



Penrose School

Student and Family Handbook

Principal
Carol Casciato

School District of Philadelphia
Learning Network 1

Superintendent of Schools
Dr. Tony B. Watlington, Sr.

Assistant Superintendent
Donna Ragsdale

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OUR SCHOOL

Principal's Welcome

Dear Penrose Families,

It is with great pleasure that I welcome you to the Penrose School community! I feel extremely fortunate to be the principal of a school with such amazing students, a motivated and dedicated staff, and families who work with us to create an environment that facilitates student learning.

At Penrose, we believe every child has the potential to achieve greatness. Our dedicated staff works hard each day to provide a safe, supportive, and engaging learning environment where students feel valued, challenged, and inspired. Our team is committed to ensuring that our students receive the best possible support to learn and grow.

We strive to create a learning atmosphere that celebrates diversity and encourages students to embrace their individuality. Our goal is to empower our students to become confident, compassionate, and resilient individuals, equipped with the skills necessary to succeed in an ever-changing world.

We believe that a strong partnership between home and school is crucial for student success. We encourage all parents and guardians to actively engage in their child's education, participate in school events, and maintain open communication with teachers and staff. Your involvement makes a significant difference in your child's educational journey.

Together, we will create a school community where every student feels valued, respected, and empowered to reach their full potential. I am excited to witness the growth and achievements of our students this year and look forward to working collaboratively with all of you.

Finally, I would like to express my gratitude to all the parents and guardians for entrusting us with the education of your precious children. It is a responsibility we do not take lightly, and we are honored to be partners in their academic and personal growth.

Please do not hesitate to reach out to me or any member of our team if you have any questions, concerns, or suggestions. Together, let us create a supportive and enriching environment where every child can thrive.

Sincerely,

Carol Casciato, Principal
Ryan Sullivan, Assistant Principal
Penrose School



School Pride

Our Vision

We envision a school community that promotes a healthy school climate, holds itself accountable for racial and socioeconomic equity, maintains high expectations for all learners, acknowledges and dismantles racial and socioeconomic barriers, and encourages all students to reach their full potential.

Our Mission

Penrose inspires the next generation of S.T.E.M. leaders by developing a passion for S.T.E.M. careers at a young age and maintaining interest throughout middle school. We provide students with an experiential education that engages, enriches, and excites them through hands-on activities, allowing students to learn by doing.

Within the broader community, the Penrose School's mission is to collaborate effectively with business partners in both the public and private sectors. This positive relationship will continue to enhance and enrich our students' learning experiences, emotional and social growth, and self-confidence.

The School District of Philadelphia will deliver on the civil rights of every child in Philadelphia to an excellent public school education and ensure all children graduate from high school ready to succeed and fully engaged as citizens of our world.

Colors & Mascot

School Colors:

- Navy #012d64
- Lt Navy #004192
- Gold #ffc123

School Mascot: Lion



**PENROSE
SCHOOL**

Contact Information

Main Office: 2154008310

Fax: 2154008311

Address: 2525 S. 78th Street,
Philadelphia, PA 19153



[Visit our website](#)



[Follow us](#)

*Please use the Main Office number
to reach all staff members.*

Stay Connected

→ [District Academic Calendar](#)

→ [Parent Portal](#)

View grades, test scores, attendance, immunization records, [report cards](#) and more.

→ [Google Classroom](#)

To view your student's classwork and homework

→ [ClassDojo](#):

Stay updated about school events, announcements, and important information.

Staff Directory

Penrose Staff Assignments 2025-2026.docx

Grade/Role	Position	Email
Principal	Carol Casciato	ctrench@philasd.org
Assistant Principal	Ryan Sullivan	rasullivan@philasd.org
Secretary	Alana Barretta	abarretta@philasd.org
Building Engineer	Ilyonna West	iwest@philasd.org
SPCM	Laureen Magee	lmagee@philasd.org
Nurse	Juanita Jones	jjones8@philasd.org
School Resource Officer	Denise Wright	dwright3@philasd.org
Dean	Kevin Giorno	kgiorno@philasd.org
Counselor	Dana Horowitz	dbalin@philasd.org
Counselor	Julia Nagle	jcnagle@philasd.org
Psychologist	Beverly Woodley	bwoodley@philasd.org
Climate Liaison	Chelsea Kaplan	ckaplan3@philasd.org
SISL	Roseanne Rodriguez	rhernandez@philasd.org
ESOL Program Specialist	Damali Best	dbest@philasd.org
Math SBTL	Timothy Boone	tboone@philasd.org
ELA SBTL	Keisha Hill	khill@philasd.org
K-3 Interventionist	Erica Mitchell	elmitchell@philasd.org
4-8 Interventionist	Samantha Gruber	snewman@philasd.org
Kindergarten	Alyssa Figueroa	afigueroa@philasd.org
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First	Stephanie Styer	smsabol@philasd.org
First	Tara Willis	twillis@philasd.org
Second	Jen Kalish	jlspano@philasd.org
Second	Brenda Jones	bjones@philasd.org
Third (MATH)	Kenna Donaldson	kdonaldson@philasd.org
Third (ELA)	Makayla Davis	mldavis2@philasd.org
Fourth (ELA/MATH)	Kyhna Hearn	khearn@philasd.org
Fifth (Math)	Madeline Scarcelli	mscarcelli@philasd.org
Fifth (ELA)	Shamari Scott	skscott@philasd.org
Sixth/Seventh (ELA)	Ann Long	along3@philasd.org
Sixth/Seventh (Math)	Shaun Hall	shall2@philasd.org
Seventh/Eighth (ELA)	Giana Toler	gtoler@philasd.org

Seventh/Eighth (Math)	Frantczia Batichon	fbatichon@philasd.org
Sixth, Seventh, Eighth SS	Dempsey Showers	dshowers@philasd.org
Sixth, Seventh, Eighth Science	Joyce Merritt	jmerritt@philasd.org
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K-2 AS	Ruth Agossou	lagossouagbete@philasd.org
K-2 LSS	Heidi Brown	hbrown3@philasd.org
K-4 LS	Maria Asteris	masteris@philasd.org
K-2 AS	Katie Lees	kmcwilliams@philasd.org
4-5 AS	Andrea Thomas	alromero@philasd.org
3-5 LSS	Janee Campbell	jscampbell@philasd.org
3-5 MDS	Jai Turner	jturner3@philasd.org
3-5 AS	Andrea Singer	asinger@philasd.org
5-8 LS	Danielle Lewis	dlewis4@philasd.org
6-8 MDS	Marissa DePrince	mdeprince@philasd.org
6-8 AS	Brook Damm	bdamm@philasd.org
6-8 LSS	Hidayah Holems	hholmes@philasd.org
K-2 DHH	Maria Victorian	mvictorian@philasd.org
3-5 DHH	Amir Artis	aartis@philasd.org
Supplemental DHH		
K-2 Science Specialist	Rachel Palencik	rpalencik@philasd.org
3-5 Science Specialist	Kristen Jenkins	krienkins@philasd.org
Art Specialist	Michael McCarthy	mmccarthy@philasd.org
Music Specialist	Steven Lindsay	slindsay@philasd.org
Physical Education 1 Specialist	Michael Donnelly	mdonnelly@philasd.org
Physical Education 2 Specialist	Brian Carden	bcarden@philasd.org
Instrumental Music	Denise Corrigan	dcorrigan@philasd.org
STEP Clinical Coordinator	Julie Riese	jriese@philasd.org
STEP Case Manager	Michael Stefanik	mstefanik@philasd.org
STEP School Behavior Consultant	Jennifer Abernathy	jabernathy@philasd.org
STEP Family Peer Specialist	Cherrelle French	cfrench@philasd.org
Noon Time Aide	Evelyn Santiago	evsantiago@philasd.org
Noon Time Aide	Diamaris Cole	dcole@philasd.org
Noon Time Aide	Shareena Wilkinison	swilkinison@philasd.org
Noon Time Aide	Kadiatou Nimaga	knimaga@philasd.org
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Special Education Assistant	Vellicia Dent	vdent@philasd.org
Special Education Assistant	Yvette Hayden	yhayden@philasd.org
Special Education Assistant	Tina Holloman	tholloman@philasd.org
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Special Education Assistant	Nadirah McQueen	nmcqueen@philasd.org
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Occupational Therapist	Sharon Krause	skrause@philasd.org
Occupational Therapist	Teresa Loannucci	
Physical Therapist	Ashley Webber	awebber@philasd.org
Interpreter	Thea Tynes	ttynes@philasd.org
Interpreter	Joanna Talone	italone@philasd.org
Bus Attendant	Dominique Groves	dagroves@philasd.org
Bus Attendant	Deena Davis	deedavis@philasd.org
Bus Attendant	Cynthia Morrison	camorrison@philasd.org
Custodial Assistant	Anna Eustace	aeustace@philasd.org
Custodial Assistant	Terrell Cooper	tecooper@philasd.org
Custodial Assistant	Nathaniel Lott	nlott@philasd.org
General Cleaner	Alvin Cummings	agummings@philasd.org
General Cleaner	John Hawkins	jhawkins@philasd.org
General Cleaner	Jarrell Polk	jpolk@philasd.org
Food Services Rose	Karen Garland	kgarland@philasd.org
Food Services LSH	Tiffany Crawford	tcrawford@philasd.org
Food Services LSH	Jestina Moiyallah	jmoiyallah@philasd.org
Food Services Rose	Charlene Tyler	cltyler@philasd.org

Calendar

School Event Calendar

We maintain a school calendar that highlights important events such as parent-teacher conferences, school performances, testing dates, and more.

How do families access your calendar? Provide a link or explanation.

→ [View Our School Calendar](#)  [August/September 2025 Penrose Calendar](#)

District Academic Calendar

The School District of Philadelphia provides an official academic calendar each year that includes start and end dates, holidays, report card conferences, and more.

→ [View the District Academic Calendar](#)

Emergency Contact

Please keep your address, phone number, and email up to date. This ensures we can contact you about your child's progress or in an emergency.

- At the start of the year, complete the [Parent/Guardian Location Form](#).
- Provide medical and insurance information for emergencies.
- If there are custody arrangements, submit a Court Order or legal agreement to the school. This ensures only authorized individuals can pick up your child.

DAILY ATTENDANCE & SCHEDULE

Daily Schedule

School Day: 8:15 AM-2:54 PM

Breakfast: 7:45 AM- 8:15 AM

Lunch: 10:15 AM-12:45 PM

Recess: 10:15 AM-12:45 PM

Lunch is provided for all students, or they may bring their own.

Please note: *Glass containers and soda cans are not allowed for safety reasons.*

Attendance

Consistent, on-time attendance is essential for student success. Students must attend school daily and stay for the full school day to receive the maximum benefit from instruction. This aligns with the School District of Philadelphia policy and Pennsylvania state law.

What to Do If Your Child Is Absent

- A written excuse must be submitted within 3 days of your child's return.
- **Submit an Absence Excuse Form** [Use District [Absence Excuse Forms](#) or indicate the school's process]
- Phone calls do not replace a written excuse.
- Students are responsible for making up all missed work and tests.

Excused absences include:

- Illness or quarantine
- Recovery from an accident
- Required court appearance
- Religious holidays
- Death in the family
- Educational tours/trips (with prior approval)

All absences will be marked unexcused unless a valid excuse note is submitted. Proper documentation ensures accurate coding in the District's attendance system.

Tardiness and Early Dismissals

Late arrivals and early dismissals disrupt learning and will count against perfect attendance. These should be avoided whenever possible.

Truancy Procedures

To avoid truancy procedures and DHS referrals, ensure that your student comes to school every day on time.

At the 3 rd Illegal/Unexcused Absence
• The address and telephone number are verified • Legal Notice (C-31) is mailed to the parent/guardian or given to the student to take home
At 3 rd -10 th Illegal/Unexcused Absence
• RtII Process begins with documented interventions in Schoolnet using RtII for BEHAVIOR/BHS • Please Note: You may also receive a Mandatory Parent Conference (EH-42) or home visit to make sure we are best supporting your child.

At the 10th Illegal Absence(Students are considered chronically truant at 10 Illegal Absences)

- Interventions are reviewed, and the decision is made to refer to DHS/Truancy Court.
- Truancy Referral Form is completed.

→ [Learn more about the District Attendance Policy & Protocols](#)

Arrival

Breakfast: 7:45 AM- 8:15 AM- K-4 and SPED/ LSH Cafeteria 5-8-ROSE Cafeteria

Arrival Time: 8:15 AM. Please ensure your child arrives on time to ensure a successful start to the day.

Arrival Locations

- K-2: LSH School Yard
- 3-5: Main Building School Yard
- 6-8: Rose Building School Yard
- Special Education: LSH Lunchroom

If it is below 32°, raining, or other inclement weather, K-2 will be in the LSH lunchroom. Special Education will be in a designated classroom in LSH with staff, and students in grades 3-8 will be in the gym.

Late Arrival

Students arriving late must report to the main building on 78th Street for a late pass.

Lateness is recorded on the student's attendance and can disrupt learning—please arrive on time.

Important:

- Arrivals at 11:00 AM or later without a note = unexcused half-day absence
- Leaving at 1:39 PM or earlier without a note = unexcused half-day absence
- Two half-day absences = one full-day unexcused absence

Dismissal

- **Regular Dismissal Time: 2:54 PM**
- **Early Dismissal Time: 11:54 AM**

Dismissal Locations

- Kindergarten: Door by Cibotti Park
- 1st Grade: Door By Classrooms
- 2nd Grade: LSH School Yard
- 3-5: Parking Lot Doors
- 6-8: Middle School Doors School Yard
- Special Education: LSH Lunchroom

Pick-up Expectations

- An adult must pick students up.
- You must bring ID.
- If someone not listed is picking up your child, written permission is required. Students will not be released without it. Also, please call the main office to update the emergency contact information.

Note: The **playground and Cibotti Rec Center/Park is unsupervised after school**. The School District is **not responsible** for students remaining on school grounds after dismissal.

Early Release

Students are not permitted to leave early unless there is an emergency.

- If an early release is anticipated, send a note to the classroom teacher, who will notify the office.
- If an emergency arises during the school day, request early release at the Main Office.

In all cases:

- A parent/guardian must sign out the student at the Main Office.
- Students will be dismissed from the office, not the classroom.
- Students may not leave the building alone during the school day.

Please note:

- Early dismissal requests after 2:30 PM will not be honored.
 - On half-days, the cutoff for early dismissals is 12:00 PM, per District policy.
-

SCHOOL OPERATIONS

Visitor Procedures & Building Access

The Main Entrance is at the end of 78th Street, look for the mural on the wall and a tiny parking lot.

To ensure the safety of all students and staff:

- All visitors must show ID before entering.
- Upon arrival, check in at the Main Office to receive a visitor's pass.
- For safety, do not visit other parts of the building without permission.
- Families are not permitted to walk students to class.
- If your child needs to leave early, please report to the Main Office. Staff will bring your child to you.

These procedures help us maintain a secure and respectful environment for all.

Inclement Weather and Emergency Procedures

In the event of a school closing, delayed opening, or early dismissal, announcements will be shared through:

- **KYW 1060 AM** and www.kyw1060.com
- **School District website:** www.philasd.org
- **[ClassDojo](#)** and **School Messenger**

We recommend that all families stay connected through ClassDojo and check updates regularly, especially during the winter months.

Please do not call the main office during weather emergencies, as phone lines must remain open for staff communication.

→ [View the School District's Inclement Weather Policy](#)

TRANSPORTATION

School Bus Cancellations or Delays

Check daily updates on school bus runs that are canceled or delayed by 30 minutes or more.

→ [View Bus Updates](#)

Parent Flat Rate Program

The School District of Philadelphia offers monthly payments to eligible families who choose to drive their child to and from school instead of using District transportation.

→ [Learn more and enroll](#)

SEPTA Student Fare Card

The SEPTA Student Fare Card is a reusable chipped card used by students to board a SEPTA trolley, Regional Rail, bus or subway. **Lost, stolen, or damaged card?** Reach out to your school to request a replacement.

→ [Learn more](#)

→ [SEPTA – Trip Planner](#)

STUDENT LIFE

School Meals

View current menus, filter for allergies, see nutrition information, and more.

→ <https://philasd.nutrislice.com/menu>

Supplies

Below you will find the supplies list for the upcoming year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day.

Grades: K-2 and Special Education	Grades:3-5 and Special Education	Grades:6-8 and Special Education
• 1 Backpack • 3 boxes of pencils • 2 packs of crayons • 1 set of dry-erase markers • 5 plastic folders • 1 sharpener • 1 primary composition notebook • 3 glue sticks • 2 boxes of tissues • 1 bottle of hand sanitizer • 1 tub of Clorox/Lysol Wipes • 1 pair of headphones	• 4 boxes of pencils • 2 packs of crayons • 4 glue sticks • 1 pair of scissors • 1 set of dry-erase markers • 4 Primary composition notebook • 4 two-pocket folders • 2 boxes of tissues • 1 bottle of hand sanitizer • 1 tub of Clorox/Lysol Wipes • 1 pair of headphones	• 5 boxes of pencils • 8 composition notebooks (2 for each class) • 8 two-pocket folders • 1 pack of lined paper • 1 box of colored pencils • 1 box of markers • 1 box of crayons • 2 boxes of tissues • 1 bottle of hand sanitizer • 1 tub of Clorox/Lysol Wipes • 1 pair of headphones

Field Trips

Field trips are scheduled throughout the school year to enrich students' learning experiences. When a trip is planned, a permission slip with full details will be sent home. All signed slips and any required payments must be submitted by the provided deadline. Verbal permission is not accepted, except in cases of emergency.

- Trips are for students only; siblings are not allowed to join.
- Parents/guardians are encouraged to chaperone and must follow the School District of Philadelphia's Volunteer Policy. Chaperones must return to the school with the class.

Recess

Recess is held outdoors daily, weather permitting, and supervised by our Culture Team. Students should come dressed for the weather.

Recess will take place outside if the temperature is above **32°F** and there is **no precipitation**. On bad weather days, recess may be held indoors in the cafeteria or classrooms.

Student expectations for recess are to be respectful by enjoying the outdoors in a kind, calm, and positive way, using kind words and actions. Students are expected to be responsible by remaining in the schoolyard area, keeping their hands, feet, and objects to themselves, and using the recess equipment correctly. Students are to be ready by lining up at their designated class number when instructed by the staff promptly.

Out-of-School Time (OST)

Out-of-School Time (OST) is the time that a child or youth spends in after-school or summer programming. In Philadelphia, OST programs are provided for young people in grades PreK through 12.

- **In-person programming**, Monday–Friday, 3:40–6:00 PM
- **Year-round support**, including summer programming
- **Programs are available throughout the city** with a variety of activities to choose from, including:
 - Creative and Performing Arts
 - Athletics and Health
 - Science, Technology, Engineering, and Math (STEM)

→ [Learn more about OST and find a program near you](#)

Moving Up Ceremony

[Move Up Requirements](#)

STUDENT BELONGINGS & TECHNOLOGY

Chromebooks

All students will receive a Chromebook device & charger for their educational use throughout the year. It is expected that all students will bring their device to school each day and take care of it safely. If there is a problem with the device, please contact your child's teacher. We will ensure that the device is repaired.

→ [Chromebook resources](#)

Textbooks

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for.

Cell Phone & Personal Electronics

We understand that students may need cell phones for safety. However, phones and personal electronic devices can cause major distractions during the school day. Penrose Policy is “OFF AND AWAY FOR THE DAY!”

[Yondr-Parent-Letter-Penrose-Grade 3-8](#)

[Yondr-Student-Policy-Penrose-Grade 3-8](#)

Cell phones and other electronic devices are prohibited inside the school. On August 25th, 2025, ALL students will receive and be responsible for a pouch to place their cell phones while they attend school. Once students receive their pouches, they will receive a tutorial on their usage of the pouches. Students must place their cell phones in their pouches before entering the building. Pouches must be unlocked at the end of the day as students dismiss the building. All calls home to parents or guardians can be made with permission from an adult using a landline.

If pouches are damaged or lost, students will be charged \$22.00 for a replacement pouch. Failure to comply will result in restrictions on bringing a cell phone to school.

If a student is found possessing a phone, they will receive a more severe consequence, followed by a parent conference and behavioral contract.

ANY student found using a cell phone during school hours will receive the following consequences:

- 1st Offense: Phone will be confiscated. The phone will be returned to the student at dismissal.
- 2nd Offense: Phone will be confiscated. Lunch Detention and Parent Meeting. The phone will be returned to a parent/guardian only.

*No earbuds, earphones, headphones, beats, pods, or chargers can be seen in the building. Failure to comply will result in items being confiscated and only returned to a parent.

Please be advised that Penrose School will not be liable for any item confiscated by school police or administration or lost or stolen. The school will not pay to replace any lost or stolen items.

Lost and Found

Please clearly label your student's clothing. Mark other personal property with your student's name and room number, i.e., books, book bags, etc. We know how hard it is to provide students with all the things they need. Losses will be lessened if all items are marked. Students are not permitted to carry large sums of money, toys, electronics or expensive jewelry. The school cannot be responsible for any items that are lost, stolen or traded.

The Lost and Found is located in all three buildings. Lost/unclaimed items are placed there on a daily basis, and students may retrieve misplaced items. Unclaimed items are donated monthly. Parents/guardians are asked to clearly mark children's clothing and personal property. The school accepts no responsibility for lost articles and money.

EQUITY & STUDENT RIGHTS

LGBTQIA+ Policies & Resources

Policy 252 – Transgender & Gender Non-Conforming Students

We are committed to creating a safe, inclusive, and supportive environment for all students. In alignment with the School District of Philadelphia's Policy 252, we affirm the rights of transgender and gender non-conforming students and will follow these key practices:

Names & Pronouns

Students will be addressed by the name and pronouns that align with their gender identity. No legal or medical documentation is required. Intentional or repeated misuse of a student's name or pronouns is a violation of this policy.

Privacy & Confidentiality

A student's transgender identity will not be shared without their permission, even with parents or staff. Students have the right to decide when, how, and with whom they share this information.

School Activities & Spaces

- Students will be included in all school activities, groups, and spaces that match their gender identity.
- We aim to minimize separating students by gender whenever possible.
- Gender-neutral language (like "they" instead of "he/she") will be used in written communication when appropriate.

Restroom Access

Students may use the restroom that aligns with their gender identity. A private, single-stall restroom will be available to any student seeking more privacy, but use of that space is optional, not required.

PE & Intramural Sports

Transgender and gender non-conforming students may participate in physical education classes and intramural sports in a way that aligns with their gender identity.

→ [Learn more and access LGBTQIA+ Resources](#)

Students Experiencing Homelessness

Every child deserves access to a quality education, no matter their housing situation. We support students and families experiencing homelessness by removing barriers to enrollment, attendance, and success in school, as outlined in the McKinney-Vento Act. → [Learn more about your rights and available support](#)

HEALTH & SAFETY

School Nurse

Our school nurse provides immediate care for illnesses and injuries, conducts required screenings, and supports students' overall wellness. The nurse also maintains medical records for every student.

Parents/guardians must notify the nurse about any special health conditions and are encouraged to reach out with questions or to schedule a confidential appointment.

→Contact Nurse Jones at: 215-400-8310.

Student Illness

If a student feels ill during the day, they should go directly to the nurse, not call home on their own. Parents/guardians will be contacted if the student needs to go home.

Staying Home When Sick

Anyone who is sick—students, staff, or visitors—should stay home. If someone becomes ill while at school, they must leave the building promptly.

Student Medication

The school will only administer medication with written permission from both the parent/guardian and a physician. A completed [Medication Administration Form](#) is required and must be updated if the prescription changes.

Key rules:

- Medications must be in the original container, labeled with the student's name and prescription details
- All medications must be turned in to the nurse's office
- Students may not keep medication in desks, lockers, or backpacks

- Unused medication must be picked up by the end of the school year or it will be disposed of

A new authorization form is required each school year.

Immunization Requirements & Health Services

Pennsylvania law requires all students to be fully immunized or officially exempt before attending school. This is mandated by the PA Department of Health, the Philadelphia County Board of Health, and the School District of Philadelphia.

→ [Learn about immunizations, physicals, and wellness programs](#)

Mental Health Resources

Find free support, counseling, and tools to care for your mental well-being. → [View Resources](#)

Vaping/Smoking Resources

Family guides, free tools, and support to help quit vaping or smoking. → [View Resources](#)

SCHOOL CULTURE & DISCIPLINE

Penrose School adheres to district discipline policies to promote positive behavior and maintain a safe, respectful learning environment. Most issues are addressed in the classroom through clear routines and open communication among teachers, students, and their families.

Chelsea Kaplan: School Climate Liaison

Kevin Giorno: Dean of Students

Code of Conduct

Students are expected to follow school rules at all times—both during school hours and at school-sponsored events. Violations may result in disciplinary action as outlined in the District Student Code of Conduct.

→ [View the District Student Code of Conduct & Discipline Process](#)

Guidelines

- **In-school interventions** must be used before considering suspension.
- **Suspension** should only be used if interventions have failed or if the infraction is serious.
- **Disciplinary hearings** are required for repeated or severe violations.
- **Possession** includes any item found in a student's locker, backpack, or clothing.

Interventions

Teachers will use a progressive set of interventions:

- Verbal warning
- In-class redirection
- Use of the calming corner
- Reflection time in a buddy classroom

These steps help limit distractions and avoid unnecessary office referrals. All consequences are delivered with respect and are intended to guide students in making better choices.

Documentation & Oversight

All infractions and related consequences are documented per District policy and monitored by the school's Climate Manager.

Possible Consequences

Consequences for disrupting the learning environment may include:

- Verbal warning
- Classroom tracker note
- Behavior reflection
- After-school detention
- Community service (e.g., cleaning tasks)

- Private or public apology
- Temporary classroom exclusion (parent meeting required)
- In-school suspension
- Out-of-school suspension (up to 10 days)
- EH-21 referral to the District
- Expulsion

Additional Actions May Include:

- Parent phone call
- Loss of privileges
- Behavior improvement plan
- Detention or suspension

Police Referrals

Some infractions must be reported to the Philadelphia Police Department (PPD), per the District's agreement with the PPD.

These include:

- Abductions or attempts
- Assaults
- Bomb scares
- Burglary
- Drug & alcohol offenses
- Fire, false alarms, arson
- Graffiti (racial or threatening)
- Child abuse
- Hate crimes
- Sexual offenses
- Property damage
- Robbery or theft
- Trespassing
- Weapons offenses

Bullying, Harassment, and Discrimination

The School District of Philadelphia strives to provide a safe and positive educational environment for all school community members. As such, the District does not tolerate bullying, harassment, or discrimination of students in any form.

Students who believe they have been subjected to any form of bullying, harassment, or discrimination are encouraged to report the conduct or have their parent/guardian report it on their behalf.

→ [Report bullying, harassment, or discrimination](#)

Dress Code/Uniform Policy

Students are expected to wear appropriate clothing at all times, including shirts, pants, shorts, dresses, skirts, and proper footwear.

GRADES: K-5: Students can wear navy pants or a dress and light blue or light yellow shirts. They must wear closed-toe and closed-heel shoes—NO CROCS!

GRADES 6-8: Students can wear black pants or a dress with a white or black shirt. They must wear closed-toe and closed-heel shoes—NO CROCS!

Not Permitted:

- It is not permitted for skin to show from the chest to below mid-thigh (at fingertip length), whether uncovered or visible through sheer or open material. This includes any shirt that exposes any part of the back, chest, or stomach.
- Attire that is strapless, backless, see-through, or has spaghetti straps will not be permitted.
- Tank tops, halter tops, half-shirts, sleeveless shirts, and muscle-type shirts may not be worn.

- Attire excessively tight, sheer, fishnet, brief, low cut, or revealing will not be permitted.
- Attire that advertises or refers to alcohol, cigarettes, drugs, sex, and gangs is prohibited.
- Attire that is offensive, derogatory, discriminatory, obscene/vulgar, or has a double meaning will not be permitted, including patches, slogans, words, symbols, phrases or pictures of an objectionable nature.
- Pajamas/sleepwear is not to be worn.
- Any clothing that exposes undergarments will not be permitted.
- No head coverings are permitted except for those worn for religious observation. This includes bandanas, sweatbands, hats, and hoods.
- Footwear not firmly attached to the foot is not to be worn. Shoes must cover the toes and heels. Bubble slides and Crocs are not permitted for the safety of our students.

If a student violates the dress code:

- A parent/guardian may be contacted.
- The school may provide loaner clothing or request that a change of clothes be brought to school.

If you have barriers to obtaining a uniform, contact Dana Horowitz at 215-400-8310

Religious Attire

- Religious attire is always permitted and considered appropriate.

This policy is designed to promote a sense of community and discipline among students. Your cooperation in upholding these standards is greatly appreciated. Students who fail to follow the policy will receive the following consequences:

1. First offense-Parent notification
2. Second offense-Parent notification and lunch detention
3. Third offense-Parent notification and after-school detention

Students can be excluded from school events and activities that are not explicitly related to educational opportunities.

Student Well-Being Survey

Student Well-Being Surveys will be conducted quarterly with students. Survey results are used to track progress in maintaining a positive learning environment for the entire student population. Survey results will help the school better respond to students' social, emotional, and academic needs. → [Learn more about the survey.](#)

ACADEMICS

Curriculum

At Penrose School, we provide a supportive learning environment where students grow academically and socially. Our curriculum provides a strong foundation in reading, math, science, and social studies, while also offering enriching subjects such as music, art, physical education, STEM, socio-emotional learning, and business technology.

→ [Learn about the District's curriculum and find resources to support your child's learning.](#)

Homework

Homework is designed to build independence, responsibility, and academic achievement. Assignments vary by grade, teacher, and student needs.

Multilingual Curriculum & Programs/Language Access Support Services/ESOL services

The School District of Philadelphia offers a range of programs and services in multiple languages to support our diverse multilingual families. Students whose first language is not English may qualify for ESOL services.

→ Need Help? [Contact your school's Bilingual Counseling Assistant](#)

Special Education

[Penrose School is committed to providing specialized services to children in the least restrictive environment, as required by the law. Students receive accommodations and modifications as outlined in their Individualized Educational Program (IEP).]

The District provides an extensive range of educational services and supports for students with diverse needs within our schools. → [Learn more about Special Education Programs and Evaluations](#)

STUDENT PROGRESS

Assessments

- **PSSA**
 - *Grades 3-8* take tests in English Language Arts and Math.
 - *Grades 5 and 8* also take a science test.
- **PASA**
 - *Grades 3-8* take tests in English Language Arts and Math.
 - *Grades 5 and 8*, take a test in Science.
- **Star - Grades K-8:** Measure math and reading skills.

→ [Get info on assessments and important testing dates](#)

Report Cards

Report cards are issued four times a year—one for each quarter—and include information on academic performance, behavior, and progress.

Parent/Teacher Conferences

Parent–teacher conferences are scheduled after the first, second, and third quarters. Families are strongly encouraged to attend; if you need to reschedule, please contact your child’s teacher.

→ [View the academic calendar for report card and conference dates](#)

FAMILY AND COMMUNITY ENGAGEMENT

At Penrose School, strong family and community partnerships are key to student success. When schools and families work together, students achieve better academic, social, and emotional outcomes.

There are many ways families and community members can support student learning throughout the year:

Parent & Family University

Parent & Family University provides free resources, courses, and support to help parents and families engage with their children, schools, and community. → [Learn more about Parent & Family University](#)

School Advisory Councils (SACs)

SACs are peer-elected groups comprising family members, school staff, students (grades 7–12), and community members who collaborate to support academic success and enhance school partnerships. → [Learn more about School Advisory Councils](#)

Volunteer

We love and appreciate parent involvement! Volunteering is a great way to support our school community and make a positive impact on students' daily experiences.

Volunteers can support the school in many ways, including:

- Breakfast or lunch monitor
- Recess or schoolyard support
- Classroom assistant
- Special projects or school events
- Extracurricular program support
- General school maintenance
- Field trip chaperone

Parents/guardians interested in volunteering in the classroom should first speak with the teacher to schedule a convenient time and clarify the role. If you're unable to keep a scheduled visit, please notify the school by the start of the school day.

Expectations and requirements

All volunteers serve as role models for our students. **Appropriate dress and respectful behavior** are expected at all times.

To ensure a safe and supportive environment, volunteers must follow the **School District of Philadelphia's Volunteer Policy**:

- Attend a volunteer orientation
- Obtain and submit the required clearances before volunteering
- Sign in at the **Main Office** and wear a **Visitor's Pass**
- Always work under the supervision of a teacher—volunteers may not be alone with students

→ [Find out how to become a volunteer](#)