

Grant Ranch ECE-8 School



5400 South Jay Circle
Littleton, CO 80123
<http://grantranch.dpsk12.org>



STUDENT and FAMILY HANDBOOK

2022-2023

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

Grant Ranch School
Character Strengths:



Grizzlies Are:



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I. School Information

GRS VISION: Cultivate global, lifelong learners to become future leaders positively impacting society.

GRS MISSION: Grant Ranch School will provide a safe, equitable and rigorous learning environment for all through a culture of acceptance for a diverse community and encourage the development of compassionate, resilient, lifelong learners.

SCHOOL MASCOT: Grizzly Bear **SCHOOL COLORS:** Maroon, Gray, and Black

GRANT RANCH LEADERSHIP TEAM

Patricia Hurrieta - Principal - patricia_hurrieta@dpsk12.net

Sandra Castor - Senior Team Lead - sandra_castor@dpsk12.net

Tom Philip - Senior Team Lead - thomas_philip@dpsk12.net

Cynthia Sinclair - Senior Team Lead - cynthia_sinclair@dpsk12.net

SOCIAL EMOTIONAL LEARNING TEAM

Jaime Primiano - Counselor - jaime_primiano@dpsk12.net

Paige Bresset - Psychologist - paige_bresset@dpsk12.net

OFFICE STAFF

Sabrina Simons-Stearns- sabrina_simons-stearns@dpsk12.net

Corina Martinez-Moreno- corina_martinez@dpsk12.net

ALL STAFF

A complete staff directory can be found on our website:

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



FIRST DAY OF SCHOOL

2022-23 School Year Calendar

REVISED: April 27, 2022



- NON-STUDENT CONTACT DAYS**
 Planning, assessment, and professional days (no classes for students; 11.5 days total)
 Aug. 15, 17-19; Sep 30; Oct. 17; Jan. 3; Feb. 21; April 3; June 2 (half day), June 5
- Centrally-offered professional learning**
 Aug. 16, Oct. 17, Jan. 3, Feb. 21, April 3
 Note: Centrally-offered professional learning will largely be organized by cohort, with some district-wide required offerings. For the remainder of the day, the SLT will determine which portions are principal-directed or teacher-directed.
- Non-student contact days breakdown:** Minimum of 4.0 full self-directed teacher planning days to be distributed in meaningful increments; 2.5 full professional development days to be directed by the principal, including data culture/analysis; 1 family conference day.
- EARLY RELEASE DAY**
 Classes will release early on June 2
- FAMILY CONFERENCE DAY**
 Oct. 14 (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).
- LEADERSHIP WEEK DATES**
 Summer Leadership Weeks; June 6-9, 2023 and July 25-29, 2023
- SUMMER PROGRAMS BEGIN - June 13, 2023**
 For more information about DPS Summer Programs visit <https://bit.ly/DPSsummerprograms>

- MS/HS WALK-IN REGISTRATION**
 To be determined and communicated by school
- VACATION/NO CLASSES**
- HOLIDAY/NO CLASSES**
 Labor Day - Sept. 5
 Thanksgiving Day - Nov. 24
 New Year's Day - Jan. 1
 Dr. Martin Luther King Jr. Day - Jan. 16
 Presidents' Day - Feb. 20
 Cesar Chavez Day - March 31
 Memorial Day - May 29
- SEMESTER DATES**
1 BEGINS Aug. 22
 ENDS Dec. 16
2 BEGINS Jan. 4
 ENDS June 2
- STUDENT REPORT DAYS**
1 76
2 97.5
 173.5 Total Days
- TEACHER REPORT DAYS**
1 84
2 102
 186 Total Days

END OF TERM -- TO BE FOLLOWED BY REPORT CARDS

Trimester End of Term Dates:
 November 18, March 3, June 2

Semester End of Term Dates:
 December 16, June 2

Quarter End of Term Dates:
 October 14, December 16, March 17, June 2

Six Week Term Dates:
 September 30, November 11, January 13, February 24, April 14, June 2

SCHOOL HOURS

School starts at 8:05 and dismissal is at 3:05pm. Student supervision is provided from 7:50 AM - 3:05pm.

Students will start the school on August 22nd..

Cell Phone Policy

SCHOOL 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

Staff: Cell phones are not to be used during the instructional hours. This includes but is not limited to: phone calls, emailing, texting, and internet browsing.

Students: It is our goal at Grant Ranch School to ensure that classrooms are focused on academics. We want to create an environment dedicated to mutual respect, kindness, and courtesy. We also want to decrease incidents of cyberbullying. We expect parent support regarding their student's responsible use of cell phones at school. Our intent is to never keep a student's cell phone overnight. It is disruptive to family communications. Here is a reminder of the school wide expectations:

Cell phone policy:

- Personal cell phones and other electronic devices should not be used at school. This rule is applicable as soon as students enter the building until the last bell and includes the cafeteria. Grades ECE-5: If students bring their cell phones, they are expected to keep cell phones in their backpacks, lockers or in a teacher designated area and only use it before or after school. Grades 6-8: Cell phones should be shut off and placed in lockers. Cell phones should be always out of sight. Students may not use their phones at recess or in the cafeteria.

- If a cell phone is not in the locker, staff will ask the student to turn in the cell phone to the teacher who will send it to the office. The student is able to pick up the cell phone from the office at the end of the day. We will email parents when this happens.
- For second and third offenses, the cell phone will be given to the administration and will be returned at the end of the day. A phone conference will be scheduled with an administrator and the family.
- Repeated offenses may lead to a phone plan where the student either turns in the phone every morning or is not allowed to bring a phone to school.

Inappropriate Cell Phone Use

- Cyberbullying
- Recording OR 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. 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.

Headphones/earbuds policy:

- Students should leave headphones/earbuds in their lockers
- Headphones/Earbuds may be used in class with teacher permission
- If headphones/earbuds are not in the locker, staff will ask the student to turn in to the teacher who will send it to the office. The student is able to pick up the headphones/earbuds from the office at the end of the day. We will email parents when this happens.

- For second and third offenses, the headphones/earbuds will be given to the administration and will be returned at the end of the day. A phone conference will be scheduled with an administrator and the family.
- Repeated offenses may lead to a plan where the student either turns in the headphones/earbuds every morning or is not allowed to bring them to school.

II. Operational

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. Parents are asked to update this information through the [parent portal](#). If assistance is needed, please contact the front office.

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.** (ie. cough drops, vitamins or chewable medications). Self-medicating and/or sharing medications with other students will result in disciplinary action.

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 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.
- Non-religious head covering (for example hats, hoodies, du-rags, etc) are to be removed upon entering the building. This is primarily for the safety and security of our building.

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.

BACKPACKS

Backpacks should be left in their lockers. Students should not have backpacks during recess and lunch, they need to leave them in their lockers.

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.

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.**

CLASSROOM 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. Sabrina, 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.

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

LOCKERS

Lockers will be used ONLY for arrival and dismissal.

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)
- 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

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 8:05-8:25. This is free of charge for students.

Hot Lunch: All elementary students - \$2.60 each day (includes milk) Grades 6-8 - \$2.75 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 sandwich size bag.

Students who bring breakfast to school must be done with it by 8:25 am. This includes food or beverages brought in during arrival.

III. General Information

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.

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. If homework is completed inconsistently, students will be asked to stay after school for academic support.

Cheating/Plagiarism

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

AFTER SCHOOL SUPPORT

Our Middle School team of teachers will be offering after school academic support in order to best help our students mastery towards the content they are learning. The after school support will run until 4:30 on an as needed basis. Teachers and/or students will inform parents of the need to stay after school in advance so transportation can be determined. If students normally ride the bus to school, they will need to be picked up after the support hour is completed as there's no school buses then, if transportation cannot be provided parents and teachers will work together to determine a different option.

CONFERENCES

If a parent would like to talk with their child's teacher, we ask that they email the teacher directly to set up a conference. Teacher emails can be found [here](#). The parent can also call the front office and they will reach out to the teacher to contact the parent. Additional information about parent-student-teacher conference dates will be provided.

IV. Transformative Social Emotional Academic Learning (TSEAL)

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

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.

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.

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.

DPS DISCIPLINE MATRIX: We will be following the DPS Discipline Matrix. Please see the summary of [Policy JK-R](#):

NO WEAPONS or DRUGS

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

MTSS LETTER [letter linked here](#)

v. Procedures

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 cafeteria 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.

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.

VISITORS TO THE BUILDING

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.

ATTENDANCE POLICY

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.

ARRIVAL

Students should not arrive at school before 7:50 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.
- ECE-5: Enter through the front doors and report to the Gym
- Car Riders and Walkers: Enter through the front doors and report to the lobby by the cafeteria

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, 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 10:05am. Student supervision will begin at 9:55am**

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.

DISMISSAL:

We will continue to implement a staggered dismissal. In order to ensure a smooth and safe dismissal we will be implementing the following schedule.

- ECE: 2:55PM - Dismissed and signed out at the back doors. Parents should not come through the front doors.
- K-5: 3:00PM - Car riders will come out through the front lobby.
- 6-8: 3:05PM - Come down middle school stairway and go to the front lobby.

All bus riders will report to the Cafeteria where they 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.**

Walkers and Car Riders: Students should only use the front doors to exit the building.

Students are expected to leave school grounds by 3:20pm (within 15 minutes of dismissal time). Students remaining at 3:20pm will be escorted to the office to call home. If a parent/guardian cannot be reached and a child is remaining after 4:00pm, 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 3:05pm 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.

If there are changes in who does pick up

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 student who takes the bus needs to take a different bus home. The student will need to present the note to the bus driver.
- A car rider needs to ride the bus for a day. The 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.

VI. Required Signatures

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

Parent Compact: this is your commitment to the Grant Ranch Community. Please look this [link of the document](#) over and sign.

Thank you students and families for going over the GRS 2022-2023 Student Handbook! **Please click on the link below** to acknowledge that you have received a copy of the GRS 2022-2023 Student Handbook

[Handbook Acknowledgement Signature](#)