

# Penrose Elementary School



## **Student/ Parent Handbook 2024/2025**

Olivia Dickey, Interim Principal  
Joe DeSalvo, Counselor  
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# Be Your BEST Self!

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# 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. It's not all inclusive or exclusive.

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.

**Olivia Dickey, Interim Principal**  
**[odickey@Re-2.org](mailto:odickey@Re-2.org)**



## The History of Penrose Elementary

The original Penrose School was built in 1916. At that time, it was a K-12 school. The last class to graduate from the high school was in 1960, when Penrose consolidated with Florence. In 2006, Penrose and Florence consolidated into one middle school. Since 2006, when a new addition to the school was built, Penrose Elementary became a K-5 school, until 2019 when 6<sup>th</sup> grade transitioned back from the middle school. Penrose Elementary is the only school in Penrose and is steeped in tradition from the school mascot of the Beaver to the photos of past graduates adorning our hall.

## **Notice of Non-Discrimination**

Fremont RE-2 School District does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Brenda Krage, Superintendent, and EEO/Affirmative Action/Title IX/Section 504 Compliance Officer for complaints involving employees, and Jason Cellan, Title IX Compliance Officer for complaints involving students. Both individuals can be located at 403 W. 5th Street, Florence, Colorado, 81226. (719) 784-6312. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R, AC-E-1, AC-E-2)

**School Mascot: Beaver**

**School Colors: Red, White, Black & Gray**

## **School Expectations:**

**Build Relationships**

**Encourage Excellence**

**Show Respect**

**Take Responsibility**



# Fremont RE-2 District Vision



*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.

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

403 West 5<sup>th</sup> Street

Florence, CO 81226

Phone: 719-784-6312

FAX: 719-784-4140

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

## **BOARD OF EDUCATION**

- Janelle Dodd, President, [jdodd@re-2.org](mailto:jdodd@re-2.org)
- Beth Roman, Vice President, [broman@re-2.org](mailto:broman@re-2.org)
- Andy Franklin, Treasurer, [afranklin@re-2.org](mailto:afranklin@re-2.org)
- Brad Knifong, Secretary, [bknifong@re-2.org](mailto:bknifong@re-2.org)
- James Wagner, Director, [jwagner@re-2.org](mailto:jwagner@re-2.org)
- Dr. Bill Wilson, Superintendent, [bwilson@re-2.org](mailto:bwilson@re-2.org)

To contact a board member by phone, please call 719-784-6312. Board meetings are held in the boardroom at the T&I Building located behind the District Administration Building. The public is encouraged to attend. Scheduled meetings and agendas are posted on the Fremont RE-2 District website: <http://www.re-2.org>.

## **COMMUNICATION IN THE DISTRICT**

- District Office: (719) 784-6312
- Superintendent: Dr. Bill Wilson
- Executive Director of Educational Services: Michelle Lesser
- Director of Safety and Student Supports: Jason Cellan
- Chief Financial Officer: Jacque Corsentino
- Director of Transportation: Mande Campbell
- Director of Nutrition Services: Mande Campbell
- Director of Maintenance: Andy Brooks
- Director of Technology: Jeremy Rivera
- District Nurse: Joan Borre

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building administrators (Principal or Assistant Principal)
3. Superintendent
4. Board of Education

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at the district office at (719) 784-6312.

## INFINITE CAMPUS/PARENT PORTAL

Please access the parent portal on our school website at <http://www.re-2.org> to track your child's academic progress, attendance, pay fees, or add money to your child's lunch account. Parents can gain access to the portal by bringing in a photo ID to the office to set up an account and get a password. The parent portal can be accessed anywhere an Internet connection is available.

## IN-PERSON LEARNING 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 for your assistance and cooperation in seeing that your child attends school regularly and on time. However, when your child is ill, we ask for 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 the 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

## **Late Arrivals/Tardies**

Students who come to school late or tardy, must stop by the office and receive a pass before going to class.

## **Student Absences and Excuses**

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. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. 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 that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, 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. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### **Excused Absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance 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. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

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

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32- 138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **Unexcused Absences**



An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused

The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

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.

### **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. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

A student who has **30 total absences in a school year**, whether the absences are excused or unexcused, may be recommended for **retention** by the principal or principal designee.

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

### **Make-up Work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend

school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

## 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, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Adopted: prior to 2013 Revised: CASB Overhaul 2014

LEGAL REFS:

C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement) C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time) C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)

C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)

C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)

C.R.S. 22-33-105 (3)(d)(II) (opportunity to make up work during suspension)

C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws) C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)

1 CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time JEA, Compulsory Attendance Ages

## 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.

# 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](#)

## 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 each learner to be his/her **BEST** Self.

## Positive Behavior Recognition

We believe in rewarding positive behavior. In addition to the Beaver of the Month award, our students can earn: **Coins** (plastic)- for displaying their BEST behavior. The coins are collected by students and turned in for rewards like: popcorn, pencils, pickles, chips, gatorade, water bottles, notebooks, etc.

**Beaver Fever**-for going **above and beyond** expectations of being his/her BEST Self. The Beaver Fever is turned in and used as school currency for extra privileges or rewards.

**B**uild Relationships, **E**ncourage Excellence, **S**how Respect, and **T**ake Responsibility

Be Your BEST Self	<b>B</b> <b>Build Relationships</b>	<b>E</b> <b>Encourage Excellence</b>	<b>S</b> <b>Show Respect</b>	<b>T</b> <b>Take Responsibility</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Have a pass</li> <li>Walk facing forward</li> <li>Hold the door for others</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Set a good example</li> <li>Keep hallways clear and clean</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Stay quiet - classes are in progress</li> <li>Keep hands off others property</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Keep to the right</li> <li>Yield to other lines or people</li> <li>Walk in a quiet straight line</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Respect Privacy</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Go, flush, wash</li> <li>Use time wisely, get back to learning</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Use equipment and supplies properly</li> <li>Wash your hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Keep water in sink</li> <li>Clean up after yourself</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Say please and thank you</li> <li>Respect other's space</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Leave a clean table, chair and floor</li> <li>Sit with feet under your table</li> <li>Use an indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from adults</li> <li>Eat only your food</li> <li>Raise your hand to <u>get help</u>.</li> <li>Put milk in the bucket and food in the trash</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Wait patiently</li> <li>Eat more, talk less</li> <li>Memorize your lunch number</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Set a good example</li> <li>Share</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Invite others to play</li> <li>Wait your turn</li> <li>Be a good sport</li> <li>Play by the rules</li> <li>Be Safe</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated area</li> <li>Report problems to an adult</li> <li>Use equipment appropriately</li> <li>Get help from adults if needed</li> </ul>	<ul style="list-style-type: none"> <li>Line up when you are called</li> <li>Walk to and from <u>the building</u>.</li> <li>Follow adult directions</li> <li>Try to solve minor problems</li> <li>Tell the truth</li> </ul>
<b>Before School</b>	<ul style="list-style-type: none"> <li>Listen for adult directions</li> <li>Wait Patiently</li> <li>Say good morning</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Keep hands and feet to yourself</li> <li>Watch for traffic</li> <li>Be Safe</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Report problems to adults</li> <li>Come to school ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>Walk to your class</li> <li>Have your supplies and materials ready</li> <li>Turn in notes and work</li> </ul>
<b>After School</b>	<ul style="list-style-type: none"> <li>Listen to drivers, teachers, parents</li> <li>Wait patiently</li> <li>Speak kindly</li> <li>Help when you can</li> </ul>	<ul style="list-style-type: none"> <li>Walk to your destination</li> <li>Use kind words and actions</li> <li>Keep hands and feet to yourself</li> <li>Be Safe</li> <li>Watch for traffic</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to adult</li> <li>Keep track of your belongings</li> <li>Follow your families after school plan</li> </ul>	<ul style="list-style-type: none"> <li>Walk to your destination: bus or car</li> <li>Remember your bus number</li> <li>Keep your backpack closed</li> <li>Follow safety rules</li> </ul>

# 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/FOLDER PULLS

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.

Our **kindergarten through 3rd grade** students will have a behavior system that varies by teacher and grade level. Each teacher will send home the system they utilize at the beginning of each school year, and throughout the year as needed.

Our **4th through 6th grade students** will have a “folder system” for tracking behavior. The logistics of the system will be given to parents at the beginning of the year and referred to throughout the year, as needed.

When students are referred to the office 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
- 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)

## **Habitually Disruptive**

According to Colorado Revised Statutes 22-33-106 (1)(a-g), 22-33-106.1 and 22-12-105 (3), the following may be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare, health or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times or more during the course of the school year on school grounds, in a school vehicle or at a school activity or sanctioned event. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
  - b. The student and the parent, legal guardian or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."

## 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

## 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 not be shorter than the mid-thigh- approximately three inch inseam or longer. A good rule of thumb is at fingertip length or longer. They 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 razorbacks 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.
- **See-Through Material:** Students are not permitted to wear clothing that reveals undergarments or any inappropriate body areas. This includes shirts and/or blouses that are low-cut or made of see-through material. The shirt and/or blouse must overlap the pants so that the midsection is not revealed even with the student's arms raised.
- **Leggings** with a shirt that goes to the mid thigh is acceptable.
- **Ripped Jeans** may be worn. Rips must be below the pockets. If rips are exposing an inappropriate amount of skin, the child may be asked to change.
- **Chains** that are heavy or with heavy medallions may not be worn
- **Pet Collars, or Spike Clothing or accessories** 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.

- **Sunglasses** may be worn to school and at recess, but not in the building. Sunglasses may not be worn on top of a student's head while in class or in the building.
- 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 standards 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!

## 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 a backpack, or turned in to the teacher as per classroom guidelines.**

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

## TRANSPORTATION

Bus transportation is provided to children in the Penrose Elementary attendance area who live more than 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 **3:30 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)

## CHANGES TO STUDENT INFORMATION

All changes to student contact or registration must be reported to the main office as soon as possible. It is important that the school has the most up to date information in case of emergency.

## EDUCATION RECORDS

Education Records may be accessed through the Parent Portal or you may call the District Registrar, at 784-2552 to request records. To access the parent portal, go to our school website at <http://www.re-2.org>. If you do not have a parent portal account, please contact the district registrar or school secretary to create an account.

## FIELD TRIPS

Field trips are intended to enhance the educational experience. However, attendance on school-sponsored field trips will be decided upon by school administration, based on past student behavior, especially related to supervision and safety.

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** sign their child out prior to leaving.
- 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 trips. **However, parents will need to provide their own transportation.**

## FEES

Students in grades K-6 will be responsible for a \$25 technology fee. Please contact the principal if you need financial options. We are willing to offer scholarships and/or take payments. This fee can also be paid using your Parent Portal account.

All school and technology fees should be paid in order for students to participate in field day, swim day, etc.... If you cannot pay the full amount in the beginning of the school year, please discuss this with our school secretary in order to arrange a payment plan. All fees must be paid by March 2022, in order for your child to participate in these activities. If at all possible, please pay using a check or money order to avoid cash sent with your child.

## DELIVERIES/GIFTS

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.

## LIBRARY

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

To become life-long readers, students 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. 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.**

## 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.

# School Hours

Monday, Tuesday, Wednesday, Thursday,  
8:15 am to 4:10 pm

Breakfast 8:05-8:30

Tardy Bell 8:20 a.m

Dismissal 4:10 p.m.

NO School on Fridays

Office Hours: 8:05 a.m. to 4:20 p.m.

## Drop Off 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.

### Morning Drop Off:

The drop off area is supervised every morning from **8:05 to 8:20 a.m.** during the times buses are arriving and unloading. **Students should not arrive before 8:05 a.m.**

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
  2. Pull through the "pick-up/drop-off" loop if the driver will remain in the vehicle.
2. Students are to be dropped off in the Crosswalk area only! Watch for staff with stop signs.
3. Please use the crosswalk at all times.

Parents who wish to walk their children to class in the morning must check-in at the front window. Parents will be allowed to walk their children to class for the first two weeks of the school year. No parents/visitors will be allowed in the building without checking in first. All visitors must have a valid I.D. that must be presented to the school secretary.

### Afternoon Pick Up:

4. 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.
5. Students are to be picked up in the Crosswalk area only! Watch for staff with stop signs.
6. Please use the crosswalk at all times.

\*Kindergarten and first grade students may be in the lot farthest south

Supervision ends at 4:15 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 and Cold Weather**

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 20 degrees**. Please be sure your student(s) dresses appropriately for conditions.

## **STUDENT WALKERS AND BIKE RIDERS**

Teach your children how to walk and bike safely. Plan – and practice – a safe route to and from school. Learning to navigate the environment is an important part of growing up, and walking to school builds independence, character, and decision making skills.

All bikes should be stored in the bike rack area and chained with an appropriate lock.

## **TEACHER SPONSORED ACTIVITIES**

We have many teacher sponsored activities that vary from year to year. Please check our school website and newsletter for various activities that your child may want to participate in, or contact your child’s teacher.

## **TELEPHONE USE**

Students may ask to use the classroom or office phone if they need to contact a parent or guardian. Phone use will not be allowed during instructional times and will be at the discretion of the teacher.

## **TOYS AND ELECTRONIC MEDIA**

We ask that students not bring:

\* toys (trading cards, dolls, action figures, balls etc)

\*CD players

\* I-pods

\*MP3 players

\*electronic games

\*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.

The school will not be held responsible for items brought to school. This includes items lost, stolen, broken, or confiscated.

## **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.

Please bring a current ID/Driver's License. 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.**

## **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.

## **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.

## **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.

**Children will have bathroom accidents on occasion. We will do our best to manage those accidents as they arise. We do have some extra clothing available. However, if your child has frequent accidents we will ask for your assistance in providing care and clothing.**

If your child contracts COVID, 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** – 12 hours after the last incident is a good rule of thumb. However, 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 the 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.

## MEDICATION ON FIELD TRIPS

The following forms are necessary if medication is to be administered during the field trip:

- For prescription (and prescribed over-the-counter) medications, a medication order form filled out and signed by both the prescribing physician and the parent/guardian are required. Medication order forms can be obtained at your child’s physician’s office, by visiting [www.re-2.org](http://www.re-2.org), or contacting the health office at your child’s school. Medication must be delivered to the school in a pharmacy labeled container by the student’s parent or guardian. The first initial dose of a medication cannot be given while on a field trip.
- For Inhalers, Epi-Pens, Glucose Monitoring Tests, Insulin, and Enzyme Supplements, the medication order form must be signed by both the prescribing physician and the parent/guardian and returned to the school. Following consultation with the school nurse, the student may be allowed to self-administer these prescription medications.

- Unlicensed school personnel will receive training regarding your child's medical condition and administration of the prescribed medication by the school nurse. These medication order forms document your permission for unlicensed school personnel to administer medications to your child.

## 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.

**\*\*6th grade students are required to have Tdap prior to beginning 6th grade**

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

## SCHOOL MEALS

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 at school.

All students receive free lunch. However, if a student wishes to have seconds there is a fee. Once a child has accrued late charges, our "auto caller" and "auto email system" will assist in reminding parents to follow-up on negative meal account balances.

**Free and Reduced Lunch 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.

Parents are welcome to visit school and eat lunch with their children, but the Food Service 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, in our Monthly Newsletter, and on Facebook. If you need assistance please contact the school office.



## BREAKFAST PROGRAM

Breakfast will be served starting at 8:05 a.m.

Penrose will serve breakfast starting at 8:05 a.m. and ending at 8:30 a.m. Students will eat breakfast in the cafeteria. All breakfast (and lunch) is free for students. If students want seconds there is a fee. Please refer to our Nutrition Services website for pricing and more information.

## WELLNESS POLICY & NUTRITIONAL GUIDELINES

For our District's Wellness Policy, please visit our District Website:

[http://www.re-2.org/UserFiles/Servers/Server\\_15569/File/POLICIES/ADF.pdf](http://www.re-2.org/UserFiles/Servers/Server_15569/File/POLICIES/ADF.pdf)

## BIRTHDAY/CLASS 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. Please keep nutritional guidelines and our district wellness policy in mind.

## EMERGENCY DRILLS

We use Standard Response Protocols from the "i love u guys" foundation. See the next page for details

<https://iloveguys.org/programs/standard-response-protocol-for-k-12/>

**STANDARD RESPONSE PROTOCOL**

**INFORMATION FOR PARENTS AND GUARDIANS**

Our school has adopted The "i Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

**COMMON LANGUAGE**

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

**HOLD**  
"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced.

Adults and staff are trained to:

- Do business as usual.
- Close and lock the door.
- Account for students and adults.
- Do business as usual.

**SECURE**  
"Get Inside, Lock outside doors"

Students are trained to:

- Return to inside of building.
- Do business as usual.

Adults and staff are trained to:

- Lock the outside doors.
- Bring everyone indoors.
- Increase situational awareness.
- Account for students and adults.
- Do business as usual.

**LOCKDOWN**  
"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight.
- Maintain silence.
- Do not open the door.

Adults and staff are trained to:

- Recover students from hallway if possible.
- Lock the classroom door.
- Turn out the lights.
- Move away from sight.
- Maintain silence.
- Do not open the door.
- Prepare to evade or defend.

**EVACUATE**  
"To a Location"

Students are trained to:

- Leave stuff behind if required to.
- If possible, bring their phone.
- Follow instructions.

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation).
- Lead students to Evacuation location.
- Account for students and adults.
- Report injuries or problems using Red Card/Green Card method.

**SHELTER**  
"Hazardous and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area.
- Seal the room.
- Drop, cover and hold.
- Get to high ground.

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults.
- Report injuries or problems using Red Card/Green Card method.

**STANDARD RESPONSE PROTOCOL**

**PARENT GUIDANCE**

In the event of a live incident, parents may have questions about their role.

**SECURE**  
"Get Inside, Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

**SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?**

Probably not. Every effort is made to conduct classes as normal during a Secure event. If a secure event. Additionally, parents may be asked to stay outside during a Secure event.

**WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?**

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

**WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?**

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place. With longer or more dangerous events, the school should notify parents that the school has increased their security.

**LOCKDOWN**  
"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

**SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?**

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

**SHOULD PARENTS TEXT THEIR STUDENTS?**

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

**IN SOME CASES, STUDENTS MAY BE EVACUATED AND TRANSPORTED OFF-SITE FOR A STUDENT-PARENT REUNIFICATION.**

**WHAT ABOUT UNANNOUNCED DRILLS?**

The school may conduct unannounced drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress. Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

**IT'S IMPORTANT TO DIFFERENTIATE BETWEEN A DRILL AND AN EXERCISE.**

A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

**CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?**

The school welcomes parents who wish to observe or participate in drills.

**DRILL IN PROGRESS NO ONE IN OR OUT**

**SRP K-12 2021**

**STANDARD RESPONSE PROTOCOL**

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## SCHOOL CLOSINGS/LATE STARTS

Inclement weather or other factors may result in closing schools, delayed opening, Remote Learning, or early dismissal. School closings will be announced over local radio stations, local TV stations, our District's Website, and our school's FB page. 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, watch the local news, check the district website, or our school's FB page, 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.**

## GRADING/GRADING SCALES

**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>, & 6<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	D-	62-60
		F	59 and below

NA Not Applicable

## HOMEWORK

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	10-15
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.

## **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, January, March, and May).

## **STUDENT PLACEMENT**

Due to anticipated changes in teaching placements each year, and the importance of creating balanced classrooms we do not accept teacher requests.

Our teachers take the time to make class lists based upon the best interest of students. We balance the classrooms by gender, academic ability, special programming, social/emotional needs, and personality types, and more. Please trust us to make the best decisions for your child.

## COMMUNICATION

Communication with our community is a priority. We will be using many forms of communication to ensure our community is aware of important information. Please like us on Facebook, and check out our district and school website for important and up-to-date information. We will also be publishing monthly newsletters to keep you informed on the events and activities that are happening at PES.

Fremont Re-2 District Website:

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

District Facebook Page:

<https://www.facebook.com/fremontre2/>

Penrose Elementary Website:

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

Penrose Elementary Facebook Page:

<https://www.facebook.com/PenroseBeaversElementarySchool/>

# DISTRICT INSTRUCTIONAL CALENDAR

## FREMONT RE-2 INSTRUCTIONAL CALENDAR | 2024-2025 CALENDAR | REVISED |

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Board Approved 12-11-2023

Revised 3-4-2024

### KEY

- (White) No School
- (Green) School in Session
- (Yellow) Parent/Teacher Conference
- (Teal) End of QTR/Semester
- (Red) Early Release for Elementary Schools (K-6 only)