



Grant Ranch ECE-8

STUDENT HANDBOOK

2018-2019

Grant Ranch ECE-8 School

5400 South Jay Circle

Littleton, CO 80123

<http://grantranch.dpsk12.org>

Office Phone: 720-424-6880

Attendance Line: 720-424-6961

Fax: 720-424-6905

School Mascot: Grizzly Bear

School Colors: Maroon, Gray, and Black

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.

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
Kristen Hyde - Dean of Instruction
Tom Philip - Dean of Culture
Jessica Lujan - Senior Team Lead
Cassie Nason - Senior Team Lead
Lisa Nguyen - Senior Team Lead

Social Emotional Learning Team

Tom Philip - Dean of Culture
Bryanna Fatigate - Psychologist
Amy Navvab - Restorative Practices Counselor
Alexandra Papa - Counselor

Office Staff

Maria Mota-Ramirez
Sabrina Simons-Stearns

SCHOOL SCHEDULE

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

ARRIVAL/DEPARTURE

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

Departure: Students are expected to leave school grounds by 3:00pm (within 15 minutes of dismissal time). Students remaining at 3:00 pm will 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 on school grounds (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.

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. Please bring a note, giving the reason for the absence, the day you return to class.

Tardy Procedure: Children who are **tardy** to school must have a note signed by the parent and report to the tardy 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.

VISITORS

To ensure the safety and security for all students, we require that all visitors including parents/guardians report to check in at the main office. 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 dances. 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.

VACATIONS

Students who will be absent from school for a vacation not scheduled on the calendar must have their parents complete the "Informed Vacation Consent Contract" available in the office. Students will be given make-up work after their return to school.

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. Seat belt use is mandatory for Grant Ranch students. 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.**

BIKES

Students in Grades 3-8 may ride their bikes. Bikes **MUST** be parked in the cages provided. **Each student is responsible for locking his/her bike and for the security throughout the day.** Once

bikes are in the cages, they are not to be removed until the student is ready to go home. When arriving and departing, students are to walk their bicycles on and off school grounds. Scooters, skateboards, and rollerblades are not allowed.

INCLEMENT WEATHER

Regardless of the weather, school will be in session unless a school closing announcement is made on the DPS website, www.dpsk12.org or via radio or television. **School closure information will be available first on radio stations KHOW-AM (630) and KSYY-FM (95.7).** If school is in session and a storm develops during the day, a decision may be made to send students home early. **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

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.

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.

HATS

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.

PHONES

Students may use the office and classroom telephones in case of emergency with permission from the classroom teacher. 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-6

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 and only use it before or after school.

Grades 7-8

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.

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 student a warning to put device away.
2. If student does not respond to first warning, then the teacher/school staff will ask students to please place cellphone in a designated area, giving precise directions along with a time.
Ex: “Please place your phone on my desk. I will give you 1 minute to do this.”
3. Ignoring Red Zones three times leads to an automatic Lunch Reflection.
4. If student is referred twice to Lunch Reflection regarding cell phone use, Parents/Guardians will be required to attend a Family Conference regarding student’s cell phone use.
 - a. A behavior plan will be created with SEL Team.

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

**School administration and Campus Safety Officer 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 required 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 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.

Grades 7 and 8 - Cell Phones and Tardy - Lunch Reflection

Cell Phone: Ignoring Red Zones three times is an automatic Lunch Reflection. Teachers will refer students who have ignored Red Zone warnings three times for Lunch Reflection.

Tardies: Three tardies is an automatic Lunch Reflection. Students who arrive to class within 5 minutes of the bell ringing without a pass or escort from a teacher/adult will be considered tardy and should be referred to Lunch Reflection.

TRUANCY

Why the Policy?

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. Therefore we have created this policy to ensure student safety.

What is the Policy?

Walk-Outs and Truancy

Students who are in the hallways without a pass will be considered truant. If a student arrives to class past 5 minutes, it would be considered truancy and the policy for truancy should be followed. If a student receives two referrals for truancy and walkouts he/she will be receive a Behavior Referral and may be assigned After School Interventions.

We really want students working towards internalizing the importance of being at school and in class during instructional hours. If students are truant this will count towards their overall attendance rate.

AFTER SCHOOL INTERVENTION

The After School Intervention (ASI) Program is designed to hold students accountable for ongoing infractions that create disruptions to the learning environment after other interventions by the teacher haven't resulted in consistent changes in behavior. Students who have been repeatedly referred by teachers to the SEL Team through the Behavior Referral Form may need to participate in ASI. Parents will be notified in advance if a student will be serving ASI from 2:45-3:30.

Behaviors that may merit referrals to ASI

Common behaviors leading to ASI include:

- Truancy and Walkouts
- Refusal to work during class time
- Defiance and disruptive behavior
- Inappropriate language or peer interaction

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. 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 snack size bag.

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

EMERGENCY DRILLS

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 level. Please follow directions from your teachers during a lockdown. This includes staying at a Level 0 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.

LOCKERS

Lockers will be assigned to all 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 custodian's hallway. 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)

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 penalty. 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 Ladder:
https://drive.google.com/file/d/1IKR5oX__qeQkyxv8d51MV2fER5wj6Nmk/view

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 Tier 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

If a student commits a Tier 1 behavior again after a teacher has directed them for an in-class refocus, the student will be referred to the SEL Team. After this third warning, teachers will have the discretion to remove the student from class if they deem it necessary to maintain a safe and productive classroom environment. The student and teacher will engage in restorative practices as needed to repair the harm and create steps for the students to successfully re-engage in the classroom

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 2018-2019.

Student Name: _____ **Grade:** _____

Teacher's name: _____

Parent Signature: _____