

# Grant Ranch ECE-8 School



5400 South Jay Circle  
Littleton, CO 80123

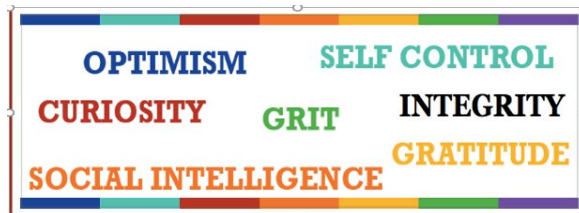
<http://grantranch.dpsk12.org>

# STUDENT and FAMILY HANDBOOK

## 2019-2020

Office Phone: 720-424-6880 Attendance Line: 720-424-6961 Fax: 720-424-6905

Grant Ranch School  
Character Strengths:



Grizzlies Are:



**GRANT RANCH VISION:** Character, Community, and Academic Success

**GRANT RANCH MISSION:** We will create an intentional focus around character development that is tied to community contribution and academic success.

**School Mascot:** Grizzly Bear   **School Colors:** Maroon, Gray, and Black

**Personal Success Factors:** We are a PSF school! The character strengths we will focus on are Grit, Integrity, Curiosity, Gratitude, Social Intelligence, Self-Control and Optimism. This will be embedded in our morning meetings, our positive behavior supports and woven into instruction.

**PURPOSE OF STUDENT HANDBOOK:**

This handbook will clarify the policies necessary for all students to learn in a safe and welcoming environment. We trust that students, staff and families will find this handbook adequate in answering questions and making sure we are working to create a positive and supportive learning environment.

**Grant Ranch Leadership Team**

Patricia Hurrieta - Principal - patricia\_hurrieta@dpsk12.org  
Tom Philip - Dean of Culture - thomas\_philip@dpsk12.org  
Cassie Nason - Senior Team Lead - cassandra\_nason@dpsk12.org  
Lisa Nguyen - Senior Team Lead - elizabeth\_nguyen@dpsk12.org  
Sandra Castor - Senior Team Lead - sandra\_castor@dpsk12.org

**Social Emotional Learning Team**

Tom Philip - Dean of Culture - thomas\_philip@dpsk12.org  
Bryanna Fatigate - Psychologist - bryanna\_fatigate@dpsk12.org  
Amy Navvab - Restorative Practices Counselor - amy\_navvab@dpsk12.org  
Alexandra Papa - Counselor - alexandra\_papa@dpsk12.org

**Office Staff**

Maria Mota-Ramirez - maria\_mota-ramirez@dpsk12.org  
Sabrina Simons-Stearns- sabrina\_simons-stearns@dpsk12.org

**All Staff**

A complete staff directory can be found on our website:

<https://grantranch.dpsk12.org/directory/>

## Character Strengths

**GRIT** – Perseverance and passion for long-term goals.

**INTEGRITY** – Doing the right thing regardless of circumstance.

**CURIOSITY** – Eagerness to explore new things with openness.

**GRATITUDE** – Appreciation for the benefits we receive from others, and the desire to express thanks.

**SOCIAL INTELLIGENCE** – Understanding the feelings of others and adapting actions accordingly.

**SELF-CONTROL** – The capacity to regulate one’s own responses so they align with short and long-term goals.

**OPTIMISM** – Confidence in a future full of positive possibilities.

### **Grizzlies are Responsible, Respectful, Ready to Learn!**

	Schoolwide	Classroom	Hallway	Bathroom	Lunchroom	Playground	Assembly
Responsible	<ul style="list-style-type: none"> <li>+ Use Acceptable voice level</li> <li>+ Follow directions the first time they are given</li> <li>+ Leave it better than you found it</li> <li>+ Have <b>INTEGRITY</b></li> <li>+ Have <b>SELF-CONTROL</b></li> </ul>	<ul style="list-style-type: none"> <li>+ Voice level directed by teacher</li> <li>+ Use classroom materials as directed</li> <li>+ Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>+ Voice level 0</li> <li>+ Walk at all times on the right side</li> <li>+ Stay with your class or teacher</li> <li>+ Have a pass if not with an adult</li> </ul>	<ul style="list-style-type: none"> <li>+ Voice level 1 or lower</li> <li>+ Wash hands</li> <li>+ Use supplies properly</li> <li>+ Go to the closest available bathroom</li> <li>+ Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>+ Voice Level 2 or lower</li> <li>+ Stay in your seat</li> <li>+ Eat your own food</li> <li>+ Clean up after yourself</li> <li>+ Contribute to keeping cafeteria a clean space for all</li> </ul>	<ul style="list-style-type: none"> <li>+ Voice Level 3 or lower</li> <li>+ Stay in designated area</li> <li>+ Share equipment</li> <li>+ Report any danger to an adult</li> <li>+ Clean up equipment and line up as soon as you are directed to do so</li> </ul>	<ul style="list-style-type: none"> <li>+ Voice Level 0</li> <li>+ Enter with your class and sit as soon as possible</li> <li>+ Sit by people who you can focus next to</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>+ Keep hands, feet, objects to self</li> <li>+ Treat others with kindness</li> <li>+ Positive language</li> <li>+ Show <b>GRATITUDE</b></li> <li>+ Show <b>SOCIAL INTELLIGENCE</b></li> </ul>	<ul style="list-style-type: none"> <li>+ Listen to classmates attentively</li> <li>+ Work together</li> </ul>	<ul style="list-style-type: none"> <li>+ Keep hands, feet, objects to self</li> <li>+ Stay together</li> <li>+ Be aware of the distance between you and others</li> <li>+ Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>+ Close door</li> <li>+ Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>+ Include others</li> <li>+ Have manners (please, thank you, excuse me)</li> <li>+ Respect everyone’s space</li> </ul>	<ul style="list-style-type: none"> <li>+ Be cooperative, kind and inclusive</li> <li>+ Show good sportsmanship</li> <li>+ No filming or taking pictures of others</li> <li>+ Separate if you can’t get along</li> <li>+ Seek an adult if an issue arises that you can’t solve on your own</li> </ul>	<ul style="list-style-type: none"> <li>+ Welcome guests enthusiastically</li> <li>+ Applaud when appropriate</li> </ul>
Ready to Learn	<ul style="list-style-type: none"> <li>+ Take care of materials</li> <li>+ Be on time</li> <li>+ Show <b>GRIT</b></li> <li>+ Show <b>CURIOSITY</b></li> <li>+ Show <b>OPTIMISM</b></li> </ul>	<ul style="list-style-type: none"> <li>+ Bring all needed materials</li> <li>+ Complete work</li> <li>+ Ask questions</li> <li>+ Do your best</li> </ul>	<ul style="list-style-type: none"> <li>+ Get to destination on time</li> <li>+ Maintain a quiet learning environment for all</li> </ul>	<ul style="list-style-type: none"> <li>+ Ask permission and bring a pass</li> <li>+ Get in, get out</li> </ul>	<ul style="list-style-type: none"> <li>+ Eat a balanced meal</li> <li>+ Hydrate</li> <li>+ Get to recess on time</li> </ul>	<ul style="list-style-type: none"> <li>+ Play or get exercise</li> <li>+ Connect with friends and peers</li> </ul>	<ul style="list-style-type: none"> <li>+ Listen for specific instructions from presenters</li> <li>+ Participate</li> <li>+ Be attentive throughout assembly</li> </ul>



FIRST DAY OF SCHOOL

# 2019-20 School Year Calendar

REVISED: May 2, 2019

JULY 2019						
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			

AUGUST 2019						
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 2019						
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					

OCTOBER 2019						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2019						
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					

DECEMBER 2019						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2020						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2020						
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					

JUNE 2020						
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					

LAST DAY OF SCHOOL

### NON-STUDENT CONTACT DAYS

- Planning, assessment and professional days (no classes for students; 11.5 days total)**  
Aug. 9, 12-16; Oct. 21, 22; Jan. 6; Feb. 14; April 6; May 29 (half day).
- Centrally offered professional learning days: Aug. 13; Oct 21; Feb. 14.**

Non-student contact days breakdown: Minimum of five days for teacher self-directed planning, distributed in meaningful increments; 2.5 days for school-directed professional development (.5 of which to be SLT-directed); three days for data culture/analysis.

Notes: SLT to determine which non-student contact days are planning vs. professional. Attendance at centrally offered professional learning is at school leader discretion, but some flexibility decisions will require teacher attendance on these days. Additional recommendations and guidance will be provided on the Professional Learning Center website at [pkc.dpsk12.org](http://pkc.dpsk12.org).

### EARLY RELEASE DAY

Classes will release early on May 29.

### END OF TERM -- TO BE FOLLOWED BY REPORT CARDS

Elementary school, ECE-8 and middle school trimester: Nov. 8; Feb. 21; May 29.  
6-12, high school nine weeks: Oct. 18; Dec. 20; March 6; May 29.  
6-12, high school six weeks: Sept. 27; Nov. 1; Dec. 20; Feb. 21; April 10; May 29.

### MS/HS WALK-IN REGISTRATION

Aug. 7, 8

### VACATION/NO CLASSES

### HOLIDAY/NO CLASSES

- Labor Day - Sept. 2
- Thanksgiving Day - Nov. 28
- Christmas Day - Dec. 25
- New Year's Day - Jan. 1
- Dr. Martin Luther King Jr. Day - Jan. 20
- Presidents' Day - Feb. 17
- Cesar Chavez Day - March 31
- Memorial Day - May 25

### FAMILY CONFERENCE DAY

Oct. 18 (full day, no classes for students). Schools may modify the daily schedule for family conferences to meet the needs of the school community. SLT may determine if a second Family Conference Day in the spring is needed (but may not decrease overall student contact time).

### SEMESTER DATES

- 1** BEGINS Aug. 19
- ENDS Dec. 20
- 2** BEGINS Jan. 7
- ENDS May 29

### STUDENT REPORT DAYS

- 1** 81
- 2** 93.5
- Total Days

### TEACHER REPORT DAYS

- 1** 90
- 2** 97
- Total Days

## SCHOOL SCHEDULE

School starts at 7:40am and is dismissal is at 2:45pm. Student supervision is provided from 7:30am - 3:00pm.

Arrival: Students should not arrive at school before 7:30 am.

- ECE Students - Should be escorted by families to the back playground. Please line up outside classroom doors and sign students in.
- Bus Riders - Stay on the back playground until morning bell rings. Once the morning bell rings, students will be allowed to enter the building and walk directly to their classrooms.
- Car Riders and walkers - Stay on the front playground until morning bell rings.

Inclement Weather:

- Students will be allowed to line up inside if the weather is below 30 degrees or if it is raining or snowing.
- K-5: Enter through the front doors and report to the Gym
- Middle School: Enter through the front doors and report to the lobby by the cafeteria

Dismissal:

This year we will implement a staggered dismissal. In order to ensure a smooth and safe dismissal we are asking parents to follow the schedule below. Families will not be allowed inside the building

at dismissal. Instead, meet your student at the designated area during dismissal. This will help us to monitor traffic and ensure safety within the building.

- ECE: 2:35 - Dismissed and signed out at the back doors. Parents, please do not come in through the front doors.
- K-5: 2:40 - Car riders and walkers will come out through the front doors.
- 6-8: 2:45PM - Car riders and walkers will come down the middle school stairway and go to the front doors.

All bus riders will report to the Cafeteria where will sit at designated tables by bus number. Staff members on duty in the cafeteria will escort students to the bus loop as busses arrive. Students should not go to the bus loop on their own.

Students should only use the front doors to exit the building.

Students are expected to leave school grounds by 3:00pm (within 15 minutes of dismissal time). Students remaining at 3:00pm will be escorted to the office to call home. If a parent/guardian cannot be reached and a child is remaining after 3:30pm, law enforcement may be contacted. If this occurs on a chronic basis, Denver Social Services may be contacted.

Exceptions: Students can only remain at school after 3:00pm if they are involved in an after school activity supervised by a GRS staff member. Please be aware that siblings of students participating in an after school activity may not remain unsupervised on school grounds (classrooms, office, lobby, playground, etc). Coaches and after school staff only supervise their players/members. Should it be necessary to keep a child beyond their bell time, parents will be notified by the teacher.

### **CHANGES IN DISMISSAL**

**All Students:** Parent/guardian must send a written note with their child if a child should be sent home in a different way than what is normal for the child.

Examples of when a note is needed :

- A busser is a car rider for a day.
- A busser needs to take a different bus home. Student will need to present the note to the bus driver.
- A car rider is a busser for a day. Student will need to present the note to the bus driver.

Students will not be allowed to verbally tell staff members about change of plans without verification from family.

1.

## **DELAYS AND CLOSURES**

School will be in session unless there is inclement weather or other events that lead to changes in the schedule. Changes will be found on [www.dpsk12.org](http://www.dpsk12.org), School Messenger, radio or television. **Below are a list of possible schedule changes that will impact the school day.**

### **Possible Schedule Changes:**

- **No School**
- **2 hour delay - School will be in session at 9:40am. Student supervision will begin at 9:30am**
- **Early Dismissal**

**Parents should make prior arrangements so that their children will have a place to go if there is no one home on early storm release days.** The decision to close schools is made by the Superintendent of the DPS. When you are aware of adverse weather, please tune to the above media sources for information regarding school closure or call the Grant Ranch School office. Also, check the DPS website: [www.dpsk12.org](http://www.dpsk12.org)

**Under no circumstances will a child be sent out into a storm without a place to go. Please be aware that students will go out during recess unless the weather drops below 30 degrees.**

## **EMERGENCY/VITAL INFORMATION**

We ask all parents to complete an emergency contact form for each of their children. This form tells us how to contact you or another responsible adult if your child becomes ill or injured at school. If your home address, home and business phone or emergency phone number changes, please notify the office immediately so we can contact you in case of an emergency. It is important that you or another adult be available in case of emergencies.

## **ATTENDANCE**

Regular attendance is important for successful school achievement. School attendance is a State of Colorado educational goal as well as our school's goal. Students should be absent only in case of illness or family emergencies. **Parents must call the ATTENDANCE LINE at 720.424.6961 between the hours of 6:00 a.m. and 8:00 a.m. if the child is going to be absent.** If a call has not been made to the attendance line, parents of absent children will be called by the school on the day of the absence.

Tardy Procedure: Children who are **tardy** to school must report to the office before going to the classroom. The office will provide the student with a pass to class.

Gym or Recess Attendance: If parents wish a child to be excused from gym or kept in during playground activity, the child must have a note from the family physician. This will be cleared through the school nurse.

**Early Dismissal:** If parents need to take their child out of the school during the day, they need to come to the office and sign the register. The secretary will send for the student. To protect our children, students are not allowed to leave the building without checking with the school office.

### **TARDY DURING THE SCHOOL DAY (MIDDLE SCHOOL)**

Middle school students are expected to be on time to all classes. Students who are late to class without a pass will be marked tardy. It is the student's responsibility to ensure they have a pass or adult escort them to class if they are late. Each month, teachers will call home after a student is tardy twice to their class. If a student is tardy four or more times in a month, school team will contact family to set up a Family Meeting and assign any needed interventions or supports.

### **TRUANCY**

As a school, we have three goals. These goals include student safety, social/emotional growth and academic readiness. The only way to ensure student safety is knowing where everyone is located in the building at all times during the day. A student will be considered truant if they walk out of class without permission, are loitering in the halls or unsupervised for more than 3 minutes. This includes students who are intentionally hiding from adults (e.g. in bathrooms, hallways of different grade levels). For a first offense, a student will have a restorative conversation to better understand why they are missing class. For repeated offenses, school team will contact family to set up a Family Meeting and assign any needed interventions or supports..

### **VISITORS**

We require that all visitors including parents/guardians must check in at the main office to ensure the safety and security for all students and staff. Students who are not registered at Grant Ranch are not allowed to visit or shadow students during school hours. Non-GRS students are not allowed at school sponsored events. When picking up a student, office staff will request for the student to come to the office. Parents/family members must remain in the office area and wait for their child. Only parents or guardians who are listed on Infinite Campus are permitted to pick up a student.

### **VACATIONS**

Students who will be absent from school for a vacation not scheduled on the calendar must notify the secretary in the office. Additionally, please communicate with teachers about the absence. At the teacher's discretion, students could receive missed work to complete during the absence or be given make-up work after their return to school.

### **CLASSROOM ASSIGNMENTS AND SCHEDULES**

The GRS Leadership Team and Staff work collaboratively to ensure that classrooms are balanced, equitable, and set up for success. All students will have to follow their assigned schedule for the year. If there are scheduling issues, please speak to Ms. Maria in the office and complete a Schedule Form. The form will be reviewed but is not a guarantee that changes will take place due to class sizes, rotations, and other variables.

### **BUS RULES & REGULATIONS**

Students and families can expect safe and efficient bus services. Families and students are responsible for familiarizing themselves with bus rules and regulations. Students may ride their assigned bus only. Students who ride busses will be given bus passes and will need to use it every time they take the bus home. **Please remember that the bus driver, as well as transportation, may take away this privilege if safety or discipline becomes an issue.**

### **MEDICATIONS AT SCHOOL**

All medications must be stored in the nurse's office. Prescription medications must be brought to school in the original container with the doctor's instructions for dispensing the drug. Over the counter medications are **NOT ALLOWED AT SCHOOL**. Students are not allowed to self-medicate or to share medications with other students. Self-medicating and/or sharing medications with other students will result in disciplinary action.

### **PHONES**

Students may use the office and classroom telephones in case of emergency with permission from the classroom teacher. Students should check in with office staff before using the office phones. Arrangements for visits to friends after school are not considered to be emergencies.

### **CELL PHONE POLICY**

Cell phones are an important part of our lives. We know that parents and families value being able to get in touch with their students and many families rely on cell phones. At Grant Ranch we want to respect how students and families want to communicate while preserving a safe and productive learning environment.

#### **Grades ECE-5**

Students are encouraged **not** to bring cellular devices to school. Parents are encouraged to contact the main office in order to get in touch with students during the school day. If students bring their cell phones, they are expected to keep cell phones in their backpacks or in a teacher designated area and only use it before or after school.

#### **Grades 6-8**

The use of a cell phone is a privilege, not a right. Teachers and Grant Ranch School Staff have authority to set boundaries and expectations for how students use electronic devices at school. Students are not allowed to use cell phones at school unless they have explicit permission from school staff. Staff will allow cell phone use in designated a "Green Zone". A designated "Red Zone" will mean no cell phone use. Each teacher has the discretion to allow and regulate the use of cell phones/electronic devices within the classroom. **If not in a designated, "Green Zone", cell phones and electronic devices must be turned off or muted during instructional time, and before entering offices, libraries, instructional spaces, or academic areas.** Hallways and cafeteria will be designated "Red Zones" where cell phone use is not permitted. Recess will be a "Green Zone" for 7th and 8th and cell phone use must adhere to acceptable use and not fall under inappropriate use mentioned below. Staff members will have the right to change recess to a "Red Zone" for entire grade levels or on an individual basis.



Students will be asked to turn in cell phones to a designated area upon entering the classroom.

If a student is using a phone or electronic device without permission from school staff, the following process will be followed.

1. Teacher/School Staff will give the student a warning to put device away or in a designated area.
2. If the student does not respond to first warning, then the teacher/school staff will ask students to place cellphone in a designated area, giving precise directions along with a time. Ex: "Please place your cell phone in the cell phone pocket. I will give you 1 minute to do this."
3. If a student does not put away the phone:
  - a. Teacher will contact family about cell phone use.
  - b. Teacher will notify administration and the student will be asked to meet with administration during recess the following day to go over cell phone expectations.
4. If student is referred twice regarding cell phone use, Parents/Guardians will be required to attend a Family Conference regarding student's cell phone use. A cell phone plan will be agreed upon which could include turning the phone into the office daily or not being allowed to bring the cell phone to school at all.

### **Inappropriate Cell Phone Use**

- Cyberbullying
- Posting photos/videos to social media without a person's consent
- Harassment
- Plagiarism-may not be used to assist in tests, quizzes without teacher approval
- Filming a physical altercation

\*\*School administration and the Office of Safety and Security may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be asked to unlock the device at the request of a school administrator. \*\*

### **Acceptable Cell Phone Use Education**

We will work with students throughout the course of the school year to develop their skill set and awareness of safe cell phone behavior. This will include:

1. Privacy. Understanding when and how sharing pictures of others can be an invasion of privacy.
2. Cyber Safety. How to remain safe when using online platforms.
3. Cyber Bullying. Ways to use social media with kindness and respect for all. How to identify bullying behavior and not be a bystander in incidents of cyberbullying.

## **Lost, Stolen, or Damaged Devices**

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Grant Ranch School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

## **FOOD SERVICES**

Food and Nutrition Services department at DPS must also comply with state and federal regulations and policies issued by the Colorado Department of Education (CDE) and the United States Department of Agriculture (USDA) with regard to school meals and food products available to students before, during and after school hours. Improving the nutritional content for all foods and beverages sold in schools is critical to: improve the diet and overall health of American children and to ensure children adopt healthy eating habits that will enable them to live productive lives.

**Breakfast:** Breakfast is served in the classroom for all students. They will eat as soon as they arrive in the classroom at 7:40. This is free of charge for students.

**Hot Lunch:** All elementary students - \$2.25 each day (includes milk) Grades 6-8 - \$2.50 each day. More pricing information can be found here: <http://foodservices.dpsk12.org/meal-prices.php> Charges are discouraged; middle school students may not charge. Lunches may be purchased weekly or monthly by sending cash or writing a check payable to "Grant Ranch School Cafeteria" or, payments may be made by credit card or debit card to [www.mylunchmoney.com](http://www.mylunchmoney.com). All students will be provided with a lunch card at the beginning of the year. The card with the barcode will speed the lunch line and keep a more accurate accounting of the student's spending habits. Free or reduced-priced meals are available to students who qualify based on family size and income. Forms are distributed to parents each fall. If your family doesn't qualify now, you can apply any time during the school year if circumstances change.

**Menus:** You may also access this information online at <http://foodservices.dpsk12.org/whatson-menu.php>

**App Payment:** Every student has a lunch account and money can be placed into the account by either paying the lunchroom during normal hours of operation or going online to <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> You will receive automated email and/or phone messages when your child's meal account is running out of money.

**Please do NOT send food products that need to be heated in a microwave. There is no microwave available for student use.**

**Healthy Snacks**- Students should bring healthy snacks and healthy portions for lunch and/or snack i.e. family size bags of chips and the equivalent will not be allowed in larger than a sandwich size bag.

Students who bring breakfast to school must be done with it by 8:00am. This includes food or beverages brought in during arrival.

**CAFETERIA EXPECTATIONS:** Students will have assigned tables and are expected to follow all school rules in the cafeteria.

- Walk at all times.
- Stay in your seat and sit only in your assigned tables.
- Raise your hand if you need to leave your seat.
- You must have a pass if you have permission to leave the cafeteria.
- In keeping with healthy food guidelines, soda is not permissible during school hours.
- Students will utilize trash cans, push in their chairs, use appropriate voice levels and be respectful of all staff in the cafeteria.

### **PLAYGROUND RULES**

Students are expected to follow routines and procedures shared by recess monitors. This includes sharing playground equipment, displaying sportsmanship, and lining up when prompted.

- Stay only in your designated area where an adult can see you at all times.
- Be cooperative, kind, and inclusive.
- Follow directions the first time they are given.
- Respect the privacy and personal space of others.
- Use of cell phones to film or take pictures of others is **not** allowed.
- Show good sportsmanship.
- Backpacks should not be worn during recess and lunch.
- Take responsibility for your actions.
- Stop, think, and make good choices. Use Restorative Practices questions when solving conflict.
  - What happened?
  - What were you feeling at the time? What have you thought about since?
  - What could you have done differently? What could you say sorry for?
  - Who else was impacted by what happened?
  - What can you do to make it right? What do you need to make it right?
  - How are you feeling now?
- Report any danger to an adult.
- Use “I messages” to communicate feelings and needs to resolve conflict with peers
- Separate if you can not get along with another peer. Seek adult support with recess monitors if an issue arises that you can’t solve on your own. Be mindful to communicate as soon as possible.
- Clean up equipment and line up as soon as you are directed to do so.

## **BACKPACKS**

Backpacks should be left in the classroom or lockers (Grades 6th-8th). Students should not have backpacks during recess and lunch. Grades 6th-8th, should leave backpacks in lockers and avoid bringing them into classrooms unless arrangements have been made with teachers.

## **EMERGENCY DRILLS**

**FIRE DRILL:** A loud, shrieking noise combined with strobe lights signals a fire drill. We practice drills monthly to teach students the safest, quickest route from the building. Whenever a class leaves a room for any emergency, students stay with their teachers until they hear the all clear signal. Follow directions from the adult that you are with and exit the building in a “Level 0 voice”, which means no talking. Students will follow directions from teachers during a lockdown. This includes staying at a Level 0 voice and moving to a location that is out of sight from the hallways. Students are not allowed to use headphones or earbuds during an emergency drill.

**LOCKDOWN:** All exterior and interior doors are locked and students are confined to their school. No entry or exit to the school is allowed during this response.

**LOCKOUT:** All exterior doors are locked. No entry or exit to the school is allowed during this response.

DPS Emergency Management Information:

<https://safety.dpsk12.org/emergency-management-resources>

### **Parent/Guardian Preparation for a School Emergency**

- Talk to your child about school emergency response procedures so they know what to expect in the event of an emergency or crisis.
- Update your child’s emergency contact information as it changes. Children will not be released from school to unauthorized individuals.
- If your child takes medication, make sure the school has a minimum of a 3 day supply.

### **Parent/Guardian Response In The Event Of a School Emergency**

- **DO** check the DPS webpage for updated information ([www.dpsk12.org](http://www.dpsk12.org))
- **DO** call the DPS Family Constituency Hotline at **720-423-3054**
- **DO** tune into local TV/Radio stations for school news alerts
- **DO** listen for information regarding unification with your child (Please remember to bring valid government identification with you to the reunification site)
- **DO NOT** come to your child’s school. This will create traffic congestion hampering the efforts of first responders.
- **DO NOT** call your child or your child’s school. Excessive phone calls could jam up the phone system and interfere with emergency communications.
- Communication will be through an auto dialer that will notify you when it is safe to pick up your child and the location for pick up

## **LOCKERS**

Lockers will be assigned to 6th, 7th, and 8th grade students. Students may not change lockers and new lockers will not be assigned during the school year. Students are not to share their locker combinations with anyone. If there is a locker problem, students need to notify their teacher. Lockers are the property of Denver Public Schools and may be checked by authorized school personnel at any time. Do not keep money, jewelry, or other valuable items in your locker. Do not “rig” lockers for quick access.

## **LOST AND FOUND**

Please write your name on clothing and personal items you bring to school. Taking some time to do it now may save you the cost of buying replacements. Small, lost items are kept in the office until their owners claim them. Larger items, such as clothing, are stored in the front lobby. Periodically during the year, unclaimed clothing will be donated to a local charity.

## **HOMEWORK POLICY**

Homework varies by teacher and grade level. It is the student’s responsibility to complete homework. Students who do not complete their homework may be assigned time to complete it during lunch or recess or receive no credit.

### **Cheating/Plagiarism**

Plagiarism is cheating. Passing on another person’s written work as your own is cause for receiving a zero for the assignment.

## **CONFERENCES**

If a parent would like to talk with their child’s teacher, we ask that they please call either before or after school. Calls received during the day will be transferred to voicemail. Additional information about parent-student-teacher conference dates will be provided.

**NON-INSTRUCTIONAL ITEMS:** No items should be brought from home unless specific to class reward. Toys, sports equipment should not be brought out to recess.

## **DRESS CODE:**

All students should be able to dress comfortably for school and engage in the educational environment without unnecessary discipline or body shaming. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Students are expected to be covered from shoulder to thigh (shirts must cover midribs and backs) in the school building, on school grounds, or at school activities.

### **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, or images that are of a sexual nature
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.

- Any clothing that reveals visible undergarments including mesh shirts, (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or medical reasons)
- Hats are not permitted in the building. There may be special circumstances where students receive approval to wear a hat for spirit days, rewards, or social emotional needs.

Any student 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. In this case, there shall be no further action. If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions and other disciplinary interventions.

### **NO WEAPONS or DRUGS**

Guns, knives, weapons of any kind, and drugs are not permitted at any time.

**DPS Discipline Matrix:** We will be following the DPS Discipline Matrix. Please see the summary of Policy JK-R:

<http://academy-360.org/wp-content/uploads/2019/07/JK-R-Attachment-B-Discipline-Matrix.pdf>

### **CLASSROOM DISCIPLINE**

Students will have an opportunity for an in-class refocus when they are not successfully redirected by a teacher after the first warning for the following Type 1 Behaviors:

- Classroom disruption
- Excessive Tardiness
- Picking on, bothering or distracting other students
- Use of profanity or vulgarity
- Dress code violation
- Disrupting school activity
- Minor defiance of authority/disobedience
- Verbal insults or put-downs
- Use of cell-phone/electronic device
- Tobacco offence
- Unauthorized use of school equipment
- Gambling
- Physical aggression with another student (e.g. pushing, shoving)
- Scholastic dishonesty
- Other minor school based misconduct

## **BEHAVIORS THAT RESULT IN DISCIPLINE REFERRAL**

- Based on the DPS Discipline Matrix, all Tier 2, 3, 4, and 5 Behaviors will result in a discipline referral to the SEL Team and or Administration and Campus Safety Officer. These behaviors include but are not limited to:

### **Type Two**

False activation of a fire alarm  
Minor bullying - see Policy JICDE  
Minor harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion - see Policy JBBA  
Destruction of school property, including graffiti (under \$500)  
Severe defiance of authority/disobedience  
Trespassing  
Theft (under \$500)  
Minor sexual harassment - see Policy JBB  
Other school-based misconduct that disrupts the school environment  
Recurring Type One offenses (after going through Levels A through C of the Discipline Ladder)

### **Type Three**

Severe bullying - see Policy JICDE  
Severe harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion - see Policy JBBA  
Severe sexual harassment - see Policy JBB  
Low-level fighting (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses, etc.)  
Being under the influence of drugs or alcohol - see Policies JICH, JICH-R  
Possession of unauthorized drugs or alcohol  
Destruction of school property, including graffiti (\$500 and over)  
Theft (\$500 and over)  
Other school-based misconduct that substantially disrupts the school environment  
Recurring Type Two offenses

### **Type Four**

Serious fighting (including incidents with significant injuries, but which do not rise to the level of the Type Five offense “1st or 2nd degree assault”)  
Terrorist threats (pending a threat assessment)  
Possession of an explosive that seriously endangers the welfare or safety of other students or school personnel  
Unlawful sexual conduct - see Policy JBB  
Willfully causing damage to the property of a school employee  
Assault, harassment, or false allegation of abuse against a school employee  
Hazing activities  
Other student behaviors that most seriously disrupt the school environment or seriously endanger the welfare or safety of other pupils or school personnel  
Recurring Type Three offenses

### **Type Five**

Robbery

First or second degree assault

Sale of unauthorized drugs or controlled substance

Carrying, bringing, using, or possessing a knife or dangerous weapon without the authorization of the school or District

Habitual disruption "Habitual disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared "habitually disruptive," for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.

### **Type Six**

Firearms

- Restorative practices will be implemented to support students in being accountable for their behavior, repairing the harm, and successfully re-engaging in the classroom and school community.
- Additional discipline and consequences may result from Tier 2-5 behavior including the possibility of lunch detention, in school suspension, and out of school suspension. GRS will work to exhaust all other options before using discipline practices that exclude students from instructional time.

## **RESTORATIVE PRACTICES**

- Grant Ranch teachers and staff are committed to using restorative practices to build positive relationships with students and create a strong school community.
- Restorative practices will also be used to resolve conflicts and support students with their behavior. The SEL Team will facilitate Restorative Conferences for students referred for behavior. Additionally, students can request for restorative practices to resolve conflict between peers.

We look forward to an amazing school year. We are glad you are at Grant Ranch School!



**IMPORTANT: RETURN TO YOUR STUDENT'S TEACHER**

**I acknowledge that I have received a copy of the Student Handbook for Grant Ranch 2019-2020.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Homeroom Teacher's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_