Parent/Student Handbook

2024-2025

4285 Nonchalant Circle

Colorado Springs, CO 80917

Office Hours: 7:30am - 4:00pm

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Our Vision

We dare to empower the whole student to profoundly impact our world.

Our Mission

We are a dynamic, collaborative community of energized educators, engaged students and supportive partners with a passion for continuous learning.

PENROSE Elementary
THINK FORWARD

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LETTER FROM THE PRINCIPAL

Dear Penrose Students, Families and Community,

We are deeply honored and grateful that you have chosen Penrose Elementary for your child! This decision is not an easy one, and we are truly thankful to be entrusted with guiding your child through their elementary school years!

As you prepare for the start of the year, we have a couple of things we would like to share. Penrose Elementary School, a neighborhood community school, stands out for its commitment to supporting students and families. We take pride in our nurturing and supportive environment, where we work with all students on restorative practices for their social development. Our curriculum includes character education, field trips, integrated instruction, and more. We believe in a holistic approach to teaching, providing daily access to Art, Music, Physical Education, and tech-enhanced learning within the classroom. Our staff focuses on growing students' academic and social skills, preparing them to be real-world citizens beyond the school's walls.

Our goal for this year is to have a great school year full of learning, growth, fun, excitement and students engaging in their education and social development. We are excited to see where this year will take us and we are ready to get started. Please read the student handbook for vital information to help you through the year, but please feel free to contact me or any other staff member as you need us so we can partner with you for our school year!

Respectfully,
Katie Schoolmaster
Penrose Elementary School Principal

INTRODUCTION

Welcome to Julie V. Penrose Elementary School! We are proud of our school and hope you will share in that pride. This handbook is designed to familiarize students and parents with some of our programs, policies, and procedures at Penrose. We ask that you read and review the information, discuss it with your children, and save it for future reference. We can have a successful year when we can operate with a common understanding of school procedures and policies.

Daily Call & Response

We are respectful
We are responsible
We are safe
We are kind
We are Penrose Panthers (Together)

SCHOOL SCHEDULE

School is Monday-Friday from 8:30am-3:30pm. Children should not arrive at school before 8:20 am unless they are going to breakfast, as there is no outside supervision before that time. After-school supervision ends at 3:40 p.m. For the safety of your children, it is necessary that they are either picked up or have left the campus and are on their way home. Any student not picked up by 3:40 p.m. will be brought into the office.

Breakfast is available to students in the cafeteria Monday-Friday starting at 8:00am

Pre-school hours are:
Morning Classes Tuesday-Friday, 8:30am-11:00am
Afternoon Classes Monday-Friday,12:30pm-3:30pm

Adventure Club is a private before and after school child care program. They are located in one of the portable buildings at the back of the main Penrose school building. Adventure club hours are: Monday-Friday from 6:30am until 8:30am and 3:30pm until 6:00pm For additional information call (719) 574 5044

Inclement Weather

Should school be delayed by 2 hours due to inclement weather, school will begin at 10:30 a.m. To ensure the safe arrival of staff, supervision will only be available after 10:20 a.m. Please pay close attention to District 11 notifications, the District website, your local TV stations and radio for up-to-date information on school closures and delays. In the event of precipitation or temperatures lower than 18°, there will be a yellow flag, which indicates the students may enter their classroom doors at 8:20 a.m. on a regular school day and 10:20 on days of a 2-hour delay.

HOW TO ENROLL YOUR CHILD

Student enrollment for students Pre-K through 5th grade is completed through the D11 Student Enrollment Services Department. Parents may either complete enrollment and get enrollment information by visiting the webpage at https://www.d11.org/families-community/enrollment or going to the enrollment office located at 1033 N. Franklin Street, Colorado Springs, CO. 80903. Student enrollment is open Monday through Friday from 8:00am-4:00pm. They can be contacted at (719) 520-2297.

Children entering Kindergarten must be 5 years old on or before October 1. The following documentation is required to enroll:

- Parent ID
- Verification of child's birth date (birth certificate, passport or military ID-if military ID shows date of birth)
- Immunization records
- Proof of residency
- If student is not living with both biological parents, a copy of legal paperwork (custody/guardianship) may be necessary
- If student has an Individualized Education Plan (IEP) for special education services, a copy of the current/latest plan
- Name and address of student's previous school to request academic record

SCHOOL ATTENDANCE

We want to let you know attendance will be a priority. When children miss school days, they miss out on the opportunity to learn from their teachers. The more children miss, the harder it is for them to keep up with those who attend school regularly. While some absences are unavoidable for health reasons or other important family matters, we also know that even when children have missed school for good reasons, too many absences can cause them to fall behind. Absences may seem small as they happen, but can quickly accrue and unsuspectingly decrease your child's likelihood of achieving the most from public education. Research shows that:

- Children chronically absent in kindergarten and 1st grade tend not to read at grade level by the end of 3rd grade making it more difficult for them to engage, keep up with their peers, and succeed in following school years.
- By middle and high school, chronic absence is a proven early sign that a child is likely to fail academic courses, disengage in school, and at risk of eventually dropping out.

The Colorado Compulsory Attendance Law requires elementary aged students attend school for at least 960 hours per year. This means that a student may not miss any more than 48 hours or 8 days of instruction. A student who has four unexcused days from school in one month, or ten unexcused days in one school year is considered habitually truant and is subject to judicial, district, and/or school interventions. Those interventions could include, but are not limited to, family meetings with school administration, attendance contracts and/or disciplinary action at the school and through the District 11 Department of Student Services including the possibility of attendance court. If a student is absent for 10% or more of a reporting period (school year) they are considered chronically absent, regardless of being excused or unexcused, and are subject to the same interventions described above. The state of Colorado recognizes the following as an excused absence:

- Temporary personal illness, injury,
- appointment with a medical doctor.
- Death in the immediate family.
- Required court appearance.
- An absence approved by the principal.

Tardiness has the same impact as an absence. It is defined as a loss of instructional time. The opening bell rings at 8:30 a.m. and students are to line up at the exterior doors of their classrooms. tardy students will need to be escorted into the office by an adult and signed in.

Here are a few practical tips to help support regular attendance:

- Communicate with the front office to excuse absences, update contact information, submit doctor notes, or schedule pre-arranged absences.
- Ensure that your child arrives at school before 8:50am to avoid ½ day absence.
- Schedule appointments outside of school hours or during breaks when possible.
- Consistently remind your child about the importance of a quality education.
- Make sure your children keep a regular bedtime.
- Establish morning and evening routines.
    - Use alarm clocks and checklists to get ready for school in the mornings.
    - Support students in laying out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick (e.g child has a fever, is throwing up or has diarrhea versus a minor stomach ache or runny nose).
- Talk with teachers, counselors, and administrators for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Steps to follow when your child is absent:

- Call the attendance line, 328-7500, by 9:00 a.m. on the day your child is going to be absent. Please do not send a note to notify the school of an absence.
- A doctor's statement may be required for an extended illness.
- We encourage you to make appointments before/after school hours, school breaks or days off as this will not count against your child's attendance.
- Teachers will need a 48-hour notice to prepare take-home work for an extended absence.

ARRIVAL AND DISMISSAL PROCEDURES

Safety is our highest priority during arrival and dismissal. To ensure that every child is safe, teachers and support staff are assigned to monitor areas, and to escort students off school grounds. Please review the procedures carefully with your child and reinforce the importance of following the procedures on a daily basis.

Parents are asked to let their child's teacher know in advance if their child is a:

- Walker – Any child who walks to meet their parents or walks off of school property to go home.
- Biker - Any student who rides a bike or scooter.
- Kiss-N-Go - Any child who will be picked up at the Kiss-N-Go.
- Buser – Any child who takes the bus home is considered a buser. This also includes daycare bus students. If your child is assigned to a bus, please have them use this mode of transportation. Many of our students are assigned to bus transportation, and this is a safe and efficient means of dismissal. Students are assigned bus seats within the first two weeks of school.
- Parent Pick-up – For your child to be considered parent pickup, you must pick up your child at the exterior door of a child's classroom.
- Adventure Club - Your child will attend the after school Adventure Club program.

Arrival: Supervision of the children by support staff begins at 8:20am. Children should not arrive at school prior to 8:20am without parent supervision. Students will enter the building through their classroom door or designated classroom meeting locations. Students who arrive late will need to sign in in the front office.

Dismissal: At 3:25pm bus riders, bikers, kiss-n-go, and adventure club participants will be escorted to the gymnasium by supervisory staff. Supervisory staff members will walk busers, Adventure Club, and Kiss-N-Go pick-ups outside when the bell rings at 3:30pm.

Students who are identified as walkers and parent pick-up will remain in their classrooms and be released at 3:30pm from their exterior classroom door with their classroom teacher.

Drop-Off/Pick-Up: The safety of our students and community members is a priority at Penrose Elementary. We are asking that you follow some basic guidelines during the drop-off and pick-up of students.

- Drop-off and pick-up students in designated areas only.
- Park cars in designated parking areas only
- Drive safely, monitor speed, look before backing up
- Be polite and considerate of others
- Use designated crosswalks and sidewalks
- Do not block entrances or exits with your car
- Turn music down



Drop-Off/Pick-Up Areas: We have two pick-up/drop-off areas. One is located in the far right lane in the main parking area and the other is in the Kiss & Go Circle. For fire and safety reasons, occupancy in these spaces is limited to actively picking-up or dropping off of students. If you need to get out of your vehicle, please find a legal area to park your car on a side street, our main parking lot, or overflow parking area. If there is no space available, proceed to another area. Do not block the flow of traffic.

Parking: Avoid parking in private driveways, designated no parking zones, any coned areas, or any space that might block the flow of traffic. The main parking area is closed between 8:20-8:30am and 3:20-3:30pm.There is no parking in the Kiss and Go lot or in front of the school building.

Alternative Options: We encourage families to consider using other nearby side streets to reduce congestion and give you the opportunity to walk along one of the peaceful trails with your child. Enchanted Circle, Sleepy Hollow Circle, Valencia Circle, and Whileaway Circle are all nearby streets where you can easily meet your children after a short walk to/from the school. Less congested parking areas, the kids get out some energy and appreciate the natural beauty of the world around them, and maybe time for a quick chat with the kids are all great reasons to consider a parking alternative for the school year!



Checkout Procedures: If a student must leave during school hours, a parent/guardian must check the child out through the office. The person signing a child out must be a parent/guardian or listed as an emergency contact. ID will be required. Taking a child out of school prior to the scheduled dismissal time, before weekends, and holidays is highly discouraged. Students will not be called to the office until the parent/guardian arrives in the office to sign them out. Please do not request that your child be dismissed before 3:30 pm unless necessary.

STUDENT RIGHTS

As a student, you have the right…

- To a safe and positive learning environment free of crime, violence, intimidation, bullying, harassment, and other forms of discrimination
- To be informed of the policies and procedures for student discipline, attendance, and truancy
- To free expression of thoughts, in speech and writing, that does not violate the rights of others or is disruptive to the learning environment
- To learn about the grading standards used throughout all curriculums and classes T
- o privacy of their personal property, unless reasonable suspicion exists to examine such property
- To have a confidential student record as provided by state and federal law
- To due process related for behaviors that could result in suspension or expulsion

STUDENT CONDUCT AND DISCIPLINE

Penrose students are expected to be Respectful, Responsible, Safe, and Kind in all school settings to have successful days at school.

Respectful	● Listen to directions ● Follow classroom expectations ● Do not argue with adults when they ask you to do something
Responsible	● Complete your work when asked ● Use your time in class the right way ● Use your words to get help when you need it
Safe	● Play safely on the playground ● Have a safe body and safe actions in all the classrooms ● Be safe with school materials
Kind	● You are a leader in the building- SHOW IT ● Ask for help when you need it in a kind way ● Support your teacher and your classmates as they need it

Penrose students contribute to the success of the school when they:

- Accept responsibility for their education, decisions, and actions.
- Act in a way that best represents the school, parents, community, and self to promote a safe, healthy environment.
- Are active in the school and community.
- Support fellow students and their activities.
- Respect cultural diversity, individuality, and the choices and rights of others.

Penrose parents contribute to the success of their students by fulfilling the following commitments:

- Establish high expectations for our students.
- Communicate with teachers and know what is expected of our students.
- Insist on good attendance.
- Insist that our students accept responsibility for learning and conduct.

General Rules of Conduct

- Students shall keep any personal electronic devices in their backpacks while on school property.
- Students may not bring toys to school for personal use unless approved by their teacher.
- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others.
- Students shall respect the rights and property of others.
- Students shall refrain from harming themselves or others.
- Students shall refrain from acting in such a manner as to expose others to risk or danger of
- harm or injury.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful activities.
- Students shall refrain from carrying, bringing, using, or possessing any weapon or weapon facsimile, or use anything else as a weapon, in or on district property.

Dress Code

- Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back and breasts is unacceptable school attire.
- Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols,
- Words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
- Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable school attire.
- Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e. boxer shorts, bras, underwear) is unacceptable for school.
- Cut-off t-shirts, half shirts, midriffs, tops with spaghettis straps, tube tops, see through or revealing tops are unacceptable school attire.
- Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire
- Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.
- Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
- Items considered sleepwear or lounge pants are considered unacceptable school attire.
- Sunglasses and hats are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

Behavior Interventions

To support the classroom expectations throughout the school, and to maintain consistency in our expectations, serious misbehavior (listed below) or chronic misbehavior (misbehavior is repeated three or more times) will be referred to administration for further action.

Corrective measures may include but are not limited to the following:

- Teacher-student-parent conference
- Time-out in the classroom or office
- Restorative conversation, circle, and/or project
- Referral to the counselor
- Office referral to the principal
- Remedial Behavior Plan
- In-school or out-of school suspension
- Expulsion

Serious Offenses (Student may be suspended or recommended for expulsion):

- Fighting or deliberately trying to harm others
- Throwing any object which may cause harm to others
- Persistent defiance of authority – not complying with reasonable requests after several attempts at redirection
- Bullying behaviors
- Sexual, racial, and/or verbal Harassment
- Cheating/stealing
- Using disrespectful and/or abusive language and/or gestures.
- Possession of a weapon or an instrument used as a weapon
- Possession of a harmful substance (drugs, alcohol, tobacco)
- Willful destruction or defacing of school property
- Smoking or vaping on school grounds

Use the link to access the D11 Student Conduct, Discipline, and Attendance Code

SAFETY PROCEDURES

The safety of your child is our greatest concern. Penrose Elementary has emergency plans for fires, weather, and suspicious/dangerous persons. We will be watchful and vigorous in our efforts to provide a safe learning environment for our students. D11 schools are required to practice a combination of monthly and quarterly drills during the school year. If, as a member of the community, you become aware that a situation is developing in the neighborhood, please contact Penrose at 328-7500, to alert the school of the situation.

Contact Information Parents are responsible for keeping address, contact phone numbers, emergency contact information, and place of employment current at school. It is very important that the school has accurate and up to date phone numbers. All students must have at least two current emergency contact numbers on file at all times.

Accidents or Illness In case of serious injury or illness of a student at school, we will contact the first parent/guardian listed on your students contact list. If the first person cannot be reached, we will begin calling the contacts in the order they are listed on the contact sheet as determined by the parent/guardian who enrolled the student. In an emergency, 911 will be called.

If a child is sent to the nurse's office feeling ill and/or with a temperature of 100.4 or higher, the parents/guardian will be contacted to pick their child up from school. The student must then remain out of school until they are fever free (without medication intervention) for 24hrs.

Outdoor Recess/Playground Safety Recess is scheduled as part of the regular school day. This time serves as a break for students. A signed note from the parent explaining the reasoning is required for students to stay inside. A doctor's note will be required of any child staying in for an extended period. Please specify the number of days your child is required to stay inside during recess.Students must use equipment as it was intended to be used. Students are not to bring personal toys/equipment from home. Basic courtesy and friendly behavior are expected. "Is it safe?" is the governing rule on the playground. Activities **prohibited** due to safety reasons are:

- Fighting, wrestling, or horseplay either "play" or "real"
- Playing inappropriate touching games or behaviors that may lead to aggressive behaviors such as tag, dodgeball, red light green light, slide tackles, no hand gestures resembling a weapon…
- Use all playground equipment appropriately: no climbing up slides, jumping off swings, one person at a time on the slide, No standing on swings or unsafe climbing on school equipment such as handrails
- Throwing objects other than balls, including sand, rocks, ice, and snowballs
- Leaving the designated playground area -Unsafe use of playground equipment, such as swinging side to side or on stomach, jumping off swings or spinning, sliding on stomach, or sliding backwards
- Rough play: Such as pushing, shoving, tackling, pulling on clothing or horseplay
- Sliding or playing on ice or snow
- Students are to stay within designated boundaries and with sight of supervisory staff.,. No hiding or playing in between sheds or portables.
- Letting go of bars to hang upside down (two hands on bars for safety)
- Bringing personal toys to school. Students are provided with sports equipment by the school.

Fire drills are practiced once a month. When the alarm is sounded, students exit the building in a quiet and orderly fashion.

Standard Response Protocols (SRP) are practiced once per quarter and include the following drills:

- Hold: Students and staff are trained to clear the halls and remain in their classrooms until given an all clear notification.
- Secure: Students and staff are trained to get inside of the building and ensure all exterior doors are secured, increase level of situational awareness and conduct business as usual inside the building.
- Lockdown: Students and staff are trained to turn off lights, lock all doors and get out of sight. During a lockdown drill students and staff are to remain behind locked doors quietly and out of sight until released from the drill.
- Shelter: Students and staff are trained to react to hazardous situations such as: tornadoes, hazardous materials, or other environmental emergencies.
- Evacuate: Students and staff are trained to evacuate the building.

For additional information about Standard Response Protocols visit https://iloveuguys.org/The-Standard-Response-Protocol.html

In the event of a true emergency, it is in the best interest of parents and guardians not to call or

come to the school. Parents and guardians should wait until they receive further information from the proper authorities or school/district administration. In the event of an off-site evacuation, staff and students would evacuate to Village Seven Presbyterian Church located at 4040 Nonchalant Circle S, Colorado Springs, CO 80917.

BICYCLES

A bike rack is available at the front of the school. Students must provide their own bike locks. The school does not assume any responsibility for bikes, scooters, or skateboards. As a safety precaution, bicycles, scooters, in-line skates and skateboards may not be ridden on school grounds during the school day. These items will not be stored inside the school. Students who violate our bicycle and scooter policy will be administered a progressive set of consequences: 1st offense is a warning, 2nd offense the bicycle or scooter may be confiscated and a parent or guardian will need to pick the item up from the school. Habitual non-compliance to the school policy may result in additional consequences to include school suspensions..

MEDICATION

If possible, medication should be given at home. If medications need to be given to a student during the school day, it is the policy of School District 11 that no medication is given in the schools without a signed D-11 Blue Medication Form. They are justified in some chronic health conditions or short-term acute health conditions. The medication must be brought to school by a parent/guardian in a container appropriately labeled by the pharmacy or doctor. You may pick up a medication form in the office for your doctor to complete when the medication is prescribed on a long-term basis. You must deliver medications to the school and pick up any leftover medication at the end of the school year. Students are not allowed to have any form of medicine (Tylenol, cough drops, ointments, etc.) in their possession at school.

VALUABLES

All cell phones and devices that are not provided by the school need to be left at home, as well as personal toys and/or equipment. If an item of value is brought to school, the school will not be responsible if the item is lost, stolen, or damaged.
Student cell phones are not allowed during school hours. If a student is utilizing a cell phone during school hours, they are warned once to turn it off and put the cell phone away. If it is utilized again, the teacher/office will store the phone in a safe place until the end of the day. If it becomes a repeated offense, parents/guardians will be called to pick up the cell phone at the end of the school day. Students have access to the office phone for calling home.

PETS

Please do not bring pets in and around the building**.** Many students and staff have allergies and having pets in or around the outside of the building causes concern for student safety.

LOST AND FOUND

A lost and found bin is in the front hallway. At the end of each quarter, unclaimed items are donated to charity. Valuables and small items will be locked in a secure place. Please label personal belongings, including coats, with your child’s name.

VISITORS/VOLUNTEERS

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their child. Penrose has a visitor kiosk in the office that each visitor is required to sign in to with a driver's license upon arrival and sign out before leaving. This ensures the safety of our students and allows us to know who is in the building at all times. We appreciate help from volunteers; if you have some time and would like to help by working with children or doing clerical work you can register as a volunteer. Volunteer times must be prearranged, and you will need to check into the office when you enter the building. If you are not already registered as an approved volunteer through the district, you may apply as a D11 volunteer online at www.d11.org by clicking on the NTouch icon. For the protection of the students, *all visitors must report to the office and sign in before proceeding into the instructional area.*

INSTRUCTIONAL PROGRAM

Penrose Elementary School provides instruction for grades Kindergarten through 5th grade. The elementary school curriculum promotes skill development in core academic areas of reading, writing, math, science, and social studies, as well as social emotional lessons. The academic curriculum is supplemented by music, physical education, and art. Strings and band instrument instruction are an option for students in fourth and fifth grades. Students may also go on field trips. Special education classes, English language learners' classes, and gifted and talented classes add to the educational programs and are available for eligible students.

SCHOOL SUPPLIES

Textbooks, electronic devices and school supplies are supplied by the school district. We do not require a deposit for books, but the students are responsible for maintaining the condition of the books. In the event the books are damaged beyond reasonable use, or lost, parents/guardians will be charged a full replacement price.

HOMEWORK

At times, homework assignments are given by the teacher. Homework includes:

- Unfinished class work
- Drill on basic skills
- Recreational or assigned reading
- Work on a special project

Parents can help by showing interest in their student's work (but should not do it for them), encouraging children to complete the work, providing a suitable study environment, keeping a positive attitude, and avoiding undue pressure. When a student is absent, parents may request homework.

FIELD TRIPS

Field trips are designed to enhance our students' experiences and to extend the learning of the classroom.

A completed permission form from the parent is required for a child to attend school-sponsored field trips. Please return these forms as quickly as possible.

There is a student expectation of responsible behavior and courtesy throughout the trip. If

students demonstrate unsafe or irresponsible behavior, in school, parents/guardians may be asked to attend a field trip to monitor their child so that we can ensure the safety of other students. If you accompany a class on a field trip as a chaperone, please note that younger siblings are not allowed to attend. Parents may not ride buses unless they are signed up with D11 as a volunteer.

AFTER-SCHOOL CLUBS

A student may only participate in an after school club if the student has met all the requirements for the club. Other arrangements for siblings need to be made if they are not participating in an after-school activity. A permission slip must be signed before a student can participate. Please make sure your student has transportation arrangements made following the club dismissal time. If a student is not picked up on time, they could lose the privilege to participate in the club. Students must follow school behavior guidelines while participating in a club.