a) C.R.S.

# TRANSPORTATION

Bus transportation is provided to children in the Penrose Elementary attendance area who live more 8/10 of a mile from school. Information on specific bus numbers, bus stops, and stop times for individual students is available on our district website: <http://www.re-2.org/departments/transportation>.

Students are to ride only their assigned bus. Only in case of emergency or baby-sitting situations will students be allowed to ride a bus to which they are not normally assigned. In cases of emergency the school office must be notified no later than **2:45 p.m.** Students are not allowed to ride a different bus if they have not been to the school office to obtain a slip to ride another bus. If a student is going to ride the bus home with a friend or go to grandparent's house, a note must be given to the student to take to the school office to get a slip to ride the bus.

It is our hope; you stress to your child the importance of proper conduct at the bus stop and on the bus. We want to ensure every child at Penrose has a safe and happy ride to and from school. For more information on bus rules, procedures, and policies please see:

[http://www.re-2.org/departments/transportation/bus\\_rules](http://www.re-2.org/departments/transportation/bus_rules)

## Video Cameras on School Grounds and School Buses

The Fremont RE-2 School District views the safety of students as the most important concern. The achievement of a safe environment requires the maintenance of discipline and the protection of property. Cameras have been installed on school grounds, inside the school, and on buses to promote desired student behavior and to permit school personnel and bus drivers to concentrate more of their attention on the safety of the school and bus operation. Students found to be in violation of the District's conduct rules shall be subject to discipline in accordance with District policy and regulations. At the discretion of the Superintendent or of his/her designees, school video and/or audio recordings may also be used to resolve complaints by students, parents/guardians, bus drivers or school personnel.

## BICYCLES, SCOOTERS, ROLLER BLADES, SKATEBOARD, ETC.

Children may ride bicycles to school. However, they must be walked on school grounds. For the safety of your child, students are strongly encouraged to wear a helmet. Bicycles should be locked to the bicycle racks. Unlocked bikes are at risk! Please remember the school cannot be responsible for bikes brought to school.

Roller blades, skateboards, scooters, and/or any other type of motorized transportation are discouraged. They pose a safety risk to students and cannot be properly secured. In addition we strongly discourage the wearing of Heely's (shoes with wheels in the heels) and similar shoes. If a child does wear these to school, the wheels must be removed.

**The above rules apply during regular school hours (7:55 to 4:30) and on parent contact days, i.e. Parent Teacher Conferences.**

## **PARKING AND PICK-UP**

Below is Penrose Elementary's student pick-up and drop-off plan. Your cooperation is vital to its success. Thank you for taking the time to familiarize yourself with the plan.

1. Vehicles entering from Illinois Ave. should pull into the parking lot (please don't use the bus loop) and:
  1. Find a parking spot if the driver is going to exit their vehicle to meet their student at the curb
  2. Pull through the "pick-up/drop-off" loop if the driver will remain in the vehicle.
2. Students are to be dropped off/picked up in the Crosswalk area only!\_ Watch for staff with stop signs.
3. Please use the crosswalk at all times.

## **SCHOOL HEALTH TECH**

Penrose has a Health Tech available during school hours. If a child becomes ill or injured at school, he/she will be cared for, and the parent/guardian will be notified. Simple first-aid will be administered, but no medication will be given unless the medication and written permission is on file. The responsibility for further care rests with the parents/guardians or family physician.

If your child contracts strep-throat, chicken pox, or any other contagious disease, please inform the School Health Tech or office staff at once.

## **Return to School Guidelines**

**FEVER** – fever free for 24 hours without fever reducing medications.

**PINKEYE** – 24 hours after your child was started on eye drops or ointment.

**VOMITING** – 24 hours after your child has stopped vomiting.

**DIARRHEA** – it is okay to send your child back to school if they are good about washing their hands after using the bathroom and they are not going to the bathroom so frequently that they would be uncomfortable in class all day.

**STREP THROAT** – 24 hours after the first dose of antibiotic medication.

**PNEUMONIA** – 24 hours after the first dose of antibiotic and your child feels well enough to return to school (not overly tired, no chest or belly pain, no difficulty breathing).

**HEAD LICE or SCABIES** – from the end of the school day until after the first treatment.

**IMPETIGO** – 24 hours after starting antibiotic treatment.

**RINGWORM** – from the end of school day until after starting treatment with antifungal medication.

**VACCINE PREVENTABLE DISEASES** – with a doctor’s note stating the child is no longer contagious.

**MOST IMPORTANTLY, look at your child.** If it has been more than 24 hours since a fever has passed but your child is still really low-energy and not quite acting like themselves, it may be best to keep your child home. Giving your child extra time to recover can help to make the illness go away faster, rather than dragging it out over weeks. **If your child has been prescribed medication to be taken at school, please refer to the RE-2 guidelines regarding medication administration at school.**

As provided by state law, neither the school district nor its employees are liable for injuries that occur to students on school grounds. Accordingly, the school district will not pay or reimburse parents or guardians for expenses incurred in providing medical services for students injured on school grounds.

## **MEDICATION**

The form, “**Request for Medication to Be Given at School**” must be completed, signed by the physician and parent and on file in the school for prescription medications to be administered by the school health tech or trained staff. The school is required by the state to have a doctor’s signed order to give prescription medications at school. Please check with your physician regarding the necessity for giving medication during school hours.

Prescription medication must be in the original container labeled by the pharmacist with student’s name, time and number of days, name of medication, doctor’s name, and dosage. Over the counter (non-prescription) medication supplied by the parent in the original container may be given with only a parent’s signature on the permission form. Forms are available in the school office and at most physicians’ offices. New forms must be completed each school year or if the prescription has been changed by the doctor. If it is necessary to send liquid medication to school, please bring a dosage spoon with the medication. The parent is requested to bring and pick up medications. Medications which are not completely used or picked up by the parent will be discarded at the end of the school year.

## **IMMUNIZATIONS**

If you intend to enroll a child in kindergarten, he or she must be five years old on or before August 1st, and have the following:

***Birth Certificate*** / ***Proof of Residency*** / ***Immunization Record***

Immunization records for your child must indicate appropriate immunizations of DTaP, Varicella, Polio, MMR (measles, mumps, and rubella) as well as **THREE DOSES OF HEPATITIS B VACCINE BEFORE SCHOOL ENTRY.**

See your healthcare provider or the Fremont County Health Department now in order to complete the process before the new school year.

For more information call our office and ask for our Health Tech.

According to School District Policy, children will not be allowed to enroll for the school year without the above mentioned vaccinations.

## CAFETERIA

Lunch is served for those who wish to participate. Students may purchase a hot lunch, or may bring a lunch prepared at home. Children bringing a lunch from home may purchase milk or juice.

\*Please do not send food that needs to be heated. We will not have a microwave available.

\*Children are not allowed to have energy drinks or 'Zipp Fizz' at school.

### **Contact the School Cafeteria for pricing**

Once a child has accrued late charges, a note will be sent home as a reminder, and our "auto caller" will assist in reminding parents to follow-up on negative meal account balances.

**Applications are sent home at the beginning of the year. Applications are also available at the office.** This form must be submitted to Food Services **each year** for qualification. If your economic conditions change during the year, you may fill out an application at any time.

[Link to District page](#)

Parents are welcome to visit school and eat lunch with their children, but Food Personnel need to know how many meals to prepare. Please call the office by 8:45 a.m. Service the morning you plan to eat lunch or have your child add you to the count.

Menus are posted on our school web page. If you need assistance please contact the school office.

## BREAKFAST PROGRAM

**Arrive between 7:55 and 8:10**

### **Contact the School Cafeteria for pricing**

In order to provide a hot, nutritious, quality meal to children, Penrose will be serving breakfast in the cafeteria. This will allow more options for children as they arrive at school. Starting at 7:55 a.m. and ending at 8:15 a.m. So, arrive early and get a great start to the school day with a delicious breakfast. However, students arriving in class AFTER 8:20 a.m. will be considered tardy.

## EMERGENCY SCHEDULE

Inclement weather or other factors may result in closing schools, delayed opening, or early dismissal. School closings will be announced over local radio stations. Close contact is maintained with the District Transportation office, Highway Department, and Weather Bureau. Closing decisions are made as early as possible. **Automated calls will go out if your phone number is correct and current.** On a questionable day, please listen to the radio rather than call the district. If there is a late start the buses will run exactly two hours later than normal time, and breakfast will be served. Please complete the emergency/enrollment form very carefully. **Complete, accurate information, including**

home and work phone numbers is very important! *If there is a change in address or phone number, promptly inform the school office of the changes.*

## TELEPHONE MESSAGES/PHONE USAGE/CELL PHONES

Please know, we will deliver any emergency/urgent messages to your child. However, in return we ask that arrangements for any changes in your child's routine be made before they come to school in the morning. Students will not be allowed to use the telephone for permission to go home with a friend.

**Cell phones are strongly discouraged at school; however, if your child must bring a cell phone it must be turned off prior to the tardy bell and placed in backpack, or turned in to the teacher as per classroom guideline.**

\*If cell phones or other devices become a disruption they will be given to administration for parent pick up.

No deliveries (flowers, balloons, candy, stuffed animals etc.) to students will be made to classrooms during the instructional day. This is to prevent disturbances that may divert attention from learning. Deliveries will be made at the end of the instructional day.

## TOYS AND ELECTRONIC MEDIA

We ask that students not bring:

- \* toys (trading cards, dolls, action figures, balls etc)
- \*MP3 players
- \*CD players
- \*electronic games
- \* I-pods
- \*other electronic media

These items have no purpose in the classroom and have proven to be a target for theft or loss. **If such items are brought to school and cause a disruption they may be confiscated and held until a parent is available to pick up the item.**

Trading, buying, and/or selling of the above items will not be permitted on school grounds.

## REPORT CARDS AND CONFERENCES

The Penrose staff is committed to communication between students, teachers, and parents. Pupil progress is reported through formal parent-teacher conferences twice a year and report cards are sent home four times a year. Watch for information for the dates and times of the parent-teacher conferences (October & March). Our goal for conferences is 100% parent attendance. If for some unfortunate reason you are unable to attend your scheduled conference time, please call the office to reschedule with your child's teacher. Additional conferences may be initiated as needed by the parents or teachers throughout the year.

Report cards are sent home after each quarter (October, December, March, and May).

# BIRTHDAY PARTIES

Each classroom teacher has established guidelines for birthday celebrations. Please check with your child's teacher to arrange a time to properly celebrate your child's birthday

## DRESS CODE & GROOMING

School is your child's workplace and consequently we ask that they dress appropriately. Children should dress according to the weather. If it is cold, please send your child to school with warm clothing. Any dress deemed inappropriate, is not allowed to be worn at school. Please help your child make choices that will be conducive to a positive learning environment. Below are standards for permissible clothing for boys and girls at school:

- **Shorts/skirts** should be long, approximately 3 inches above the knee, or longer, and should not be tight fitting (such as Spandex). Once again, please be sure your child dresses appropriately for the weather.
- **Shorts with Leggings** underneath are appropriate
- **Shirts** should have sleeves to the point of both shoulders. (halter tops, spaghetti straps, and razor backs are not appropriate for school.)
- **Shirts** should completely cover the torso and **pants** should be well fitting and not "sag" below the waistline revealing underwear.
- **Leggings** with a shirt that goes to the mid thigh is acceptable.
- **Chains or spike clothing** are not allowed
- Clothing with **references** to alcohol, tobacco, gangs, weapons, adult or mature themes, or violence are not allowed
- Open-toed, slip on, flip-flop, or high heeled/wedge type **shoes** pose a safety risk when children are involved in physical activities, such as PE and recess. These types of shoes are best left at home. If your child does wear this type of shoe, he/she may be asked to change into other shoes or call home. "Heeley's", shoes with wheels, are not allowed.
- **Baseball caps, stocking caps, visors, and other head coverings may be worn to school and during recess**, but must be removed when in the school building. Hats may be worn with the bill to the front or to the back...not to the side.
- Hair coloring that does not reflect "**naturally**" **occurring hair color** (pink, green, blue, etc) amongst our students is not allowed
- Jewelry that creates a safety hazard for self and/or others (i.e. large hoops, dangling earrings, or chains)
- Please don't place tattoos on the face or neck.
- Pajamas and slippers are not acceptable unless deemed appropriate for a spirit day.

Student dress and grooming are the responsibility of the student's parent/guardian. The image of the school and the individual pride of students are evident in the manner in which students present themselves to the public. Individual schools have guidelines dealing with standard of decency, cleanliness, and good grooming. Students have the right to dress for individual expression and student satisfaction. **However, when one's dress or grooming disrupts the learning process, the designated official has a responsibility to take action.** Clothing and accessories will not be allowed that are degrading to any race, creed, or sex, hazardous

type of apparel, disruptive to educational process, promoting drugs, sexual behavior or alcohol, vulgar or morally suggestive, i.e. too provocative or extreme.

**STUDENTS WILL BE REQUIRED TO CHANGE OR COVER INAPPROPRIATE CLOTHING.  
PARENTS MAY BE CONTACTED TO BRING IN A CHANGE OF CLOTHING!**

Let's keep the focus on learning!

## **TITLE VI, TITLE IX and SECTION 504**

It is policy of Fremont RE-2 not to discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission, access to, treatment of, or employment in its educational programs or activities.

## **LOST AND FOUND**

Please **mark your student's name on clothing and personal items** that are brought to school. Each school year, we give to charity large quantities of coats, sweaters, hats, mittens, gloves, lunch boxes, backpacks, etc. left at school. We have a lost and found in the hall just outside the cafeteria. Small items such as glasses, watches, and jewelry are kept in the office.

## **LIBRARY**

A primary goal of the Penrose school library media program is to create life-long readers.

To become life-long readers, student should have...

- Access to current, quality, high interest, and extensive collections of books and other print materials in their library media centers, classrooms, and public libraries.
- Contact with adults who read regularly and widely and who serve as positive reading role models.
- Classroom teachers who demonstrate their enthusiasm for reading by reading aloud and book talking.
- Time during the school day dedicated to reading for pleasure, information, and exploration.
- Opportunities specifically designed to engage young people in reading,
- A creative environment where independent reading is valued, promoted, and encouraged.
- Opportunities that involve parents and other family members in reading.

The school library's collection is focused on the curriculum taught at the school and the needs and interests of its students. Penrose strives to maintain accurate, up-to-date nonfiction collections that are enticing to students and promote and foster reading and literacy. **Currently we do not have a school librarian.** However, we do rely on a parent volunteer to provide library services to our students 1.5 days a week. Children usually visit the library once a week and other times at the classroom teacher's discretion. This is subject to change based upon volunteers.

### **Library Guidelines:**

Reference books must remain in the library.

**Children are reminded when books are overdue. Parents will be notified when books are three weeks overdue. A fine can be assessed for lost or damaged books.**

# AWARDS

Awards are presented at the end of each **quarter** for grades 1-6. Areas include perfect attendance, effort, improvement, citizenship, and academic achievement. Parents/Guardians of recipients are invited to attend these celebrations.

## Field Trips

Attendance on school-sponsored field trips will be decided upon by school administration, based on past student behavior, especially related to supervision and safety. Participation in field trips and in school activities is a privilege, and can be denied if a students' conduct is improper.

Guidelines for field trips:

- **Parents/Guests on field trips who supervise children other than their own will be required to go through the RE-2 fingerprinting process.** Please contact the school for more information.
- Students must be present at school, the day of the field trip. Attendance will be taken by the teacher.
- If a student leaves the field trip location with a parent or guardian at the end of the field trip or for any other reason, the parent/guardian **MUST** give the teacher a written note before being allowed to leave.
- All fees and/or fines must be paid and current, to be eligible for field trips.
- If a parent chooses to bring a school-age younger or older sibling on a field trip, they must check the sibling out in the office. This will be an unexcused absence for the sibling.
- Students will ride the bus to the field trip destination and back to school, unless prior arrangements have been made with school administration.
- Parents are welcome and encouraged to join children on field trip. **However, parents will need to provide their own transportation.**

## PARENT INVOLVEMENT AT SCHOOL

We encourage parent/family participation in the education of children and support our parents' right to understand decisions and procedures that affect them. Any time you have questions or concerns, please do not hesitate to call either your child's teacher or the principal. Parents are encouraged to take an active role in all that goes on at Penrose Elementary. If you plan to volunteer in any capacity, we ask that you complete the Fremont RE-2 Volunteer Process, which includes being fingerprinted. Please contact our building secretary for more information on volunteering. Listed below are a few opportunities:

### **School Advisory Committee/Accountability Committee**

This committee will advise the principal concerning matters pertinent to the operation and educational program at the building level, such as student achievement and budget. This committee

is directed by the building principal and will meet approximately four times during the year. There is no cost associated with this committee.

**Parent Teacher Organization (PTO)**

The PTO sponsors fund-raisers and family events throughout the year. The group votes on how to use the proceeds to benefit the school. Please see our monthly newsletter for dates and times. Speakers and guest panels are occasionally a part of the meetings. There is not a cost for membership. Look for more information from Penrose’s PTO. One of our goals as parents of Penrose is to get ALL parents and teachers involved in school activities.

**Classroom and/or School Activities**

Adults are always needed to assist teachers with special events such as field trips and parties. Please let us know about specific skills, talents, knowledge, connections, or resources that may be a benefit to our school.

**BEHAVIOR AT SCHOOL**

We are dedicated to providing a safe and nurturing environment for the students at Penrose Elementary School. We will not tolerate fighting or disrespect for people or property. Any student(s) reported fighting by school personnel will receive a suspension notice and parents will be notified immediately. For other infractions that violate the School District Student Conduct and Discipline Code can be found by contacting the school office staff, or under board policies on the school district website, [Board Policies](#)

**BULLY-PROOFING**

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more persons. Bullying may include an imbalance of power between the bully and the victim and may be physical, verbal or indirect in nature. The goal of PES is to provide a safe, secure, and inclusive environment by working to eliminate bullying. There is a difference between normal peer conflict and bullying.

Normal Peer	Conflict Bullying
Equal power of friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Generally not serious	Purposeful
Equal emotional reaction	Serious with threat of physical or emotional harm
Not seeking power or attention	Strong emotional reaction from victim and little or no emotional reaction from bully

Generally not trying to get something	Seeking power, control, or material things
Remorse- will take responsibility	May attempt to gain material things or power
Accidental	No remorse – may blame the victim

(Source: Bully Proofing Your School: A Comprehensive Approach for Elementary Schools, Carla Garrity, et al, June 2000)

**Bullying may take many forms which include:**

**Intimidation**—threats, graffiti, playing dirty tricks, extortion, coercion, and obscene gestures

**Sexual**—howling or “cat calls,” dirty jokes, spreading sexual rumors, cornering or blocking the path of another, bra snapping, staring, etc.

**Racial/ethnic**—telling racial or ethnic jokes, exclusion from a group based on ethnic or racial orientation, public humiliation, and physical or verbal attacks

**Disability**—mental or physical teasing or taking advantage of the handicap or disability

**Physical aggression**—hitting, kicking, pushing, or defacing property

**Social**—spreading rumors, intentional exclusion, silent treatment, social isolation, or manipulating friendships

**Written aggression**—note writing and graffiti or any form of electronic communication

If any of these forms of bullying occur, students are highly encouraged to contact the counselor or administrator. Upon complete investigation of the allegations, students who exhibit these types of behaviors will receive consequences, counseling, and/or mediation, as appropriate.

## DISCIPLINE

Penrose School discipline rules apply in every venue of the school day: classroom, school grounds, buses, bus stops, to and from bus stops, and at school sponsored activities.

Behavior that may be detrimental to the health, safety, or welfare of others will not be tolerated. When students are referred for misconduct, the student will be informed what behavior(s) was inappropriate. The student will have the opportunity to explain his/her actions. Consequences may include a warning, apology letter, call home, community service during recess (cleaning the school grounds), loss of a recess, loss of privileges, time-out, lunch detention, in-school suspension, suspension, and/or recommendation for expulsion.

**Possible reasons for discipline:**

- repeated disruptive behaviors
- minor infractions of defiance to teacher/staff
- dress code violations
- Repeated use of unauthorized items at school (cell phones, mp3, etc.)
- horseplay/roughhousing
- Throwing objects (snowballs, rocks, etc.)

- inappropriate language/cursing other minor violations as determined by administration
- Lunch detention can be served in isolation in the office, cleaning the school grounds, and/or cleaning in the cafeteria.
- repeated or severe violations of the offenses listed above
- behavior that may be physically or mentally harmful to others
- cheating or copying off others' work and plagiarism
- damage to school property or property belonging to someone else
- disrespectful behavior towards staff (minor infractions)
- disruptions of the classroom environment
- harassment: physical, verbal and/or sexual (minor infractions)
- inappropriate behavior towards a substitute teacher
- inappropriate language: verbal or written name calling/inappropriate gestures
- dishonesty replicating signatures that are not the student's or his/her parents'
- truancy violation of an academic or behavioral contract
- other violations as determined by administration

Possible reasons for out-of-school suspension:

- repeated violations of the above referenced offenses
- behaviors that are physically or mentally harmful to others
- use of over-the counter medications or prescription drugs
- fighting
- harassment: physical, verbal and/or sexual
- misbehavior during in-school suspension
- stealing
- threats (as determined by administration)
- Use or possession of drugs, alcohol or tobacco or look-alike drugs (See Board Policy JKD and JKE.
- possession of any items considered to be dangerous and/or a potential weapon whether used for that purpose or not
- Possession of any items considered illegal paraphernalia, such as, but not limited to, papers, pipes, etc.
- violation of criminal law

- other violations (as determined by administration)

## **Zero-Tolerance Policy**

The following behaviors will result in immediate suspension by Penrose School Administration and expulsion following a hearing before the Board of Education according to Colorado State Law. In all cases, the proper law enforcement authorities will be contacted.

\*Carrying, bringing, using, or possessing a dangerous weapon, as defined by state law.

\*The sale of a drug or controlled substance on school grounds, during a school activity, or within the drug-free zone.

\*Any student who distributes, trades, exchanges, or sells controlled substances will be expelled.

The commission of an act which if committed by an adult would be a felony robbery, felony assault, or arson. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the offending child or other children. C.R.S. 22-33-106

## **PBIS = POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS**

School-wide PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with **all** students. Here at Penrose Elementary we teach, re-teach, and reinforce the way of the BEAVER by expecting our learners to be:

**R**espectful

**S**afe

**R**esponsible

**C**aring

**P**repared

Students may earn:

\***Classroom incentives** determined by classroom teachers

\* **Right Choice Coins/Tickets** given for great behavior displayed outside of the classroom

\* **Beaver Fevers** for OUTSTANDING Beaver behavior inside or outside of the classroom setting

\***Brag Tag Charms** are given for special days, birthdays, and for outstanding behavior

## **Homework Guidelines and Grading**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

### Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

### Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- **To notify the teacher when homework presents a problem**
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's **RED** folder. Regular backpack clean-ups can be useful in helping students to organize their materials.

### Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

Homework includes **reading** every night as we help each student develop the habit of being a lifelong reader and Math practice to develop newly learned skills. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, social studies, science, and long-term projects.

In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

### Recommended Time Allotments for Homework

At Penrose Elementary School we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. **If this is an on-going problem, please make arrangements to talk to the teacher.** If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, please

contact the teacher, or feel free to add your own ideas like: Writing Notebook, math facts, board games, handwriting, etc.

Grade Level	Minutes per night
Kinder and First	15
Second	20
Third	30
Fourth	40
Fifth	50
Sixth	60

\*Once your child has reached the above minutes per night, stop

### Reminders/Quick Hits:

- If your child is struggling with homework, write the teacher a note, or make contact
- We will not assign homework over long breaks
- The parent/child relationship should not be affected by homework (don't fight over it). Contact the teacher.
- If your child does not complete homework AND we do not receive communication from a parent, the teacher may find an alternative time for your child to complete the needed practice.

## Grading

**Kindergarten**= kindergarten students are "graded" based upon developmental milestones in Teaching Strategies Gold.

**1<sup>st</sup> & 2<sup>nd</sup> Grade:** students are "graded" based upon proficiency of meeting Colorado Academic Standards utilizing the following scale

- E= Exceeds expectations for the grade level. Working consistently ABOVE grade level
- P+= Working on grade level and meeting expectations
- P= Working on grade level and meeting expectations
- P-= Working on grade level
- PP+= Almost working on grade level and almost meeting expectations
- PP= Almost working on grade level and almost meeting expectations
- PP-= Sometimes working below grade level
- NP= Not Proficient, needs more time and practice
- NA= Not Assessed

**3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grade:** students are "graded" based upon proficiency of meeting Colorado Academic Standards utilizing the following scale

- |    |        |    |              |
|----|--------|----|--------------|
| A+ | 97-100 | C+ | 77-79        |
| A  | 93-96  | C  | 73-76        |
| A- | 90-92  | C- | 70-72        |
| B+ | 87-89  | D+ | 67-69        |
| B  | 83-86  | D  | 63-66        |
| B- | 80-82  | F  | 62 and below |

NA Not Applicable

## PENROSE BEAVER'S SCHOOL-WIDE EXPECTATIONS – UPDATED Spring 2019

	<b>RESPONSIBLE</b>	<b>PREPARED</b>	<b>CARING</b>	<b>RESPECTFUL</b>	<b>SAFE</b>
<b>BEFORE SCHOOL</b>	<ul style="list-style-type: none"> <li>*Go straight to the cafeteria or playground</li> <li>*Use the appropriate restroom</li> </ul>	<ul style="list-style-type: none"> <li>*Be at school on time and ready to learn</li> <li>*Come to class prepared to learn (coat, backpack, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>*Feel free to say good morning or smile to fellow PES Beavers</li> <li>*Help other students remember our expectations</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all Beaver hallway expectations</li> <li>*Follow adult directions politely</li> </ul>	<ul style="list-style-type: none"> <li>*Line up when the bell rings</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>*Silent or whisper voice</li> <li>*Keep hands &amp; feet to yourself</li> <li>*Face forward in line</li> </ul>	<ul style="list-style-type: none"> <li>*Keep the line Straight</li> <li>*Follow line-leader's example</li> </ul>	<ul style="list-style-type: none"> <li>*Be patient</li> <li>*Greet others with a smile or wave</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands off of other people's property</li> <li>*Yield to an on-coming line</li> </ul>	<ul style="list-style-type: none"> <li>*WALK on the right side of hall</li> <li>*Use a hall pass; Go straight to destination</li> <li>*Hang up backpacks and jackets</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Eat only your own food</li> </ul>	<ul style="list-style-type: none"> <li>*Sit where you are asked to sit</li> <li>*Help others use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently</li> <li>*Stay seated &amp; raise your hand to be excused</li> </ul>	<ul style="list-style-type: none"> <li>*Use good manners</li> <li>*Close your milk cartons before throwing them away</li> </ul>	<ul style="list-style-type: none"> <li>*Keep aisles clean and clear</li> <li>*Make sure food and trash go into trash can</li> </ul>
<b>BATHROOMS</b>	<ul style="list-style-type: none"> <li>*Don't forget to flush</li> <li>*Wash hands with 1 pump of soap, dry hands with 2 cranks of paper towel</li> </ul>	<ul style="list-style-type: none"> <li>*Help keep the restroom clean</li> <li>*Use the appropriate and closest restroom</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently in the hall for a stall</li> <li>*Get in, get out, and get back to learning</li> </ul>	<ul style="list-style-type: none"> <li>*Keep property in good condition</li> <li>*Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>*Let an adult know if there are problems in the restroom</li> <li>*Keep water in sink</li> </ul>

## PENROSE BEAVER'S SCHOOL-WIDE EXPECTATIONS – UPDATED SPRING 2019

	<b>RESPONSIBLE</b>	<b>PREPARED</b>	<b>CARING</b>	<b>RESPECTFUL</b>	<b>SAFE</b>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>*Keep food, gum, beverages off the playground (unless directly supervised by a teacher)</li> </ul>	<ul style="list-style-type: none"> <li>*Try to solve problems with each other; get help from an adult if needed</li> <li>*Wait your turn, share, follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>*Be a good sport</li> <li>*Show a positive attitude towards adults and students</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and follow duty teacher directions</li> <li>*Treat others kindly</li> <li>*Treat and use equipment and property appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Stay where you can be seen</li> <li>*Ask permission and get a pass to leave the playground.</li> <li>*Line up right away when recess is over</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>*Sit quietly</li> <li>*Focus and listen to the presentation</li> </ul>	<ul style="list-style-type: none"> <li>*Sit so that others can see</li> <li>*Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>*Use the BEAVER clap at the appropriate times</li> <li>*Support each other/be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently to participate if asked</li> <li>*Be respectful of the speaker or performer</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in one place</li> <li>*Enter and leave in a calm orderly fashion with your class</li> </ul>
<b>AFTER SCHOOL</b>	<ul style="list-style-type: none"> <li>*Once you are on the bus, stay on the bus</li> <li>*Go home the normal way unless you have a written note from your parents/guardians.</li> </ul>	<ul style="list-style-type: none"> <li>*Help each other be prepared to get dismissed on time (once buses are in motion you cannot board the bus)</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently if being picked up</li> <li>*Treat friends nicely when walking home.</li> </ul>	<ul style="list-style-type: none"> <li>*Speak politely to all adults on duty</li> <li>*Hold all balls/play equipment or put it in backpacks until all buses are gone.</li> </ul>	<ul style="list-style-type: none"> <li>*WALK straight to your destination – bus, car, or home</li> <li>*Look both ways before walking through crosswalk in parking lot</li> <li>*Walk bikes, carry skateboards, refrain from skating until off school property</li> </ul>

<b>BUS</b>	<ul style="list-style-type: none"> <li>*Get to the bus on time</li> <li>*Monitor your bus/ bus stop behavior</li> <li>* Help others learn rules</li> </ul>	<ul style="list-style-type: none"> <li>* Have everything you need in you backpack</li> <li>*Help younger children if needed</li> </ul>	<ul style="list-style-type: none"> <li>*Listen and follow bus driver's directions</li> <li>*Stay seated &amp; face front</li> </ul>	<ul style="list-style-type: none"> <li>*Use inside voices</li> <li>*Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all bus safety rules for getting on &amp; off the bus</li> <li>*Keep hands, feet, &amp; objects to self &amp; inside the bus</li> </ul>
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