
QUEEN PALMER STUDENT/PARENT HANDBOOK

2025/2026

Queen Palmer Elementary School

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



1921 E. Yampa Street, Colorado Springs, CO 80909

Office: 719-328-3200

www.queenpalmer.d11.org

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WELCOME

Welcome to Queen Palmer Elementary School in Colorado Springs School District 11! The staff would like to welcome all new and returning families to Queen Palmer for the new school year. We look forward to collaborating with you as partners in creating an inviting and effective learning community.

Vision and Mission

We are critical thinkers.

We set high expectations.

We are a learning community.

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

COMMITMENT TO EXCELLENCE

We believe that by taking shared responsibility for learning, we can ensure that the children enrolled at Queen Palmer Elementary will be successful learners and members of our community. To that end, we pledge to work together to support the schools' mission and vision.

in the following ways:

- We will make sure our child arrives at Queen Palmer every day by 8:30 A.M.
- We will ensure that our child is in school every day, except for illness or other legitimate reasons. We agree to make every attempt to schedule appointments after school when possible. If our child is going to miss school, we will notify the office by 8:30 a.m.
- We will read carefully all the papers the school sends home to us.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. We will provide a time and place for homework to be completed, and we will help our child develop good time management skills.
- We will monitor our child's homework every night, let him/her ask the teacher if there is a problem with the homework, and read with him/her every night.
- We will always make ourselves available to our children and the school and promptly address any concerns they may have.
- We will attend all parent-teacher conferences each year and will allow our child to go on Queen Palmers' field trips.
- We will ensure that our child takes the State Assessment tests and puts forth his/her best effort in doing so.
- We will make sure our child follows Queen Palmers' dress code.
- We understand that our child must follow all Queen Palmers' Social Contract to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child. We are a 5-time Capturing Kids' Hearts National Showcase School!

Student Commitment

I understand that the following is expected of me:

- I will arrive at Queen Palmer every day by 8:30 A.M.
- I will always work, think, and behave in the best way I know how, and I will respect the rights of other students in the school and their right to learn.
- I will complete my homework every night and raise my hand and ask questions in class if I do not understand something.
- I will follow Queen Palmer's dress code.
- I am responsible for my own behavior, and I will follow the teachers' directions.
- I will follow EXCEL with PRIDE because we are a 5-time Capturing Kids' Hearts National Showcase School.
- I will use my technology in a respectful and responsible way.

ATTENDANCE

School Hours

School begins promptly at 8:30 AM. Students are considered tardy at 9:00. Students are absent until 9:10 in the morning. Teachers take AM and PM attendance.

Queen Palmer Attendance Policy

Colorado's Compulsory Attendance Law, JH/JHB (7104), establishes the expectation that all children between the ages of seven and sixteen be registered and attending school. Excused absences are those due to illness, both temporary and extended, those that occur when the student is in the custody of the court of law or its agencies, and those approved by the principal.

Parent Cooperation

Queen Palmer requires cooperation from parents in the matter of school attendance and punctuality. Parents should:

- Ensure your child arrives and is picked up on time each day.
- Schedule routine medical and dental appointments after school hours when possible.
- Schedule family vacations during the school's vacation days.

Absences

Students are required to be in school except in cases of emergency, illness, or religious observance. It is the family's responsibility to inform the **office by 8:30 A.M. (719) 328- 3200 or it will be marked "Unexcused."** Queen Palmer automated attendance system will notify parents/guardians of the absence.

Excused Absences

The principal and/or his designer will grant excused absences with substantiated reasons. The following will be considered:

- A student who is temporarily **ill or injured** or whose absence is approved by the principal on a **prearranged** basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside of school hours.
- Requests for ongoing prearranged absences shall be considered on a case-by-case basis. To qualify, the student must agree to abide by an educational contract agreed upon by the student, parent/guardian, teacher, and the principal.
- A student who is absent for an extended time due to physical, mental, or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of the administration.

The following may be considered an excused absence at the discretion of the principal:

- Serious illness or death in the family as well as family emergencies or hardships.
- Religious observances when requested by parents or guardian.
- Absence required by a legal body or social agency.
- Family vacations - although strongly discouraged, such absences shall be prearranged with the principal **with no more than five days total per school year being granted as excused absences**. If a student has poor attendance or poor academic performance, the administration shall deny an excused absence for vacation purposes.

The administration may require suitable proof regarding the above exceptions, including a written excuse from a medical provider.

Unexcused Absences

An excused absence is defined as one not covered by one of the preceding exceptions. Students who are suspended or dismissed shall be considered excused. If a student is absent and the parent does not notify the school **attendance office by 9:05 A.M.** on the same day, this will constitute an unexcused absence. Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally.

In accordance with law, the principal may impose **academic penalties** that relate directly to academic time missed while unexcused. The school administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal to the Board for exceptions to this policy or the accompanying requirements imposed by the Board and principal as conditions granting any exceptions.

Habitual Absenteeism

If a student is absent from school or class four unexcused absences in one month or ten unexcused absences from class or school during a school year, the student may be considered habitually absent. If the student is deemed to be habitually absent, a meeting between Administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interest of the child's educational process. Additionally, this evaluation

would include, but not be limited to, a home visit by a Queen Palmer staff member. If the parents do not allow a visit or attend the meeting, Queen Palmers Administration's decision shall be final unless overruled by Student Support and Engagement.

Tardiness

Tardiness is defined as the appearance of a student 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, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Parents and students share responsibility for being on time at school. **If your student is tardy, it is necessary for you as a parent to come into the office and sign the student in.**

Excessive tardiness should be referred to the administration for consideration as an attendance problem. 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 class. Teachers shall honor all passes presented in accordance with this policy.

Leaving School Early

A parent or guardian **MUST** sign out students before leaving the school campus. If the student is going to leave with someone other than a parent or guardian, the parent must grant permission. Students will be called out of class once the parent has signed the student out for the day.

After-School Activities

A student who was absent during a school day will not be allowed to participate in any after-school activities on that day.

Make-Up Work

Prearranged absences – teachers will do their best to collect and provide as much make-up work as possible prior to the absence. It is still the student's responsibility upon return to check with their classroom teacher to see if there are additional assignments that need to be completed.

Free Bike for Perfect Attendance!!!

Dear Parent/Guardian:

We appreciate your support this school year. It has been a pleasure collaborating with you and your child. To help your child/ren achieve the most from Queen Palmer, it is important that s/he maintains high attendance. **School board policy JH-R-2 states, if a student is 20 minutes late after the first bell, they will be marked absent. Two morning absences makes up one full day.**



Free Bike for Perfect Attendance All Year!

Tips for Improving School Attendance

1. Remember that good attendance benefits your child's education. Students who miss a day of school not only miss instruction but must make up work and catch up with the new material at the same time. It is the law that students are to be in school. They can miss no more than 10% in a school year. First, it is a parent meeting in which an attendance contract is signed, then an intervention with after school tutoring if chronic absenteeism continues, then downtown to Student Support and Engagement before Truancy Court. Our goal is to work together to ensure your child arrives at school on time every day.
2. Try to schedule doctor's and dentist appointments outside of school hours. Please provide a doctor's note each time your child is out for necessary appointments.
3. Children will get coughs and colds during winter, but it does not mean that they need to miss school.
4. Monitor your child's attendance through the front office at 328-3200. If an absence is marked unexcused, please provide a note, or contact the school as soon as possible.
5. Remember that there are 171 school days out of the 365 total days in the year. Families are encouraged to take vacations during the eight weeks of summer vacations, two weeks for the holidays, or over the winter or spring break.
6. Keep in mind that patterns are formed early. It is more difficult to break a bad habit of children begging to stay home from school "just once" than saying "no" in the beginning.

We appreciate your efforts!

Queen Palmer Attendance Team

STUDENT DROP-OFF AND PICK-UP

Queen Palmer has one drop-off and pick-up zone. Drop-off and pick up for all grades are in the Hug and Go Lane on Bonfoy St. You may park in any designated parking area to escort your children into or out of the school. Please do not park in designated bus lanes or the Hug and Go Lane.

Student Drop Off in the building to class expectation: To ensure the learning environment is not impacted by hallway distractions, we ask parents who drop off their child/ren AFTER 9:05 a.m. to check in the front office. Your child is expected to walk to class on their own.

If the parent drops off their child BEFORE 9:05 a.m., the parent is allowed to check in the front office and walk their child to class. We ask that you please not interrupt the teacher at any time, but to schedule a meeting by reaching out to your child's teacher via Class Dojo, email, or by phone. If you have questions, you may call 719-328-3200. Thank you for supporting Queen Palmer's teaching and learning environment.

AM/PM Hug and Go Lane

- ✓ Use the Hug and Go Lane to drop off your child on Bonfoy St.
- ✓ Pull all the way forward before stopping following the one-way arrows.
- ✓ Do NOT exit your car while in the Hug and Go Lane.

Pick Up – What if I can't be here on time to pick up my child?

If you cannot be here to pick up your student within 15 minutes of dismissal, please make other arrangements with a family member or daycare provider. We understand everyone is going to run late at times, and we strive to be understanding of emergencies. At the same time, late pick-ups interfere with scheduled meetings, training, and our ability to use resources effectively. Queen Palmer staff cannot provide supervision to siblings of students participating in tutoring, athletics, clubs etc. It is the families' responsibility to ensure students not involved in after school activities are picked up within 15 minutes of school dismissal.

New Process: Red Line Pick-Up

Effective, Monday, August 25th, all families using the Hug and Go Gate for walk-up dismissal will follow the **Red Line Pick-Up** process.

Here's how it will work:

1. **Red Line Waiting:**
When you arrive at the Hug and Go Gate, you'll notice a **red line** on the ground. Please **stand on the red line in order** as you wait to pick up your child.
2. **Name Call System:**
A staff member with a **purple bullhorn** will ask for your child's name. For safety reasons, we kindly ask that you **do not wave to or call out to your child**.
3. **Safe Release:**
Students will **only be released once their name is called** by a staff member. This ensures we maintain a calm, safe, and efficient dismissal process.

We truly appreciate your cooperation and support as we work together to make dismissal **safe, smooth, and successful** for everyone. This process is an **expectation for all families** who use the Hug and Go Gate.

LUNCH

General questions and/or concerns, please contact Queen Palmer at (719) 328-3200. Queen Palmer serves free breakfast and hot lunch every day in the cafeteria.

To ensure Queen Palmer can continue to provide free school supplies, resources, materials and teachers to ensure small class sizes. On August 8th at our annual Meet and Greet/Open House, families will have time to apply for D-11's free lunch application. Our goal at Queen Palmer is always 100% participation. Let's continue to meet that goal! We appreciate your commitment and support to ensure your child receives the funding to ensure access to a high-quality education.

Sharing Lunches

Students are not allowed to share food. The Queen Palmer staff is very sensitive to shared information regarding food allergies, and we also want to honor what families have decided is best for their own children to eat in packed lunches.

COMMUNICATIONS BETWEEN STUDENT AND PARENT

We create an effective community only when everyone's issues are recognized and respected. To that end, Queen Palmer Elementary encourages communication by as many means as possible, including the following:

Class Dojo: Learn how to connect with your child's teacher and the entire school on upcoming events in real time as well as behavior or consequential behaviors. The QP teachers will communicate with parents/guardian via Class Dojo or by phone.

All parents at our Meet and Greet Ice Cream Social. You will learn how to connect with the school and teacher on your child's day to day behavior, activities, and upcoming projects, field trips, and school events. We are asking 100% to participate as this is the most effective way to see in real time what is happening with your child/ren.

School Visits

The most direct means of communication is personal presence. Queen Palmer Elementary welcomes parents and visitors. **However, all visitors, volunteers, and parents must check in the vestibule.**

You may enter the campus by signing in with a school visitor's pass during lunch. You may not enter past the vestibule unless you have a scheduled meeting.

Report Cards

Queen Palmer Elementary divides its school year into quarters, creating four separate grading periods. Parent/Teacher conferences will be held at the end of the first and last grading period. All parents/guardians are encouraged to attend. Report cards can be found in PowerSchool.

Teacher Conferences

Formal parent/teacher conferences will be scheduled at the end of the first quarter. Arrangements for additional conferences may be made at any time with your child's teachers. We urge you to exercise this option should any concern or questions arise. Please send a note or email to your child's teacher to set up a time for a phone or direct conference.

Queen Palmer Elementary No Gum Policy

To support a clean, respectful, and focused learning environment, Queen Palmer Elementary has a **No Gum Policy** for all students and staff.

No Gum Allowed:

- Gum is not permitted **anywhere on school grounds**, including classrooms, hallways, playgrounds, buses, or during field trips.

Social Media

Queen Palmer Elementary maintains a Facebook, Instagram, and Class Dojo to promote communication and dialogue among our community—feel free to join the conversation. D11 also posts weather updates and other announcements on their homepage at d11.org. Queen Palmer will also send all things Queen Palmer via Class Dojo and All Call when deemed appropriate. Signing up for Class Dojo is key and critical to ensure communication with your child's teacher in real time.

Contact Information

Please notify the office of any changes to your child's address, phone number, emergency number, or parent work numbers as soon as possible. It is vital that the office keeps this information up to date. Please call 328-3200 for any changes.

Queen Palmer provides the following FREE programs:

- **Robotics Club**
- **Early Birds**
- **Leading Edge**
- **Kids on Bikes**
- **Kids Hope Mentoring with IAC**
- **Sports Challenge**
- **Band and Orchestra**
- **Cooking Matters**
- **Co-Ed Basketball**
- **Student Council**
- **Battle of the Books**
- **United States Air Force Academy Cadet join QP as mentors for QP's Leadership Learning Academy (Grades 3-5)**
- **Free supplies and Free breakfast**
- **Coffee and pastries with the principal. PTO/SAC/ Coffee with Christina**
- **Capturing Kids' Hearts**
- **SOLE- Schools and Outdoor Learning Environments**
- **Little Rotarians with Rotary Club**
- **End of the year BBQ**
- **Capturing Kids' Hearts Socio Emotional Initiative (QP is a 5-time CKH National Showcase School)**
- **Cave Simulation**
- **Variety of field trips**

Queen Palmer Programs and Partnerships:

- **51st Annual Dance Program**
- **Carnival Day**
- **Specials Night- Talent Show, Art Show, interactive PE**
- **Field Day**

- Ron Hein Track Meet
- PTO Movie Nights
- Student Council School Lock-In
- Color Wars Fun Run
- Band and orchestra concerts.
- K-5 grade level musicals and concerts
- Lunch with the principal.
- Skate City Night
- Kiwanis Club – Brand-new bike for panda students who receive perfect attendance all year!
- KOAA News 5- Two times a year, panda friends receive 10 free books of their choice thanks to the Howards Scripps Foundation.
- Literacy Night- Graphic Novel and Smores
- Cool Science Night- Cool Science Guy
- Music Olympics
- Papa Panda Farwell Parade on the last day of school.
- Spirit Week
- I Heart City Serve
- Hoops and Scoops
- Santa Night
- Thanksgiving Feast
- Christmas Breakfast
- Veteran's Day
- Bamboo Fall Festival
- Parent Conference Literacy Math Night
- QP Trunk-or-Treat
- Quarterly Awards Assembly

Commented [1]: Papa

Commented [2]: Done!

PROMOTION AND RETENTION – GIFT OF TIME

Queen Palmer Elementary staff and the administration will decide promotion and retention of students in consultation with parents or guardians. Promotion is to be viewed and determined on two levels: Academic performance and emotional and social readiness.

Students who show decided and documented deficiencies in both academic and social areas should be considered for retention. Retention decisions will be based upon:

- Teacher-documented anecdotal information.
- Parent anecdotal information.
- Developmental and achievement test scores.

- Multi-Tiered System of Support Meeting

If the teacher is considering retention of a student, the parents and principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than April 1st if possible. The school reserves the right to determine the final placement of any student.

Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

Homework and Extra Credit

Homework and extra credit policies vary. Please contact your child's teacher for more information.

Student Planners

Organizational skills are so important to lifelong success that we have made them part of our curriculum. Daily assignment books are available for students in 3rd grade.

Academic Awards

Queen Palmer encourages students to develop and maintain high academic and behavioral standards. Special honor is given to students at the end of each quarter to recognize their achievements:

Academic Awards: Total of 4 Academic Awards given.

- One *reading* award relative to 'growth.'
- One *math* award relative to 'growth'
- One *writing* award relative to 'growth.'
- One *overall* academic achievement award

BUG (Bringing Up Grades) Award: Students who have brought up grades in any content area or assessment.

Specials Awards: PE, Art, and Music

Capturing Kids' Hearts Award Total of 2 awards given for following the CKH social contract relative to respect, integrity, perseverance, being a buddy, not a bully, and kindness.

Attendance Award: No absences and no more than two tardies in a quarter.

SPECIALS CLASSES

Art, Physical Education, Music, (Band and Orchestra for 4th and 5th grades)

GIFTED AND TALENTED

Gifted children mean those people between the ages of 5 and 21 whose abilities, talents, and potential for accomplishment are so outstanding that they require special provisions to meet their educational needs. Children under 5 who qualify may be served. Gifted students are capable of high performance in any or a combination of these areas:

- ✓ General Intellectual Ability
- ✓ Specific Academic Aptitude
- ✓ Creative, Productive Thinking
- ✓ Leadership & Human Relation Skills
- ✓ Visual & Performing Arts

Please see the D11 Website for more information about the opportunities for Gifted and Talented Learners.

DISCIPLINE

School-wide Discipline Program

Queen Palmer Elementary is a Capturing Kids' Hearts School that promotes student empowerment relative to their own behavior and fostering relationships with their teacher and peers. We are a hands-off school. The CKH initiative utilizes the 4 questions. What are you doing? What are you supposed to be doing? What are you going to do differently? The consequences are at the teacher's discretion.

D-11 Cell Phone Policy: Students are allowed to have cell phones in their backpacks at all times during school hours. They must be turned off. Students may **not** use personal cell phones to call home for illness, homework, lunches etc. They must go to the office to make the calls. If student cell phones are in use during the school day, they will be confiscated and can be picked up from the teacher. First infraction, the teacher will give it back to the student. Second infraction, the phone must be picked up by a parent/guardian.

Textbooks, iPads, and laptops

All electronic equipment and basic textbooks are on loan to students for their use during the school year, and so should be kept clean and handled carefully. Students agree to follow all expectations for

the use of technology in the classroom. If proper procedures are not followed, paper/pencil alternative assignments will be given.

ANTI-BULLYING POLICY

What Students Need to Know

Queen Palmer Elementary is a Hands-Off School

To ensure a safe, respectful, and welcoming environment for all students, **Queen Palmer is a Hands-Off School**. This means:

Keep Hands, Feet, and Objects to Yourself

- No pushing, hitting, kicking, or rough play.
- No hugging, holding hands, or other forms of physical contact.
- Respect personal space—yours and others'.

Why It Matters

- Helps everyone feel safe and respected.
- Prevents conflicts, accidents, and misunderstandings.
- Supports learning and focus throughout the day.

What Happens If This Rule Is Broken

- Students will be reminded of expectations and will be not allowed to enter the classroom until behavior is mitigated.
- Repeated issues may lead to consequences such as suspension with a parent contact.

Let's all work together to make Queen Palmer a safe and positive place to learn and grow. **Hands to self, hearts ready to learn!**

Bullying is unwanted, aggressive behavior (verbally, physically, or electronically) between students involving a power imbalance that is either real or perceived. The behavior is repeated or may be potentially repeated over time. Bullying may include behavior such as threats, spreading rumors, verbally or physically attacking someone, and purposefully excluding someone from a group. Bullying can take place on our off-school grounds and adversely affects the ability of a pupil to benefit from Queen Palmer Elementary.

If you are the target of bullying, you are encouraged to use the following strategies:

- **STOP** – ask the person you believe to be bullying you to stop.
- **WALK** – if bullying behavior continues, remove yourself from the situation by walking away.
- **TALK** – if the bullying behavior continues, let a trusted adult know what is happening starting with your classroom teacher, educational assistant, school staff, principal, or family member.

If you see bullying, it takes courage to stop it:

- Intervene to stop the situation (only if it is safe to do so) by letting the person know bullying is not okay.
- Be a buddy, not a bully means no put downs. We use the peace path to resolve peer to peer conflicts with the support of an adult.
- Get help from an adult or someone older (let the adult know what you saw and heard).
- If the bully is a friend of yours, talk to him or her in private or request to meet with the principal, teacher, counselor, or social worker.
- Follow CKH Social Contract- students support with a non-verbal cue: C over the heart.

What Adults Need to Know

Queen Palmer prohibits acts of harassment or bullying. Queen Palmer has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior (e.g., treating others with civility and respect, and refusing to tolerate harassment or bullying) is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any physical, verbal, relational, written or cyber (e.g. email, social media, text, etc.) act that is reasonably perceived as being motivated either by any actual or supposed characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing trait. Such behavior is considered harassment or bullying whether it takes place on or off school property or at any school-sponsored function.

Queen Palmer staff expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

TECHNOLOGY USE

Internet Acceptable Use Policy for Students D11

Overview

Access to the Internet is available at Queen Palmer. There is a wealth of information available throughout the Internet that can serve to enhance and augment the Core Knowledge curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, Queen Palmer is providing access to students after their parent or guardian has read, agreed to and both parents and student have signed this Acceptable Use Policy.

Queen Palmer has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at

home and at school throughout the year. Teachers are provided Light Speed that allows them to track and lock students access to all online platforms.

Privileges

Each student accessing the Internet will be trained in the proper uses of the internet. Use of the Internet is a privilege, and inappropriate use will result in a cancellation of those privileges.

We encourage your help in guiding your child to use on-line services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. Please indicate that you have read this document with your child and agree with the rules specified by signing where indicated and returning this document to school.

If there is ever a question about your child's interaction with the on-line services, please contact your child's technology instructor immediately.

Specific Guidelines

1. Student use may be permitted provided the students receive written parental permission and proper supervision is maintained by school officials. Students shall not use the Internet unsupervised.
2. No social media. No, YouTube should ever be accessed.
3. No student is to be identified over the Internet by full name, photograph, etc. without written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
4. Use of the Internet to defame or demean any person is prohibited.
5. Network etiquette: Be polite; Use appropriate language; Do not swear, use vulgarities, or any other inappropriate language; Do not reveal personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.
6. Users may not download or use any documents or data that could knowingly cause damage to the school's computer system (i.e.: viruses).
7. Students will not engage in any activity that requires an exchange of money, credit card numbers or where they enter an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
8. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited.
9. The illegal installation of copyrighted software for use on D-11 computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
11. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.

12. CSCA shall be the final authority on use of the network. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Internet Acceptable Use Policy.

Technology User Policy

The school has purchased iPads for every kindergartener and a brand-new laptop for every student grade 1st -5th. These are wonderful tools that can supplement a student's education in several ways. They give students access right at their desks to many of the technological updates that are enhancing education. They provide benefits in a way that a limited number of desktop computers cannot. Some of the ways in which our students will use their laptop or iPad in the classroom include developing keyboarding skills, conducting research, taking notes, taking part in lesson activities, and completing homework assignments.

The following policies are in place for the student use of the iPad or their laptops:

1. Laptops and iPads will remain in school unless authorized by the teacher or administrator.
2. No food or drink will be consumed by a student while using their laptop or iPad.
3. If an iPad or the laptop is damaged due to what the teacher deems a student's lack of the use of common sense, the student is responsible for the repair or replacement of the device.
4. All the terms laid out in the Internet Acceptable Use Policy apply to student use of the iPad and laptop. If a student is in violation of the terms, schoolwork will be completed in a comparable fashion for the duration of the suspension of the student's use of technology.

While there is certainly a need for students to be responsible while using iPads and Chrome laptops, there are several safeguards in place to protect our students. The school's technology management system allows the administrator to see all websites visited, emails sent, and documents created. Email has been restricted so that it can only be sent to and received from classmates or the teacher for schoolwork. Internet safety and proper usage lessons will be taught to the students.

VOLUNTEERING

Please read the following criteria to become a volunteer. Any member of the child's extended family can volunteer. Please fill out the volunteer packet available at the school office and submit it before volunteering. All volunteers must complete a background check prior to volunteering in the classroom. We welcome all parents/guardians.

Teachers and school staff plan for volunteer assistance, so reliability is expected. If you need to be absent, call the school the day before and ask that the teacher or the volunteer coordinator be told of your absence. Remember that you are in the classroom to help the teacher. Please be sensitive to the teacher's direction and wishes for the students. If you have suggestions about the classroom, please discuss these with the teacher before or after school, not while you are volunteering. Dress comfortably but remember that you are a role model for our students. To give your full attention to your volunteer time, and because we do not have daycare available, we ask you not to bring your young children to the school while you volunteer. Please keep information and impressions you have about students between yourself and the teacher. A misplaced comment can be devastating to a student, a family, and the volunteer program.

You do not need a teaching certificate to volunteer. You will need a background check:

- A genuine interest in students
- A cooperative attitude
- A commitment to your volunteer activity
- Flexibility
- Regular attendance

Identification

For the safety of our children, we require that you always report to the reception desk before you begin your day and sign in and out and wear a Volunteer Name Badge when in the building.

Enjoy the Students

By giving of yourself, by sharing time, by caring—you are making a difference!

WHEN TO KEEP YOUR CHILD HOME

There are two reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as extreme signs of tiredness, unexplained irritability, or persistent crying).
2. The child requires more care than program staff can provide, without affecting the health and safety of the other children.

SYMPTOMS	Child Must Be at Home?
DIARRHEA - frequent, loose, or watery stools compared to child's normal pattern; not caused by diet or medication	Yes - if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet
FEVER - with behavior changes or illness <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention	Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.
	Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine

FLU SYMPTOMS - Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea	
COUGHING - severe, uncontrolled coughing or wheezing, rapid or difficulty breathing. <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	Yes - medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS - stuffy nose with clear drainage, sneezing, mild cough	No – may attend if able to participate in school activities
RASH with fever - <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice	Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
VOMITING - two or more episodes of vomiting in the past 24 hrs.	Yes – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration

1. The illness is on the list of symptoms or illness for which exclusion is recommended.

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept. Guidelines
CONJUNCTIVITIS (PINK EYE) OR pink color of eye <i>and</i> thick yellow/green discharge	Yes - until 24 hours after treatment. If your health provider decides not to treat your child, a note is needed.
CROUP (SEE COUGHING) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND, FOOT, AND MOUTH DISEASE (Coxsackie virus)	No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
HEADLICE OR SCABIES	May return after treatment starts
HEPATITIS A	Yes – until 1 week after onset of illness or jaundice and when able to participate in usual activities
HERPES	Yes – if area is oozing and cannot be covered, such as mouth sores
IMPETIGO	Yes – for 24 hours after treatment starts
RINGWORM	May return after treatment starts. Keep area covered for the first 48 hours of treatment
ROSEOLA - <u>Note:</u> A child with rash and no fever may return to school	Yes – seek medical advice
RSV (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid
STREP THROAT	Yes - for 24 hours after treatment and the child can participate in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – until determined not infectious by the health care provider
YEAST INFECTIONS including thrush or candida diaper rash	No – may attend if able to participate in school activities. Follow good hand washing and hygiene practices.

INCLEMENT WEATHER

All children should be sent to school with appropriate clothing for our frequent, and sometimes drastic, weather changes. Students will go out every day for recess unless the temperature drops to 18° or below, or in the case of severe weather. We are all in favor of fresh air and activity when possible.

Snow Day Policy

CSSD11 uses every available resource to help us with the decision to cancel school because of inclement weather or unsafe road conditions. We ask and urge parents to help with the decision as far as their own children are concerned. If the parent's judgment is that it is too hazardous to send his or her child to school—the parent is encouraged to keep the child at home. Students will not be penalized for such absences and will be given ample opportunity to make-up missed assignments.

Announcements

In the case of bad weather, parents and staff should listen to local radio or television stations or check the D11 website (www.d11.org). These locations will broadcast information about the delayed start of school, canceled school, or early dismissal of school due to bad weather.

Two-Hour Delayed Start

In the event of a delayed start, all students should report to school at 10:30 a.m. Breakfast is not served on delayed start days. However, lunch will be available at the regularly scheduled time.

Safety Drills

Queen Palmer will be conducting Colorado state required shelter-in-place and lock-down safety drills during this academic year. Safety drills allow Queen Palmer to prepare for situations where we may need to take additional safety precautions with agitated or potentially harmful individuals, outside or inside our school facilities.

Lock-down – This safety drill consists of school staff members ensuring the exterior doors are locked, and windows are closed to prevent suspected individuals from gaining entry. Heightened alert, monitoring of doors, windows, and outside activity continue during this drill or actual event. Instruction continues as usual, but students will not go outside or move between buildings.

Shelter in Place – This safety drill consists of securing our students and staff into locked classrooms and secured areas and requires John Adams to take special safety precautions. By conducting these safety drills, John Adams will be better prepared to act efficiently and effectively in the event we ever need to implement these safety procedures.

Fire and Tornado Drills – Conducted periodically to ensure the safety of our students.

FAMILIES, PLEASE discuss with your child the importance of these drills. Drills may be a little scary at first, especially for younger children. The message to our students is “The adults know what to do to keep everyone safe, and we are just practicing so everyone knows what to do.”

DRESS CODE POLICY

At Queen Palmer Elementary, we believe in fostering an environment that maximizes our children’s ability to learn and grow. School dress is a joint concern between the school and parents. Student dress and appearance along with student conduct have a definite influence on class discipline and achievement even in elementary school. During school hours, students shall be appropriately attired and groomed for the classroom. Queen Palmer Elementary is a no-hat zone inside the building; hats may be worn outside only.

- Please remember that students are out on the playground every day (weather permitting), so clothing and shoes should be conducive to outdoor play. Only closed toe shoes should be worn. Tennis shoes with wheels (wheelies) are prohibited for safety reasons.
- Shorts and skirts must be mid-thigh length or longer and must be worn on the hips or above. Belts are encouraged.
- Spaghetti straps or shirts less than two fingers wide on the shoulder are not permitted.
- Clothing that contains advertisements, symbols, words, slogans, patches, or pictures that are obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
- More information on the dress code is available at www.d11.org.

HAPPY CALLS and Capturing Kids’ Hearts

Happy calls are an excellent opportunity for your child to call home and share their “Good Things!” For example, students may call you because they grew on a reading test or did an excellent job helping a friend. We are a Capturing Kids Hearts School. We focus on building a culture of student empowerment and engagement. From the words of Flip Flippen, “If you have a child’s heart, you have their mind.”

Morning Meeting begins at 8:35. Teachers select Capturing Kids’ Super Star Students lead Morning Meeting to lead in the pledge, the Word of the Week and what it looks and sounds like, and then close the QP’s school-wide launch. Panda students will receive a certificate, and their pictures posted outside of the front office at the CKH Wall of Fame. The CKH panda student gets to make a HAPPY CALL to a family member of their choice and an incentive. Ask your child what it means to be a PANDA PRIDE STAR STUDENT and our school-wide Social Contract! ☺

- No Put Downs
- Respect
- Active Listening
- Zero Voice Level

PARENT-STUDENT COMPACT

Queen Palmer Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will

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share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the school year.

School Responsibilities

Queen Palmer Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parents are encouraged to visit classrooms for the purpose of observation at any time (Please check in at the office). Any parent who wishes to volunteer and participate in the classroom will be welcomed. D-11 policies require all volunteers to receive a background check. Parents may sign up at our Meet and Greet/Open House in the fall to volunteer for certain events, volunteer on certain days, or volunteer on an "on call" basis. We encourage parents to join our PTO and become parent ambassadors!

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PARENT RESPONSIBILITIES

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We, as parents, will support our children's learning in the following ways:

- See that my child comes to school every day, on time, with all assigned work completed and dressed appropriately.
- See that my child gets a good night's sleep and eats a good breakfast daily.

- Attend all parent meetings and conferences to keep informed about my student's progress and to learn about all school programs.
- Parents are encouraged to visit classrooms for the purpose of observation at any time. Any parent who wishes to volunteer and participate in the classroom will be welcomed. Parents may sign up at Open House in the fall to volunteer for certain events, volunteer on certain days, or volunteer on an "on call" basis.
- Attend (to the extent possible) our fun and engaging family nights. (Science Night, Literacy Night, and Camp Read-a-lot nights to name a few.)

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Come to school every day and on time with all assigned work completed and appropriately dressed.
- Read every night for at least 20 minutes.
- Support your child/children with addition, subtraction, multiplication, and division facts with handmade flashcards.
 - ~ Grades K-2 addition and subtraction facts.
 - ~ Grades 3-5 multiplication and division facts.
- Kinder to 1st grade – Work on sight words
- Use data to help monitor my progress towards achieving my goals.
- Work hard and do my best in class daily by staying on task and completing my assignments to the best of my ability.
- Be **responsible** by listening and following directions.
- Be **respectful** to others and myself.
- Be **responsible** by bringing my materials to and from school.
- Be **safe** at work and play. We are a hands-off school.

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Additional Required School Responsibilities

Queen Palmer Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way, by use of the phone out calling system and marquee sign of dates and times monthly activities and meetings are to be held.

2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Coffee with Christina/PTO meetings with parents and grandparents are held on the 3rd Friday of the month from 9:00 a.m. - 10:00 a.m. We discussed the school improvement plan, fundraisers, and community events to bring our families together. Coffee and breakfast snacks are provided. Please refer to Class Dojo for PTO reminders and updates.
4. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions.
5. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading, also providing parents with information and individual passwords to use District 11's Parent Connect program through the internet and phone line for updates on their child's grades and attendance.