

The background of the cover features a large, circular emblem. Inside the emblem is a detailed illustration of a Minuteman's head and shoulders, facing forward. The Minuteman has a large, feathered plume on his head and a full, curly beard. The illustration is rendered in a light blue color with some red shading on the face and neck. The emblem is set against a red circular background, which is itself surrounded by a white border.

# ***Patriot Family Handbook***

***2026-2027***

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The Patriot Elementary Staff Handbook has been developed in accordance with Fountain Fort Carson District 8 policies and procedures. Its purpose is to provide Patriot Elementary Staff useful information, valuable details and procedures. It also provides a unified approach in our service to students, parent/guardian(s), the Fort Carson community, and to Fountain Fort Carson District 8. In order for Patriot Elementary to operate safely and efficiently, it is imperative that staff read both the Patriot Elementary Staff Handbook and the Parent and Student Handbook. Staff are to abide by the expectations, procedures and rules outlined in this handbook.

## Patriot Elementary School Information

Patriot Elementary  
7010 Harr Avenue  
Colorado Springs, CO 80902  
719-382-1460  
Building 6205



Patriot Office Hours: 7:00 - 3:30

Patriot Breakfast Served: 7:00 - 7:20 (In cafeteria)

Patriot School Hours: 7:30 - 2:25

Students will be allowed in the building at 7:10 am, unless having breakfast at 7:00.

Tardy bell rings at 7:30.

Linette Sheridan, Principal

Angela Montuori, Assistant Principal

Ashley Swarthout, Assistant Principal

## Fountain Fort Carson District 8 Vision:

To empower every student to thrive as a responsible, productive, and engaged citizen by inspiring life-long learning and civic engagement, by challenging and supporting every student to achieve his/her fullest potential, and by embracing the diversity of both the local and global community.

## Board of Education:

Rose A. Terrell - President; Lori Kimball - Vice President; Jill Grubbs - Treasurer; Kimberly Moon - Director; Shirley Martinez - Director

## Executive Team:

Dr. Keith Owen - Superintendent, Dr. Montana Romero - Deputy Superintendent, Dr. William Dallas - Assistant Superintendent Student Achievement, Laura Hronik - Assistant Superintendent Business Services, Melissa Patterson - Assistant Superintendent Human Resources, Clint Allison - Executive Director Student Achievement

## Patriot Elementary Vision - Why We Exist

For every student to become an active participant in their learning through critical thinking and self-advocacy to reach or exceed their academic, social-emotional capacity within a safe, engaging, and collaborative community.

## Patriot Elementary Mission - Where We are Going

- provide a welcoming and inclusive environment that encourages healthy partnerships between students, families, and staff.
- provide student led instruction that is research-based, developmentally appropriate, and individualized to support student growth.
- provide excellent instruction and measurable learning opportunities through goal setting to facilitate student agency.
- promote and support individual progress and intrinsic motivation towards achieving academic, social, and emotional well-being goals.

## Patriot PAWS Pledge:

"I am a Patriot Lion. I show my pride by showing my PAWS. Personal Best, Act Responsibly, Work and Play Safely, Show Respect and Kindness to All. Let me show you my PAWS. Roar!"

Patriot Elementary Colors: Red, White, and Blue

Patriot Mascot: Lion

# Staff List

|                                                     |                                                   |
|-----------------------------------------------------|---------------------------------------------------|
| Principal - Linette Sheridan                        | Third Grade ELA/S.S. - Amber Manzur               |
| Assistant Principal - Angela Montuori               | Third Grade ELA/S.S. - Laura Rademacher           |
| Assistant Principal - Ashley Swarthout              | Third Grade Math/Sci. - Emily Manion              |
| Counselor - Alicia Klinker                          | Third Grade Math/Sci. - Alisha Daniels            |
| Psychologist - Anna Parry                           | Fourth Grade ELA/S.S. - Jenna Baron               |
| School Mental Health - Anne Marsh                   | Fourth Grade ELA/S.S. - Amy Babcock               |
| Military Family Life Counselor - Kim Thomas         | Fourth Grade Math/Sci. - Jacob Godino             |
| Secretary - Amanda Illert                           | Fourth Grade Math/Sci. - Crystal Phanthavong      |
| Secretary - Kari Leach                              | Fifth Grade ELA/S.S. - Bobby Garcia               |
| Secretary - Jan Patterson                           | Fifth Grade Sci - Kayla Casey                     |
| Nurse - Kristen Law                                 | Fifth Grade Math - Lacey Hoedebeck                |
| Interventionist/ELD - Lorena Urruela                | Music - Jordan Tromp                              |
| Kindergarten - Amanda Abeyta                        | P.E. - Kyle Kuipers                               |
| Kindergarten - Shelly Edwards                       | Media/S.T.E.M. - Cathryn Gregory                  |
| Kindergarten - Jessica Jones                        | Art - Kiersten Price                              |
| Kindergarten - Kerycia Prokup                       | Special Education Teacher - Lizze Dominguez       |
| First Grade - Lily Walker                           | Special Education Teacher - Kim Pareso            |
| First Grade - Marissa Posick                        | Special Education Teacher - Letresha Sanders      |
| First Grade - Laura Mandry                          | Speech Language Pathologist - TBD                 |
| First Grade - Amanda Livingston                     | Speech Language Pathologist - Gladdie Altura      |
| Second Grade ELA/S.S. - Mckenzi Topping             | Physical Therapist - McKenzie Porter              |
| Second Grade ELA/S.S. - Jennifer Sweet              | Occupational Therapist - Kim Schoonover           |
| Second Grade Math/Sci.- Katelyn Gonzales            | Occupational Therapist Assistant - Andrea Colbert |
| Second Grade Math/Sci. - Shane Wood                 | Center Base Teacher - Valerie Ott                 |
| C.B. Teacher Assistant - Shunnita Jackson-Schneider | Center Base Teacher - Christina Williams          |
| C.B. Teacher Assistant - Sarah Raker                | Lunch/Recess Monitor - Holly Robinson             |

|                                       |                                                  |
|---------------------------------------|--------------------------------------------------|
| Cafeteria Manager - Lori Siemen       | Paraprofessional - Cora Perry                    |
| Cafeteria Personnel - Karah Martin    | Paraprofessional - Nancy Gomez                   |
| Cafeteria Personnel - Lona Choi       | Paraprofessional - Bianca Brogan                 |
| Cafeteria Personnel - Takemia Kelly   | Paraprofessional - Eva Morel                     |
| Cafeteria Personnel - Jennifer Rhodda | Paraprofessional - Ashley Hall                   |
| Building Manager - Abraham Pacheco    | Paraprofessional - Natalie Dupont                |
| Building Technician - Hedit Medina    | Paraprofessional - Amber Lawrason                |
| Building Technician - Lucy Cruz       | Paraprofessional - Jennifer Martinez             |
| Building Technician - TBD             | Paraprofessional - Emmanuel Torres Rivera        |
|                                       | Paraprofessional - Leata Leomiti-Tuiasosopo (LT) |
|                                       | Paraprofessional - TBD                           |
|                                       | Paraprofessional - TBD                           |
|                                       |                                                  |

# School Calendar

|                                                                                                                             |                               |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <span style="background-color: #92d050; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | First Day of School           |
| <span style="background-color: #d9d2e9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | Teacher/Staff Development     |
| <span style="background-color: #d9d2e9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | Holiday/Break - No Students   |
| <span style="background-color: #ff9966; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | Early Dismissal - All Schools |
| <span style="background-color: #ffcc99; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | Teacher Work Day              |
| <span style="background-color: #ffff99; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> | Parent/Teacher Conferences    |
| (                                                                                                                           | Start of Quarter              |
| )                                                                                                                           | End of Quarter                |
| *                                                                                                                           | Teacher Start Date            |



Fountain • Fort Carson  
**SCHOOL DISTRICT EIGHT**

## Student Instruction Days

**1st Quarter 42 Days** - August 11 - October 9  
**2nd Quarter 39 Days** - October 19 - December 18  
**3rd Quarter 46 Days** - January 7 - March 19  
**4th Quarter 42 Days** - March 29 - May 27

Adopted: Feb 25, 2026

## 2026-2027 STUDENT CALENDAR

| AUGUST 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4* | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| JANUARY 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       |    |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 | 31 |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

8/4 - 8/7 - Teacher/Staff Development  
 8/10 - Teacher Work Day/6th and 9th Grade Orientation  
 8/11 - First Day for Grades K-12  
 8/10 - PreK Orientation  
 8/13 - First Day PK and Online Academy  
 9/4 - Teacher/Staff Development - No Students  
 9/7 - Labor Day - District Closed  
 10/9 - 1st Quarter Ends  
 10/12 - Federal Holiday Day - District Closed  
 10/13 - Non-Work Day - No Students  
 10/14 - 10/15 - P/T Conf - All Schools - No Students  
 10/16 - Teacher/Staff Development - No Students  
 10/19 - 2nd Quarter Begins  
 11/11 - Veterans Day - District Closed  
 11/23 - 11/27 - Thanksgiving Break - No Students  
 12/18 - 2nd Qtr Ends - Early Dismissal - All Schools  
 12/21 - 12/31 - Winter Break - No Students  
 1/1 - New Year's Day - District Closed  
 1/4 - Teacher/Staff Development - No Students  
 1/5 - Teacher/Staff Development - No Students  
 1/6 - Teacher Work Day - No Students  
 1/7 - 3rd Quarter Begins  
 1/18 - Martin Luther King, Jr. Day - District Closed  
 2/15 - Presidents' Day - District Closed  
 2/16 - Non-Work Day - No Students  
 2/17 - 2/18 - P/T Conferences - All Schools - No Students  
 2/19 - Teacher/Staff Development - No Students  
 3/19 - 3rd Quarter Ends  
 3/22 - 3/26 - Spring Break - No Students  
 3/29 - 4th Quarter Begins  
 4/30 - Teacher/Staff Development - No Students  
 5/3 - Non-Work Day - No Students  
 5/27 - Last Day of School - Early Dismissal - ALL SCHOOLS  
 5/28 - FFCHS Graduation Ceremony  
 5/31 - Memorial Day - District Closed

# School Effectiveness Goals

Each year, our staff collaborates to set schoolwide goals based on data such as test scores, surveys, and behavior trends. This helps us identify priorities that will improve student success at Patriot Elementary.

Academically, we will continue to use the Colorado Academic Standards, implement district-aligned curriculum, and support staff with high-impact instructional practices. Behaviorally, we will strengthen our MTSS framework to ensure students receive the academic and behavioral support they need to thrive.

Our collective focus remains on fostering growth, achievement, and a positive learning environment for all students.

## School Effectiveness Improvement Priority #1:

### Student Learning

The Patriot staff will provide high-quality, research-based instructional practices, differentiated to meet students' needs, aligning with Colorado Academic Standards in order to improve academic growth and achievement for all students.

## School Effectiveness Improvement Priority #2:

### Best Behavioral Practices

The Patriot staff will develop a culture of safety and trust by enhancing social, emotional, and relational skills in order to develop a learning environment that ensures behavioral growth for all students.

## Daily Schedule

| Grade | Lunch         | Recess        |
|-------|---------------|---------------|
| K     | 10:00 - 10:30 | 10:30 - 11:00 |
| 1st   | 10:20 - 10:40 | 10:40 - 11:10 |
| 2nd   | 10:40 - 11:00 | 11:00 - 11:30 |
| 3rd   | 10:50 - 11:10 | 11:10 - 11:40 |
| 4th   | 11:10 - 11:30 | 11:30 - 12:00 |
| 5th   | 11:20 - 11:40 | 11:40 - 12:10 |

# Student Arrival and Dismissal

## Daily Morning Arrival

If you drive to school in the morning to drop off your child(ren), please observe the speed limit and be cautious of pedestrians. Furthermore, if you use a drive-thru, be sure to pull up as far as possible and have your child(ren) exit your vehicle on the sidewalk side. Please do not park your vehicle in the drive-thru or get out of your vehicle in the drive-thru, as this is unsafe and causes delays and backups in the line. If you need to exit your vehicle, please park in the parking lot and walk your child(ren) from the parking lot to the sidewalk. All students, kindergarten - 5th grade, who eat breakfast in the morning must be dropped off at the drive-thru in the back of our building and enter through the back doors.

As a reminder, after the Tardy Bell rings at 7:30, the gates are closed, and all students must enter school through the Front Office, collect a Tardy Slip, and walk to their classroom. Thanks for your help in ensuring the safety of all students, staff, and families during morning arrival!

- 7:00 - Breakfast Doors Open
  - At 7:00, students are invited into the building to enjoy a hot breakfast in our cafeteria.
- 7:10 - Building Doors & Classroom Doors Open
  - At 7:10, the building doors open for students who are not eating breakfast. At this time, students are expected to walk to their classrooms, where they will be greeted by their classroom teachers and invited to begin to prepare for the school day.
- 7:20 - Breakfast Doors Close
  - At 7:20, the doors to our cafeteria close. Thus, all students who want a hot breakfast need to arrive at school before 7:20.
- 7:25 - School Bell Rings
  - At 7:25, the bell rings and the school day officially begins!
- 7:30 - Tardy Bell Rings
  - At 7:30, the gates at both the Kindergarten Drive Thru Loop and the Back Drive Thru Loop will be closed and locked. Any students who arrive after 7:30 will need to come through the front office door and check in.

## Daily Afternoon Dismissal

When you come to pick up your child(ren) after school, there are many moving pieces. To ensure the safety of all, please read through the daily dismissal reminders below. For all those who use one of our drive-thru loops for pick-up, please practice: 1) pull-up, 2) pick-up, 3) buckle-up, and 4) go! If you are waiting in a drive-thru line, be sure that you are not blocking intersections that prevent the traffic from moving - this includes along Harr Avenue.

- Kindergarten Students (without older Patriot siblings):
  - Kindergarten students will be released and supervised at our front kindergarten drive-thru until they are picked up.
  - If a kindergarten student has an older sibling, they will meet their oldest sibling in a specified and supervised area inside the building. Once their oldest sibling arrives, they will proceed with the oldest sibling outside to the basketball court area, where the oldest sibling's teacher will either dismiss them to begin their walk home or escort them to the oldest sibling's color square for drive-thru pick-up.
- First - 5th Grade Students (and kindergarten students with older Patriot siblings):
  - Students who are walking from school to home will meet their sibling(s) on the basketball court area before being released to begin their walk home.
  - Students who are being picked up by vehicle will meet their sibling(s) on the asphalt and be escorted by the oldest sibling's teacher to walk to the oldest sibling's color square for pick-up.
- All Families:
  - If you would like to walk up to pick up your student(s), please park in the front parking lot and walk up the sidewalk to meet your student(s) at their designated release area - either the kindergarten gate or the back gate. Please wait for your student(s) outside of the gate/fence area.

| North End     | Grades 1 - 2       | South End     | Grades 3 - 5             |
|---------------|--------------------|---------------|--------------------------|
| Blue Square   | Walker, Mandry     | Blue Square   | Hoedebeck, Casey, Garcia |
| Orange Square | Livingston, Posick | Orange Square | Daniels, Rademacher      |
| Yellow Square | Gonzales, Topping  | Yellow Square | Manion, Manzur           |
| Green Square  | Sweet, Wood        | Green Square  | Godino, Baron            |
| Purple Square | None               | Purple Square | Babcock, Phanthavong     |



## Students on Premises After School

All students must leave the school premises at the end of the day unless they are participating in an approved extracurricular activity, receiving after-school tutoring, or involved in another pre-scheduled activity. Students must be under the direct supervision of a staff member at all times. Transportation should arrive within 15 minutes of the conclusion of any student activity, and students are expected to wait in the designated area. If families choose to stay and use the playground after school, students must be supervised by an adult at all times.

## Riding Bikes, Skateboarding, and Walking

- A bike rack is located inside the southwest playground for students who ride bikes to and from school.
- Students should only ride bikes to school if they can securely lock them on the rack.
- Once on school sidewalks or the playground, students must dismount and walk their bikes and scooters.
- Upon arriving on school grounds, students should walk their bikes and scooters to the rack and lock them securely.
- Patriot Elementary is not responsible for theft or damage to bikes or scooters parked on school property.
- For safety reasons, skateboards, skates (including “wheelies”), and scooters are not allowed to be ridden during arrival or dismissal inside the gated area.
- Students who walk to and from school should stay on sidewalks and use clearly marked crosswalks.

# Safety & Security Information

## Fountain Fort Carson School District 8 Safety Mission:

- To practice consistent procedures and expectations by all staff, students, and the community in relation to safety and security;
- To establish emergency response and management procedures and protocols;
- To understand the needs in the educational environment in Fountain-Fort Carson School District and how safety and security impact those needs;

## Patriot's Continuum of Evidence-Based Prevention and Intervention:

- Essential Skill Training and Positive Behavioral Interventions and Supports
- Responsive Classroom
- Everyday Speech
- Bullying Prevention Education
- Safety Education/Building Safety/Evacuations
- Personal Safety

## Raptor System

At Patriot, all visitors are required to enter through the front doors and check in using the Raptor Visitor Management System. This system quickly scans a guest's ID to verify their identity and check against national databases, helping us ensure that everyone on campus is authorized to be here. Once cleared, guests receive a printed badge before proceeding into the building. This process is an important part of keeping our school safe and secure for all students and staff.

## Standard Response Protocol (SRP)

In an effort to expand our safety program, we have adopted a Standard Response Protocol process. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration; therefore, Hold, Secure, Lockdown, Evacuate, and Shelter drills will be scheduled throughout the school year.

### SRP Protocols:

Hold - In the classroom or school. Business as usual. Clear hallways or get inside.

Secure - Get inside, lock all outside doors. Something dangerous near the school. Situational awareness. Business as usual.

Lockdown - Locks, lights, out of sight. Something dangerous inside the building.

Evacuate - To a location. Unsafe to remain in the building.

Shelter - A danger or risk, often weather.

Please note: No one is allowed in or out of the building during a Secure or Lockdown drill.

## Reunification

In the event of an emergency evacuation, families will be notified of the reunification site. A check-in and check-out process will be followed to ensure student safety.

## Emergency School Closings

The Superintendent or designee may close schools, delay start times, or dismiss early due to hazardous weather or other emergencies that threaten the safety of students or staff. These decisions are made in consultation with appropriate authorities.

## Controlled Release - Storm and/or Lightning

- Students will not be released during a severe storm at dismissal time.
- They will remain in the school until it is deemed safe to release them.
- Please watch for release instructions and updates via ParentSquare.
- An announcement will be made if conditions become safe for walkers to be released.

## Service Animals

Animals are not allowed in the building or classrooms unless approved by the administration. If an animal is not a service animal, it must be removed from school grounds. The district may exclude a service dog if it is uncontrollable, not housebroken, or poses a safety risk.

# Learning Environment

## Responsive Classroom

Responsive Classroom is an evidence-based approach to teaching that focuses on engaging academics, positive community, effective management, and developmental awareness. Patriot Elementary educators strive to create safe and joyful learning communities where students develop strong social and academic skills, and every student can thrive.

### Four Key Domains of Responsive Classroom

- **Engaging Academics:** Effective teaching requires that teachers offer academic lessons, assignments, and activities that are active and interactive, appropriately challenging, purposeful, and connected to students' interests.
- **Effective Management:** Effective teaching is possible only in well-managed classrooms and schools. In such classrooms, teachers establish and teach behavior expectations, manage the schedule, and organize physical spaces in ways that enable students to work with autonomy and focus.
- **Positive Community:** Effective teaching requires a classroom and school where every child feels safe, valued, and fully included in the learning community; where teacher and students share a common purpose along with regular routines and traditions that form a comforting underpinning for their days; and where a sense of joy envelops hard work.
- **Developmental Awareness:** Effective teaching results when teachers have knowledge of child development and use that knowledge, along with regular observations of students, to create a developmentally appropriate environment for learning.

### Elements of Responsive Classroom that should be a part of every Patriot Classroom:

- Students are greeted warmly at the door each morning, starting at 7:10.
- Students enter and read a daily, personalized morning message designed to welcome and connect—not just a checklist.
- Morning Meeting is held every day, including all four components: greeting, sharing, activity, and reading the morning message. Use this time to introduce, model, chart, and practice essential skills.
- Use interactive modeling to teach routines and procedures clearly.
- Display students' "Hopes and Dreams" visibly in the classroom and review them regularly throughout the year; consider involving parents in this process.
- Establish clear classroom expectations (rules) that are completed and prominently displayed.
- Create a "Calm Corner" with taught expectations and sensory tools to support student regulation.
- Plan for quiet time to ensure smooth transitions.
- End the day with a Closing Circle to reflect and connect.

### Interactive Modeling

The distinctive steps of Interactive Modeling incorporate key elements of effective teaching: modeling positive behaviors, engaging students in active learning, and immediately assessing their understanding. Research shows that when we teach in this way, children achieve greater, faster, and longer-lasting success in meeting expectations and mastering skills.

With Interactive Modeling, children create clear, positive mental images of what is expected of them. They do the noticing themselves, which builds up their powers of observation, their analysis, and communication skills. In addition, because they get immediate practice, they gain quicker expertise and stronger mastery of the procedure or skill being taught.

What are the seven steps of Interactive Modeling?

1. Briefly state what you will model, and why.
2. Model the behavior exactly as you expect students to do it (the right way, not the wrong way, and without describing what you're doing unless you need to "show" a thinking process).
3. Ask students what they noticed. (You may need to do some prompting, but children soon notice every little detail, especially as they gain expertise with this practice.)
4. Invite one or more students to model the same way you did.
5. Again, ask students what they noticed the modelers doing.
6. Have all students model while you observe and coach them.
7. Provide feedback, naming specific, positive actions you notice and redirecting respectfully but clearly when students go off track.

## Essential Skills/Everyday Speech

Patriot Elementary School uses the Essential Skills as a means to address and reinforce student behavior and discipline issues, as well as essential skills to prepare students for workforce readiness. This model uses a teaching approach for dealing with behavior; teachers and other staff members will proactively teach skills every week and clearly communicate expectations throughout the school day. Patriot staff reinforce students when they make appropriate academic and behavioral choices and correct their inappropriate actions by teaching replacement behaviors and using natural and logical consequences.

## Tier 1 Universal Expectations

Staff is expected to teach and review schoolwide expectations with students at the beginning of each quarter or as needed.

### Schoolwide Voice Level Expectations

We will use the following voice levels schoolwide to teach and manage appropriate volume:

- Level 5 - Outside
- Level 4 - Strong Speaker
- Level 3 - Group Talk
- Level 2 - Partner Talk
- Level 1 - Whisper
- Level 0 - Silent

## Bullying Prevention and Education

Bullying and other behaviors, as defined below, are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

### Prohibited Behavior

- Bullying
- Retaliation against those reporting bullying and/or the behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

### Definition

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student based on their academic performance or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I).

### Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher. A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary actions, including but not limited to suspension, expulsion, and/or referral to law enforcement authorities.

Refer to the “Is It Bullying?” poster to discuss the differences between rude, mean, and bullying:

**Rude** - when someone says or does something *unintentionally* hurtful, and they do it once

**Mean** - when someone says or does something *intentionally* hurtful, and they do it once

**Bullying** - when someone says or does something *intentionally* hurtful, and they *keep doing it*, even when you tell them to stop or show them you are upset.

## Grading and Reporting

Students are to meet local and state standards for promotion in grades K-5, including demonstrated proficiency on local assessments, standardized tests, and final progress reports/report cards. The purpose of the Kindergarten – 5th grade Proficiency Report Card is to inform students and guardian(s) about performance on the grade-level standards. It measures progress against a uniform standard rather than a subjective assessment. Information related to growth, overall strengths, and needs will be discussed at conferences.

In Fountain-Fort Carson School District 8, elementary schools use a semester report card system. This approach allows more time for students to develop and master grade-level skills, while still keeping families updated on progress throughout the year.

Here's what you need to know about our reporting system:

**Formal Progress Checks** – In the first and third quarters, formal progress reports will be provided during parent-teacher conferences. These conferences are an opportunity for in-depth conversations about your child's learning, areas for growth, and next steps—well before final semester grades are issued.

**Formal Report Cards** – At the end of each semester, you will receive a formal report card outlining your child's evidence-based progress and performance across all subject areas. This report offers a comprehensive view of their academic growth and achievements.

**Digital Gradebook Access** – Throughout the year, you can access ongoing information about your child's academic progress through the district's online gradebook, Otus.

- **Accessing Otus:** Use the link in the Infinite Campus portal, your school's website, or visit [otus.com](https://otus.com). We recommend bookmarking the site for easy access.
- **Adding Students:** Use the unique student code (found in the IC Parent Portal—click *More* and then *Student Data*) to link your child to your Otus account.

**How to Add Your Student(s) in Otus:**

1. Log in to [otus.com](https://otus.com)
2. Click My Student on the left-hand side
3. Select Add a student in the upper right-hand corner
4. Enter your student's code (found in Infinite Campus)
5. Repeat for any additional students in your household

# General Student Information

## Enrollment

Families of Patriot Elementary who wish to enroll their children must provide the following items:

- Immunization records
- Birth certificate
- Proof of residency\*
- Any specialized instruction information, including IEP or Section 504 documentation

Proof of residency includes a lease agreement, mortgage or mortgage statement, and an original current home utility bill (gas, water, or electric) on which the name and address are provided.

Students are required to attend the school within the designated Zone in which they reside, unless attendance at a different building is specified under the student's IEP or is approved by the principal.

## Child Custody

In most cases, when parents or guardians are divorced, both retain equal rights regarding their children. If there is a court order limiting one parent's rights—such as custody or visitation restrictions—please provide a copy to the office. Unless a signed court order is on file that specifically denies certain rights, the school must afford equal rights to both parents or guardians.

## Withdrawal From School

Parents or guardians of students who are leaving the district or moving to another school within District 8 should notify the school office several days before their child's last day of attendance. All library materials and other school property must be returned before the transfer can be finalized.

## Student Change of Address

If a student indicates that their family has moved, please email Amanda Illert in the office so she can reach out to the family. Keeping guardian contact information up to date is a priority to support ongoing collaboration and communication.

## Class Placement

Patriot Elementary assigns students to their next year's classes through a collaborative process involving current classroom teachers, counselors, school psychologists, and administrators. When applicable, special education teachers and intervention specialists also contribute input. The placement process considers multiple factors to create balanced classroom groups, including learning styles, gender equity, academic achievement, behavior, study habits, and peer relationships. While family requests for specific teachers are not accepted, families are welcome to provide input regarding their child's learning needs to Linette.

## Student Birthdays

We recognize that students' birthdays are very important to them and their families. To celebrate, parents or guardians should coordinate all treats with the classroom teacher; treats must be prepackaged and store-bought, as homemade goods are not allowed. Additionally, students should only pass out party invitations if they are given to the entire class.

## Student Cell Phones and Smart Watches

Although children may have cell phones and smart watches at school, we require that students keep their cell phones and smart watches silenced and in their backpacks during the entire school day. Children may use their phones and watches before and after school. If a student has their phone or watch out during the day, it will be collected and brought to the office for end-of-day parent/guardian pickup.

## Student Items from Home

Students are not allowed to bring toys, games, Pokémon cards, fidget spinners, or sports equipment to school unless they have special permission. Personal electronics are prohibited in the classroom at all times. Students may bring basketballs, footballs, and soccer balls from home, but these must be clearly labeled with their name. Violations of these rules may result in disciplinary action, and the items will be held in the office until picked up by a parent/guardian.

Students should avoid carrying extra money to school and are not permitted to sell items unless part of a school-sponsored activity. Patriot Elementary is not responsible for any valuables students bring to school.

## Student Attendance

Families, all absences need to be directly reported to the office, either by phone or by scanning the QR code.

### Attendance Reporting and Leaving Early

- Parents and guardians should notify the office by telephone or the online Google form each day a student is absent. If the parent/guardian fails to notify the school, an automated call from Infinite Campus will be made that begins at 8:30 a.m.
- All absences, including those approved in advance by parent/guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- Patriot Elementary encourages families to schedule appointments after school hours.
- Excessive absences may affect a student's academic achievement.
- Parents/Guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive.
- All attendance notes should be given to the attendance secretary in the office.

### Early Student Pickup

- Students will be called to the office once a parent or guardian arrives, rather than when a call is received. This ensures that students do not miss valuable instructional time and remain under appropriate supervision in case of an emergency.

- Please do not come to the office to pick up students after 2:00 PM. We begin dismissal procedures at this time, and we are unable to call students to the office once the dismissal process has begun. Additionally, the office is very busy managing end-of-day messages and processes.

## Request to Leave School

Parents or Guardians must notify the attendance office should their child need to leave for an appointment. Students must check out through the attendance office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.

If a family will be absent for an extended period of time (more than three days), an attendance approval form must be completed. The forms are located in the front office.

## Breakfast and Lunch

Breakfast and lunch for students in grades K–5 are served in the cafeteria and supervised by staff. Families are welcome to join their child for either meal after checking in at the office. All student meals are provided at no cost; however, families are still encouraged to complete the Application for “Free/Reduced - Price School Meals & Family Economic Data Survey” paperwork to ensure continued support and funding. Menus can be found on our district website at [Fountain Fort Carson Website](#).

Breakfast doors for hot breakfast close at 7:20.

## Breakfast and Lunch Prices

### Student

Breakfast - \$0.00

Lunch - \$0.00

Milk - \$0.50

### Adult

Breakfast - \$2.50

Lunch - \$4.75

Milk - \$0.50

## Student Support Services

### Counseling

Patriot’s counselor provides services aligned with the standards of the American Counseling Association, Colorado School Counseling Association, National Board for Certified Counselors, and Fountain-Fort Carson District 8. Counseling support is available to all students and offers a confidential space to discuss personal concerns, explore feelings, and consider options for moving forward. If additional resources or specialized assistance are needed, the counselor will help connect students and families with the appropriate support.

Parents and guardians are encouraged to reach out to the counselor to discuss any concerns related to their child's school experience, so that a collaborative plan can be developed to support the student's needs.

## Special Education - Individual Education Plans (IEPs)

Patriot Elementary is committed to supporting all students in reaching their individual potential. If a student transferring to Patriot has a current IEP, please contact the school office and ask to speak with the assistant principal who oversees special education to ensure a smooth transition and appropriate support.

## Gifted and Talented

Fountain-Fort Carson School District 8 is committed to ensuring each child has equal access to an optimal educational experience. Recognizing the importance of identifying students from all backgrounds who show potential for exceptional performance, the district provides relevant and challenging opportunities to support the intellectual, behavioral, social-emotional, artistic, and creative development of gifted students.

## English Language Learners (ELL)

Students whose primary language is not English may require specialized instruction. Patriot Elementary offers an English Language Learner (ELL) program that focuses on developing listening, reading, writing, and speaking skills.

Parents/guardians of all new students must complete a home language survey during enrollment. If a language other than English is indicated, the student will be assessed to determine possible placement in the ELL program.

## Student Health Services

The school nurse's role is to support each student in attending school in optimal health and to help them benefit fully from their school experience. The nurse operates under the direction of the Director of Mental Health and the building administration team. All communication with parent(s)/guardian(s) regarding student health will be handled by the nurse, secretary, or administration team.

## Student Allergies

In an effort to reduce the risk of exposure to food allergens, we are asking all staff members and parents/guardian(s) to follow the recommendations made by [Food Allergy Research and Education \(FARE\)](#).

## Personal Care Items

The health office has certain care items available to apply to children if needed, including Vaseline (for chapped lips) and lotion (hypoallergenic and free of active ingredients and common allergens). Parents must inform the school nurse if they do NOT want these items used on their child. In that case, the nurse will provide an opt-out form for the parent to complete.

## Illness and Injury

Students who are excluded from school for health reasons may return once the condition causing the exclusion has resolved. Any questions about when a student should return should be directed to the school nurse.

Students returning after injury or surgery who have temporary limitations (such as crutches, casts, or slings) must present a physician's release along with any necessary instructions for modifications or accommodations.

- Children with a temperature of 100.0°F or higher should stay home until their temperature remains normal (98.6°F) for a full 24 hours.
- For all other illness symptoms, Patriot Elementary follows the Colorado Department of Public Health and Environment's [How Sick is Too Sick](#) and infectious disease guidelines.

If any symptoms of illness indicating exclusion develop during the school day, parents/guardians will be contacted to pick up their child. While we want to minimize missed school days, keeping sick children home promotes better overall attendance and health for everyone.

## Technology and Laptop Program

The following are guidelines that require ethical and legal utilization of all technology devices.

- Access to the District's computer services is a privilege and not a right. Students will be expected to adhere to the Acceptable Use Guidelines and required to sign the student/parent laptop use agreement in order to be granted access to District computer services. All policies and restrictions of the District's computer services will be followed.
- District 8 has a content filter to block potentially dangerous Internet sites from students. No filter system is 100% effective, but best efforts are made to block dangerous and inappropriate content. Efforts to circumvent the filter in any way are strictly prohibited. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Student devices are filtered regardless of where they connect to the Internet. For more information about Internet safety, go to [www.isafe.org](http://www.isafe.org). Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- The District does not allow the use of personal devices on the District network.

## Netiquette

- Be polite and use school-appropriate language.
- Do not reveal personal data (home address, phone number, photos, etc.).
- Be respectful to all - remember that other users are human beings whose culture, language, values, and perspectives may differ from those of your own, and all deserve respect.

## General Precautions

- No food or drink is allowed near your laptop at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open or without their protective case.
- Laptops should be shut down when not in use to protect the life of the device.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Fountain-Fort Carson School District. Spot checks may be done by district staff at any time.
- Laptops should never be shoved or wedged into a book bag, as this may break the screen.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptops' batteries charged for school each day.
- Students should bring their laptop charger to school each day.

- Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time, as extreme heat or cold may cause damage.
- Do not attempt to repair the laptop.
- Do not open the case or screen enclosure of the laptop at any time.
- Keep air vents unblocked when the laptop is turned on.
- Laptops may never be left in unsupervised areas except during emergencies or drills; this includes the school campus, cafeteria, locker rooms, library, unlocked classrooms, hallways, or any public setting.
- Students must log in under their assigned username/password and must not share this information with others.

## Screen Care

- The laptop screen can be damaged by rough treatment and is especially sensitive to excessive pressure.
- Do not lean on the top of the laptop or place objects on it when it is closed.
- Avoid placing anything near the laptop that could put pressure on the screen.
- Do not put items in the case or backpack that may apply excessive pressure on the laptop.
- Never place anything on the keyboard before closing the laptop lid (e.g., papers, pens, pencils, or headphones).
- Clean the screen only with a soft, dry anti-static or microfiber cloth. Do not use any liquids on the laptop.

## Student Email

- FFC8 provides students in grades 4-12 with email accounts for school-related communication.
- Availability and use may be restricted based on school needs.
- Users should not send personal information via email.
- Users must not open attachments or click links from unknown or untrusted sources.
- Appropriate language must be used at all times.
- Communication should only occur with individuals allowed by district policy or teacher guidance.
- Users are expected to maintain the same respectful, safe, and courteous conduct online as they do offline.
- All email communications will be monitored and archived.

## Limited Expectations on Privacy

District technology devices are the property of the district and are intended solely for educational purposes. Students should not expect privacy when using these devices, as the district reserves the right to monitor, inspect, copy, review, and store all usage—including internet sites visited, electronic communications, and transmitted or received materials—at any time and without prior notice. All materials and information accessed or received through district technology devices remain the property of the school district. Additionally, electronic mail, network usage, and stored files are not considered confidential and may be monitored by district staff to ensure appropriate and responsible use.

## Document and File Storage

Students in FFC8 are provided with Microsoft Office 365 OneDrive and Google Drive accounts to back up their data. These online storage solutions allow students to save important files securely and access them from any

location with an Internet connection. It is the students' responsibility to ensure their data is regularly backed up using Microsoft Office 365 OneDrive, Google Drive, or any other external storage devices.

## Consequences for Misuse

The student to whom a system account and/or technology device is issued is responsible at all times for its proper use. Failure to comply with the guidelines outlined here, as well as those in the Student Code of Conduct and Board Policy JS, may result in disciplinary actions, including suspension or termination of technology privileges. Additionally, the District will fully cooperate with local, state, or federal authorities in any investigations related to violations of computer crime laws.

## Examples of Unacceptable Use

All examples below are a violation of the District Acceptable Use Policy. Students shall not:

- View movies, social media, install or play games that are not assigned by staff.
- Install or use a VPN (virtual private network) for any reason.
- Create a personal mobile "hot-spot", use a "proxy site", or other method to circumvent the school's network safety measures and filtering tools.
- Delete any system folders or files that you did not create or recognize as this may negatively impact your use of the computer.
- Attempt to find, view, or share inappropriate content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Use school technologies to send spam or chainmail or for on-line gambling activities.
- Post or otherwise disclose personally-identifying information about yourself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content.
- Install programs or games for which FFC8 does not own a valid license.
- Use the network for financial or commercial gain.
- Loan a laptop to other students or family members.
- Borrow a laptop from another student.
- Share passwords or usernames.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.

## Laptop Damage and Repair Fees

- The student's parent(s)/guardian(s) will be charged the repair/parts cost for damage resulting from intentional acts or negligence.
- Repair costs will vary depending on the device and the extent of damage.
- A student's parent(s)/guardian(s) will be responsible for costs associated with unreported losses, deliberate damage, or vandalism.

## Laptop Theft, Vandalism, and Criminal Acts

- In case of theft, vandalism, and other criminal acts, a police report MUST be filed with the School Resource Officer by the student or parent within 7 days of the occurrence. Incidents occurring off campus must be reported to the city police by the parent, and a copy of the police report must be brought to the school by the next school day.

## Partnering with Families and Volunteers

### Visitors in the Building

Parents, guardians, and other authorized visitors are always welcome at our school, provided that instructional time is not disrupted.

- All visitors must enter the building through the front doors and check in at the office to receive a visitor's badge.
- We use the RAPTOR system to screen and register visitors. Please note that friends of students are not permitted to visit during the school day.
- Visitor badges must be worn visibly at all times while on campus and returned to the office upon completion of the visit.
- If a staff member observes an adult without a visitor badge, please kindly ask them to report to the office immediately.
- Classroom visits should be arranged in advance with the classroom teacher.
- Parents/Guardians are asked to drop off any forgotten items at the transaction window; staff will ensure students receive them.
- Visitors are welcome to have breakfast/lunch with their child.
- Visitors wishing to stay after lunch must make prior arrangements with the teacher or the front office.

### Volunteers

Patriot staff recognize the valuable contributions volunteers make to our school community, and we warmly encourage families to get involved. To ensure the safety of all students, all volunteers must be screened through the RAPTOR system before participating.

### PTO

Patriot Elementary warmly encourages parents and guardians to join our Parent/Teacher Organization (PTO). If you are interested in becoming involved, please contact our principal, Linette Sheridan.

### Title 1 Family Engagement - Patriot Premiers

Patriot Elementary is committed to building strong partnerships with families. In addition to scheduled Family Nights, we also offer daily Premiers—brief, engaging opportunities for families to connect with their child's school experience. These may include classroom showcases, morning meetings, or other family-friendly moments throughout the day.

### Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

# School Communication

Patriot Elementary highly values family communication and encourages them to call with any concerns. If there is a classroom concern, guardians are encouraged by the administration to first contact the teacher. The Patriot Administration Team values feedback and family partnership to ensure success for all stakeholders.

## Disclosure of Confidential Student Information

Including disclosure via electronic mail or other telecommunication systems, it is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). Staff members who share confidential student information via electronic communications must understand the correct use of the technology so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

## Facebook

Please find our Facebook page at [Patriot Elementary Facebook Page](#). We will be using our Facebook page as another communication tool for family communication. Please join the site if social media is utilized.

## ParentSquare

Patriot Elementary will use ParentSquare as our primary mass notification and communication platform within Fountain-Fort Carson School District 8. Furthermore, ParentSquare supports two-way communication between staff and families.

## Conferences

Classroom teachers will schedule conferences with families twice each year - October and February. Invitations will be sent directly to parent(s)/guardian(s) by the classroom teacher, who will coordinate and schedule the conferences.

## School Board Policies

All families received the board policies when registering their students with Fountain-Fort Carson School District 8. If you would like to review them, click here: [Fountain Fort Carson School Board Policies](#)