

PENROSE ELEMENTARY SCHOOL.....

Catch Beaver Fever.....Make Tracks

Mission Statement of Fremont RE2 School District

Our mission is to prepare all students to become life-long learners who are self-supporting, responsible, participating members of a global society.

Mission Statement of Penrose School

Penrose School is committed to the development of compassionate, independent, responsible and productive citizens through quality education. At Penrose School, we challenge **all** students to become self-directed, life-long learners in a safe and supportive environment, which meets their physical, emotional and academic needs.

Our school colors are RED and WHITE

Our school mascot is the BEAVER

SCHOOL DAY

Elementary: The first bell and student supervision begins at **8:15**. Tardy bell is at **8:30**. Please see that you are never tardy. **Pupils cannot be on the school grounds before first bell.** Adults please say your goodbyes outside of the building and allow the children to enter the building alone with their teachers and fellow students. Make sure that you tell your children how they will get home before they come to school. **Any emergency changes to student pick up need to be made with building secretary before 2:30 p.m. (1:45 p.m. on Wednesdays) to ensure students are notified properly.** Dismissal for lunch is varied due to different schedules within the school. School dismisses at **3:30 on Monday, Tuesday, Thursday, and Friday.** School dismisses at **2:45** on Wednesdays. At 3:35 and 2:50 on Wednesdays, is when **Supervision ends.** All unaccompanied students will be asked to wait in the front lobby until their ride arrives. Students may use the telephones to contact families at this time. Florence Police Department and Fremont Human Services may be contacted if students are not picked up promptly after school.

ABSENCE AND TARDY POLICY

It is essential that you call the office and not the teacher if a student is going to be absent, late, or needs to be picked up early. Teachers very often do not get to their voice-mail until after school. If you are going to dismiss your child early, please phone the office before **8:10 a.m.** so disruptions to the classroom are kept to a minimum. Please read the absence policy printed in this student handbook.

SCHOOL CLOSINGS/DELAYED START

We very seldom close school; however, listen to the **radio stations KRLN 1400 AM and 104.5 FM** and/or watch Channel 5/30 for information on closings or delayed starts. If there is a late start the buses will run exactly two hours later than the normal time, and breakfast will not be served.

REQUIRED LEGAL INFORMATION

All new students will be required to provide a birth certificate, immunization records, social security number and/or legal documentation of legal name. All permanent records and school documents are required to have the legal name that is shown on the birth certificate or other legal documentation.

MEDICAL INFORMATION

All immunizations must be kept up to date. Students will not be allowed to attend without proper documentation of current records. Also, please make sure **all medications** are brought to the school, by a parent, to the health tech, **Tami Freeman**, for distribution in the office. She may be contacted at 784-2656.

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 for or reimburse parents or guardians for expenses incurred in providing medical services for students injured on school grounds.

MEAL SERVICES

Applications for free and reduced breakfast and lunch are available in the school office. Please complete an application and return it to the office. Charges will be issued only in emergency cases and at the request of the parent through the **cafeteria office**. Students may sign up for this program at any time during the school year. **Breakfast is available in the cafeteria from 8:15 until 8:25**

LOST AND FOUND

Students who find lost articles are to turn them in at the school office. Students who have lost articles should check in the office to see if the article has been found. All items remaining during winter break and after the school year will be donated to a local charity. **Please make sure that your student's coats, etc. have their names in them, written with indelible ink!**

PLEASE NOTE: The school is not responsible for items brought from home that are lost, stolen, or damaged.

PENROSE ACCOUNTABILITY and PTO

The school Accountability Committee and the PTO are designed to strengthen and improve our school through team management. This requires proactive involvement of teachers, staff, administrators, parents, students, and community members working together to determine educational needs, goals, and plans for action. Meeting dates for both organizations are posted on our website calendar and our monthly newsletter.

DRESS AND GROOMING CODE

Inappropriate dress or grooming - Any clothing, make-up, or hair style/color that may be expected to do the following:

- Create a disruptive or distracting environment within the school setting (e.g. Mohawks, spiked hairstyles, etc.)
- Present a threat to health and safety.
- Offend generally accepted standards of decency.
- Present language or symbols determined to be obscene, represent drugs, including alcohol, tobacco, or organizations that commonly promote unlawful behavior.
- Lead school officials to believe that such behavior, apparel, acts, or other attributes are gang-related.

Examples of inappropriate grooming and dress include, but are not limited to the following:

- Hairstyles & colors (other than natural) that create problems of health, sanitation, vision obstruction, or undo attention to the individual (e.g. Mohawks, spiked hairstyles, etc.)

Dress and Grooming code Continued:

- Tank tops with straps less than 3 fingers in width, halter-tops, spaghetti straps, low cut necklines (revealing cleavage), muscle shirts. **No skin should show between pants and top.**
- Items of clothing that depict violence, tobacco, alcohol, drugs, or sex, i.e., sagging pants, etc.
- Dresses, skirts, shorts, or running shorts that are shorter than the extended arm and hand. **(SHORTS ONLY BEFORE FALL BREAK AND AFTER SPRING BREAK.)**
- Make-up, tattoos, (**including temporary**), or body piercing (except ears.)
- Jewelry that creates a safety hazard for self and/or others (e.g. large hoops or dangling earrings or chains, etc.)
- Flip flops or other sandals that could cause injuries on the playground

Fremont RE-2 School District has the right to change the dress code as necessary and File JICA of the District Policy will supersede any listings in the handbook.

School Grounds Code

Rules for the playground:

- **SWINGS** - Only one person on a swing at a time. No jumping out of swings, or swinging incorrectly. The person must be sitting.
- **MONKEY BARS** - Use caution; climbing should be kept to the monkey bars. No climbing on swings, slide, tetherball poles, or fences (**NO chase on monkey bars.**)
- **JUMP ROPES** – Use only on sidewalk. Use in an appropriate manner.

The following will not be tolerated and will lead to appropriate consequences:

- Fighting/rough-housing/chase including pushing, pulling, punching, kicking, tackling, biting, slapping, tickling, scratching or tugging;
- Vulgar or hurtful language including cussing, name calling, teasing, put-downs, or racial slurs;
- Toys/games/trading cards from home including knives, pagers, laser pens, computer/battery operated toys, walkman, CDs, electronic toys, etc.;
- Skateboarding, rollerblading and/or rollers on ‘heeleys’ on school grounds during school hours, or school activities (**Never before school, and not until after 4:00 p.m. on days there are no activities**);
- Riding bicycles on school grounds on school days. (**same as above rule on skateboards**)
- **Cell phones must remain off and in backpacks and can only be used before and after school.**

Visitors to our Campus

All visitors to the school, however frequent they may attend, must check in at the main office and obtain a visitor’s pass. This process assures the safety of all students and staff. Please keep pets at home unless you have written approval from the office before your visit.

PENROSE SCHOOL **ZERO TOLERANCE PHILOSOPHY**

Students may participate in school activities only as long as they act in a nonaggressive, nonviolent fashion, thereby guaranteeing the safety and welfare of all Penrose School students. Students can learn only when they feel safe and secure. Thus, those students who commit violent or disruptive acts must be removed from the school environment in order to guarantee a safe and secure educational environment for others.

Penrose School's '**ZERO TOLERANCE**' policy means the following:

Suspension (a minimum of one day out-of-school) **will** result when students are found to be guilty of any of the following infractions:

1. Violation of the district's policy on dangerous weapons in school. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon on school grounds.
2. Violation of the district's alcohol or drug use/abuse policy. Expulsion shall be mandatory for the sale of drugs or controlled substances.
3. Threats or profanity directed toward any staff member.

The following **may** lead to a suspension (minimum of one day) such as in school, or other alternative decided upon by the administrator.

- Causing or attempting to cause damage to school property, stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to personal property, stealing or attempting to steal private property of value.
- Causing or attempting to cause physical injury to another person
- Engaging in verbal abuse (name calling, ethnic or racial slurs or derogatory statements addressed publicly to others) that precipitate a disruption of the school program or incites violence.
- Commission of any act, which if committed by an adult, would be robbery or assault as defined by state law.
- Violation of the district's smoking and use of tobacco policy.
- Violation or giving false information, either verbally or in writing, to a school employee, or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority.
- Repeated interference with the school's ability to provide educational opportunities to other students.

Police will be contacted when appropriate and necessary. Any of these violations go immediately to the office.

Special Education students are subject to the same disciplinary process as the rest of the student body. Suspensions and expulsions will be dealt with according to I.E.P. and I.D.E.A. Law.

IN-SCHOOL SUSPENSION RULES

Student will be monitored at all times. There will be no talking (even during breaks and lunch) unless asking the monitor for help on a worksheet.

- Students will be given work throughout the day except for two fifteen minute breaks, one in the morning, one in the afternoon and one-half hour for lunch. Students will be escorted to the lunchroom to pick up their ISS lunch (a Colorado Department of Education approved lunch) - or must bring a lunch from home. They are allowed bottled water in the ISS room.
- The forms that are filled out in the ISS room must be signed by the parents and returned the following morning, or the student will again be placed in ISS. Students and parents may be asked to attend a re-admission meeting prior to returning to school.

In some cases, the work that is being completed in the classroom during these dates will need to be completed that evening at home and returned the next day for credit. If the student does not return the completed work at that time, late-work rules will apply.

AWARDS

Awards are presented at the end of each trimester for grades 1-5. Areas include attendance, improvement, citizenship, and academic achievement. Parents/families of recipients are invited to attend these celebrations.

FIELD TRIPS

Attendance on school-sponsored field trips will be decided by individual teachers and their judgments related to past student behaviors, 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.

Policy for field trips- Student must be present at school that day and have attendance taken by the teacher. If student leaves with a parent or guardian at the end of a field trip or for any other reason, the parent/guardian **must** give the teacher a written note before being allowed to leave.

Participation in field trips and in school activities is a privilege, All fees and fines for students must be paid and current, otherwise students will not be allowed to participate in field trips or extracurricular activities.

School Bus Procedures

Students are to ride only their assigned bus. Only in cases 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 2:30pm. (1:45 p.m. on Wednesdays)** 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 grandparents house, a note must be given to the student to take to the school office to get a slip to ride the bus.

BUS RIDING RULES/SCHOOL VEHICLES

Fremont Re-2 is sending out a letter which must be signed and returned to the bus driver or Director of Transportation Services. All rules must be followed while riding the bus anytime.

INTERVENTION SERVICES

Academic intervention services at Penrose School follow a model featuring small group instruction. Special education, RTI, and ILP students are supported by a variety of methods. All students have opportunities to receive services from a variety of staff members.

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 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.

Fremont Re-2 School District

Media Waiver/Internet Publishing Guidelines

The Re-2 School District recognizes that there are many times during the school year that different media groups including television, newspaper, school media classes, district public relations etc. will cover school activities with articles, videos, or still photography that may be published. The district also uses a variety of media resources to promote the successful programs of the district such as: brochures, news releases, flyers, and district and school web pages. **The district is aware of both the positive and negative possibilities of displaying student's pictures and work and is committed to preserving your child's privacy and security.**

Electronic/Print Media

Because of the intense interest in public education, the print and electronic media will want to visit schools for stories about programs, athletics, and current events. In accordance with district policy parental approval must be obtained before the media may shoot close-up pictures of students, or use a student's photo in non-school publications. The district does not assume responsibility for the actions of the print and electronic media not associated with the Re-2 School District.

District Media

In the interest of promoting the successful programs of the Re-2 School District and improving communications with our public, the district is increasing the use and distribution of photographs and video footage of our students in our schools. This agreement constitutes permission to use any and all photographs and video footage of the student in presentations about our schools, programs, and people which may be distributed by the Re-2 School district. All interviews, photographs and video footage shall remain the sole property of the Re-2 School District and no compensation will be given for their use.

World Wide Web & Internet Publishing

The Re-2 School District recognizes the limitless potential for research, information and communication provided by the Internet and World Wide Web. Therefore, the Re-2 School District encourages the creation of school and district web pages for publication on the Internet. However, all web publications are subject to the following terms:

- Student work may be published only as it relates to a curricular-related or school activity.
- All Web page documents may include only student's first name.
- No confidential student information shall be published or linked to a Web page.
- No name may be associated with pictures.

**Fremont Re-2 School District
Network and Internet Access Agreement**

Parents and Students: The Re-2 School District provides students and staff with access to a variety of resources through the district's network. Resources include but are not limited to: Computers, Servers, Applications and the Internet. The goal of the district in providing this service is to promote educational excellence and student achievement in our schools by facilitating resource sharing, innovation and communication.

The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. Basic guidelines are provided here so that you are aware of the responsibilities you are about to assume. If a user violates any of these provisions, his/her account will be terminated and future access may be denied.

Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion. The signature(s) at the end of this document indicate(s) the party/parties who signed this agreement has/have read the terms and conditions carefully, understand(s) their significance, and agrees to fully comply with them. **Access to the Internet will not be allowed if the document is not signed.**

Guidelines

1. The computers and network resources, including the Internet, are to be used for educational purposes only. Transmission of any material in violation of federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless written consent from the Re-2 School District has been granted.
2. It is acknowledged that not all student access to the Network or Internet can or will be supervised. Students will only use computers under the supervision or when given permission by a staff member.
3. The user specifically agrees not to access, submit, publish, display or print any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The user further agrees to use the district's computer and network resources in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and the user should assume material is copyrighted unless explicitly noted otherwise.
4. The Re-2 School District has installed a Child Internet Protection Act (CIPA) compliant device to help circumvent objectionable material from being accessed on the Internet. However, the district cannot control all Internet content or access thereto; some which may be deemed offensive by some, therefore, the school district shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user.
5. District administrators reserve the right to monitor any and all activity on the system. Files stored on district servers, electronic mail, and use of the district's computers or networks are not private, and may be subject to inspection and/or monitoring at any time.
6. Vandalism shall result in cancellation of privileges and/or disciplinary action. Vandalism includes any malicious attempt to destroy or alter data on the network. Any attempt to access restricted data will result in termination of privileges and/or disciplinary action.
7. Use of personal electronic devices (PED) within the district's boundaries is subject to all the rights and policies as outlined by the district. The district reserves the right to confiscate any PED that is believed as being used in a manner that violates any of the district's network and Internet policy. Confiscated devices will be turned over to local authorities if deemed contains illegal content and may be held by a member of administration until returned to a parent or legal guardian.

Fremont Re-2 School District

Parent/Student Acknowledgement Sheet

Parent-Student Handbook/Discipline Handbook
Acceptable Internet Usage Agreement
Media Waiver/Internet Publishing Guidelines

Student Name (please print): _____ Date _____

I have read the Parent-Student Handbook and Discipline policy and agree to abide by the guidelines set forth therein.

Parent/Guardian Signature _____

Student Signature _____

I have read the terms described in the "Network and Internet Access Agreement" for my child to use the Internet at the Re-2 School District. With respect to my child's computer, network, and Internet privileges, and with regard to the information that is contained on or could be obtained by way of the district's network, I hereby release Fremont Re-2, the Board of Education, as well as the network administrators and operators, from any and all claims that may arise as the result of my child's use of or inability to use school computer resources within the guidelines set forth in the "Network and Internet Access Agreement."

Approval of Access Denial of Access

Parent/Guardian Signature _____

As a student at Fremont Re-2 Schools, I agree to abide by the regulations, rules and expectations set forth in the "Network and Internet Access Agreement."

Student Signature _____

I have read the terms described in the Fremont Re-2 Media Waiver/Internet Publishing Guidelines and understand that Fremont Schools must have parental permission to videotape or photograph my child to be used in connection with the school website, newspaper, or visual or audio presentations. These presentations are exclusive property of Fremont Schools and do not entitle a parent or child compensation or remuneration for individual participation.

- () Yes, I give permission for pictures and school work
- () Permission granted for display of school work ONLY
- () Permission granted for picture use ONLY
- () No, I do not give my permission for any publication

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please tear this page from the handbook and return with your child to Penrose School as soon as possible.

**Penrose Elementary School
Student Discipline Office Referral Form**

Student Name: _____ Staff Member: _____
Date of Incident: _____ Time/Hour: _____ Grade _____

OFFICE REFERRAL (Automatic, non-negotiable)

- | | | |
|--|---|---|
| <input type="checkbox"/> Weapon | <input type="checkbox"/> Theft | <input type="checkbox"/> Dress Code Violation |
| <input type="checkbox"/> Open Defiance | <input type="checkbox"/> Truancy | <input type="checkbox"/> Profanity |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Insubordination/Disrespect |
| <input type="checkbox"/> Fighting/Violence | <input type="checkbox"/> Bullying | <input type="checkbox"/> Other (specify in detail) |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Threatening others | |

Describe incident: _____

STAFF REFERRAL (Requires interventions prior to referral)

Indicate steps taken before referring this student to the office. Prior to the first referral, at least 2 interventions are required. One of which must be a parent contact. Please indicate dates of interventions.

- | | |
|--|--|
| <input type="checkbox"/> Parent Call/Contact (date: _____) | <input type="checkbox"/> Referral to counselor (date: _____) |
| <input type="checkbox"/> Note home (date: _____) | <input type="checkbox"/> Detention (date: _____) |
| <input type="checkbox"/> Student conference (date: _____) | <input type="checkbox"/> Warning (date: _____) |
| <input type="checkbox"/> Parent conference (date: _____) | <input type="checkbox"/> Time out/Isolation (date: _____) |
| <input type="checkbox"/> Other (specify) _____ | |

Explain reason for referral: _____

ADMINISTRATIVE ACTION TAKEN ON REFERRAL:

Date: _____

Referral # _____ Has a remedial discipline plan been written? Yes No

- | | | |
|--|---|--|
| <input type="checkbox"/> Student Conference | <input type="checkbox"/> Parent Call | <input type="checkbox"/> Peer Mediation |
| <input type="checkbox"/> Parent Conference | <input type="checkbox"/> Meeting with Teacher | <input type="checkbox"/> Referral to Counselor |
| <input type="checkbox"/> Lunch Detention | | <input type="checkbox"/> Letter Mailed Home |
| <input type="checkbox"/> After School Detention (date(s): _____) | | |
| <input type="checkbox"/> In-school Suspension (date(s): _____) | | |
| <input type="checkbox"/> Out-of-school Suspension (date(s): _____) | | |

CONSEQUENCES ON *NEXT* REFERRAL:

Signatures:

Staff Member Making Referral _____ Date _____

Student _____ Date _____

Administrator _____ Date _____

Parent _____ Date _____

CC: Student/Parent; Administrator, Teacher, Counselor

Parents- Please sign and return with student to office.
Re-admit meeting may be required.