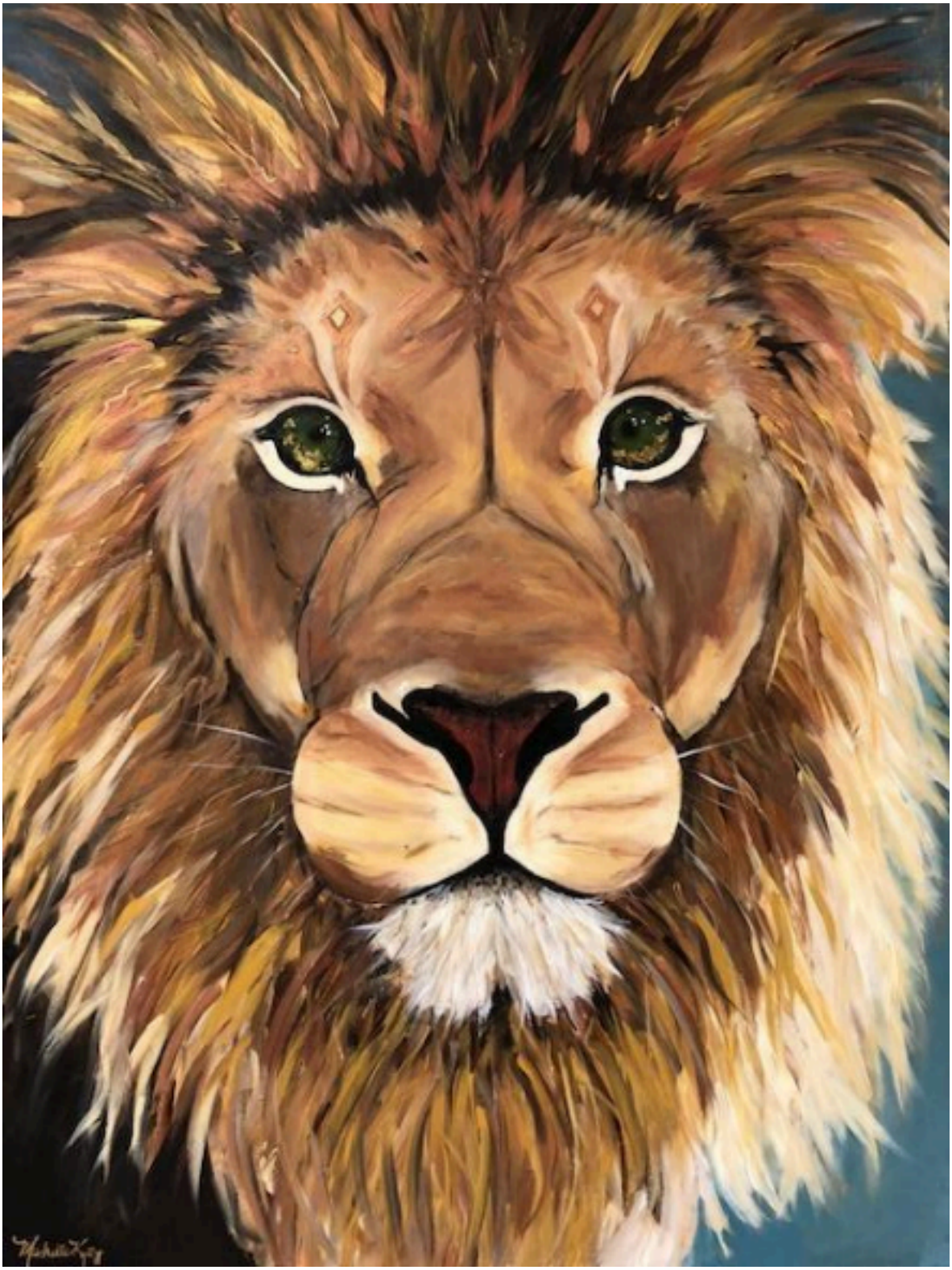


GRANT ELEMENTARY SCHOOL

Parent & Guardian Student Handbook

2026-2027

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Dear Parents and Guardians:

On behalf of the Grant staff, we would like to welcome you and your student(s) to Grant Elementary School, a six-time Capturing Kids' Hearts National Showcase School and a designated 2007 NCLB National Blue Ribbon School.

It is our belief that communication between home and school is an essential first step toward building the quality partnership that needs to exist between parents and educators. In order to ensure that you receive communication from the school, please be sure your correct phone number and email address are on file in the front office. Your updated information is essential to you receiving important information from the school. Furthermore, if there is an emergency, we need to be able to contact you. If you're not sure if your contact information is up to date, just call the front office!

It is with this in mind that this handbook has been prepared. *After you have reviewed this handbook, please be sure to sign the signature page and return it to your student's teacher.*

Please be assured that we will always try to do our best to help your child have a rewarding school experience in a safe and caring atmosphere.

For the most up-to-date information on events, delays, and closures, "like" us on Facebook. You can find us at "Grant Elementary School D11." Please be sure to log into PowerSchool as well, as this will deliver school and district information straight to your smartphone! Finally, once school begins, you will be able to join ClassDojo, which is a wonderful tool for updates and communication with your child's teacher.

Please call us if you have any questions at (719) 328-5700.

Sincerely,

Lindsay Jimenez
Principal

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SCHOOL HOURS – 7:40 am – 2:50 pm

All classes at Grant begin at 7:40 a.m. and will be dismissed at 2:50 pm. We do, however, ask that all students arrive at school no earlier than 7:35 as our Breakfast in the Classroom program and morning meetings begin at 7:40 each morning. Grant Elementary is a full day K-5 school. All kindergarten students attend a full day program. There is also a Head Start Preschool program here at Grant, however, they are their own entity with registration and staff. Please contact the Head Start program at 719-635-1536 if you have any questions.

VISITING THE SCHOOL

We always welcome you to come and visit! We believe in having an open door policy and encourage you to be a part of your student's education! Per district policy, all visitors MUST present a valid Colorado driver license or government issued ID at the office upon arrival, regardless of the purpose for your visit. All visitors will be given an ID badge to wear. A new ID badge will be issued daily, and all used ID badges should be returned to the office. **To visit classrooms, please set up an appropriate time with your student's teacher prior to the visit.**

PARENT VOLUNTEERS

Grant Elementary School belongs to you! We encourage you to become involved in the many activities that Grant has to offer. One way is to serve as a parent volunteer. Parents are needed to help in the classrooms and in other areas of school business. If you would like to volunteer your time, please fill out and return the Volunteer Registration Form. **Please note that this form MUST be filled out for any type of volunteer work, including classroom observations and field trips. Please turn in a completed form at least 7 days prior to the planned volunteer time. Failure to turn in your completed Volunteer Registration form prior to an activity may result in you not being able to participate.**

ARRIVAL AND DEPARTURE

Students are to arrive at school no earlier than **7:35** am. Playground supervision will begin each morning at **7:35** am, the first bell will ring at **7:40** am, and students will line up in front of their outside classroom doors and enter their classrooms at 7:40 am to participate in our Breakfast in the Classroom program and morning meetings. **Supervision will not be available until 7:35 am each morning.** We ask that students leave the school grounds promptly after their dismissal time at 2:50 pm. Any child still here at 3:00 pm will be escorted to the office to await the arrival of their ride.

BREAKFAST IN THE CLASSROOM

Grant is proud to continue the Breakfast in the Classroom program. Each morning, students will be offered several options for breakfast at no charge. Breakfast will take place from 7:40 am to 7:55 am. If a student arrives to the classroom at 7:55 or later, they may not receive breakfast.

STUDENT PICK UP AND DROP OFF TRAFFIC

Student safety is our number one priority before, during, and after school. Please be patient and extend courtesy when entering and exiting our parking lot and drop off/pick up area. Please adhere to the following:

- Traffic flow through our parking lot is one-way and one lane only. Please mind the 10-m.p.h. speed limit.
- Parking is not allowed in the fire lane or at **ANY** red curb.
- All handicap parking is reserved for those families that are able to display the proper handicap placard. Do not park in these spaces, even for only a couple of minutes without the placard, as you will be asked to move.
- When dropping off or picking up in the parking lot, students may only exit/enter the vehicle within the "cone zone." Please pull as far forward as possible in the cone zone to allow more cars into the zone for drop off and pick up.
- All students and families should cross at the crosswalk only.
- Students should never cross Westwood Blvd. or Shadowglen Dr. unattended. ● Anyone not following these guidelines may be prohibited from using the drop off/pick up lane.
- Please be respectful of our neighbors and **do not block or park in their driveways.**

HOMEWORK

Grant Elementary School has a goal of academic excellence. We believe reasonable homework assignments can help us achieve this goal and can help students to create strong study habits. Parents, staff, and students need to be committed to the need for timely completion of the assigned homework if the homework is to be effective. Research has shown that homework helps to increase student's reading, writing, and math competency. With that in mind, homework will not be included in the overall report card grades. We ask that you assist us by encouraging your child to do the homework and seeing that it is returned to school by the due date. All homework will be placed in the Friday Folder, unless otherwise noted by your student's teacher. Please speak with your student's teacher regarding homework policy.

ATTENDANCE: YOU MISS A DAY, YOU MISS A LOT!

Consistent school attendance is crucial to your child's academic progress in school. School starts promptly at 7:50 am, ends at 2:50 pm and our expectation at Grant is that all students will be here all day, every day ***and on time***. **Any student arriving late will be required to be signed in at the office by the parent/guardian.** A student will be considered tardy up to 20 minutes after the start of the day. After 8:10, students will be considered absent for the morning period, per district policy. Should illness or family matters necessitate the need for absence, we ask that you contact the school by phone. **The Grant attendance phone number is 328-5712.** If a student is out with an illness and visits the doctor, please make sure that a note is obtained to ensure an excused absence. Without parental response concerning an absence, the child will be considered unexcused. Our automated phone system will call daily to report unexcused absences and tardies. **The State of Colorado has compulsory attendance laws and repeated, extended, or continued absence or tardiness from school may result in non-promotion or, in absences exceeding 10 days per year, court action.**

When absences begin to increase, our goal is to partner with families to better understand any challenges and provide support. The following steps outline how we communicate and work together to support improved attendance.

- **At 6 absences:** A letter will be sent home including attendance information, state law, district attendance policies, and an invitation for a collaborative attendance conversation.
- **At 8 absences:** Families will be invited to participate in a collaborative attendance meeting and sign an attendance agreement outlining supports, next steps, and a plan going forward.
- **At 10 or more absences:** If attendance concerns continue and collaborative efforts have not resulted in improvement, the school may pursue additional attendance interventions, including truancy proceedings in partnership with District 11 policy.

CLASSROOM CHANGES

Grant Elementary School has an established placement procedure that can be reviewed by appointment with the principal. There will be no class changes considered without a thorough discussion with the administration and classroom teacher. Please know that the principal will have the final decision for any classroom changes and/or requests.

STUDENT PLACEMENT CHANGES

Student placement in a classroom is based on information given by the previous year's teacher and student needs. We strive to make each class a heterogeneous grouping, which means that we have a balance of each learning style and need represented. Through these groups, we are able to provide the best learning environment for each student. In the event that you have a concern about your child's placement:

1. Please make an appointment to share your concern with your child's teacher.
2. Make an appointment to observe the classroom for two different 30-minute periods.
4. Make an appointment with the principal to request the change.
5. The Principal makes all final decisions on all classroom assignments.

BICYCLES

GRANT ASSUMES NO RESPONSIBILITY FOR DAMAGED OR STOLEN BICYCLES. Students riding their bicycles to school must park their bicycle in the designated bicycle area located at the front of the school. We ask that once students are on school grounds that they walk their bicycle on the sidewalk rather than ride it to make sure for a safe environment for all our students.

BUS TRANSPORTATION

Students in certain areas qualify to ride the school bus. You may check with the school office or call the School District 11 transportation office if you are not certain as to whether you live in a "bused" area or not. Riding the school bus is a privilege. Students are expected to show their ROAR behavior while on the bus. The drivers must enforce bus safety and manners and will give written warnings to students who endanger themselves or others. Should your child engage in continued unsafe behaviors, parents will be notified and possible suspension of bus privileges may result.

STUDENT CONDUCT AND EXPECTATIONS:

Grant Lions ROAR! ROAR stands for responsibility, on-task, A+ attitude, and respect. All students will be taught these rules and expectations in the classroom and students will be held responsible for following them. Each grade level uses a progressive behavior system to respond to inappropriate behavior. However, more serious situations will be referred to the principal and assistant principal. Recovery time in another classroom, lunch detention, loss of privilege, suspension of up to 5 days, or expulsion are possible consequences for offenses such as fighting, disrespect to staff and other students, destruction of school property, any behavior that may interfere with the education of others, and possession of drugs or weapons. All parties, team sports, field trips, assemblies, and school activities are a privilege. If students do not meet the expectations of ROAR behavior, students may be excluded from any or all extracurricular activities. Furthermore, any use of ethnic slurs, as it pertains to race, may result in suspension.

DISCIPLINE

Appropriate student behavior is the responsibility of the home, school, and other institutions. Parent(s)/guardian(s) and the school will work collaboratively to address behavioral issues.

DISCIPLINARY ACTION

Students who behave inappropriately should expect disciplinary action. Appropriate behavior includes meeting responsibilities in both academic and social arenas. Depending on the seriousness of the behavior, disciplinary action(s) may be taken by school personnel. Serious infractions such as aggressive, physically hurtful behavior, chronic class disruption, and insubordination may be referred immediately to the principal/assistant principal. Parents will be notified if a discipline referral occurs.

Consequences may include, but are not limited to the following (not necessarily in this order):

1. Informal Talk: A school official will inform students of their inappropriate behavior and how students are expected to conduct themselves in the school setting.

2. Conference: A formal conference may be held with student(s) and school staff. The parent(s)/guardian(s) may be contacted.
3. Detention: As determined by the administrator
4. Parent(s)/Guardian(s) Conference: Parent(s)/guardian(s) may be notified by telephone, e-mail, or a mailed letter. A conference will be conducted with the student(s), the parent(s)/guardian(s) appropriate school personnel, and any invited individuals with concern in the matter.
5. Out of school suspension up to 5 days.
6. In-school suspension: As determined by administrators. The student may be removed from class for up to three days, but he or she will remain at school during the removal period.
7. Rights or privileges suspended temporarily (with simultaneous opportunity for due process if requested). Examples may include recess with other students, field

trips, extracurricular activities, or access to the regular classroom.

8. Parent(s)/Guardian(s) may be required to attend class with a student for a brief period of time.

PHONES/COMMUNICATION DEVICES

Cell phones, PDA's, iPads, wireless devices, cameras, iPhones, watches with the capability of texting, computers, or any other communication devices deemed to be disruptive to the educational process by a teacher or administrator are subject to disciplinary actions. Such devices may be utilized at the discretion of the teacher; otherwise, **all phones/communication devices for calling and/or texting are to be turned off and placed in the student's backpack**. Devices may not be kept in the student desk or person and must remain in the backpack for the duration of the school day. If a student has a phone out during class, the teacher may ask the student to turn the phone into the office for pick up at the end of the day (per district policy). In the event of a second infraction, the phone will remain in the office until a parent/guardian can pick it up. **If a parent needs to contact their child during school hours, please call the office at 719-328-5700.**

CSSD11 is not responsible for electronic devices that are lost, stolen, or damaged while on school property. Students' parent(s) /guardian(s) are encouraged to file a report with the local Police Department.

FIREARMS/DEADLY WEAPONS

Students, parents, and guardians may not bring a weapon to school or have a weapon in their possession while attending or participating in any school activity including transportation to and from such activity. For the purposes of this handbook, a weapon is defined as any firearm, knife, explosive, or other object, even if manufactured for nonviolent purpose that has a potentially violent use, or any look-alike object that resembles a weapon. In compliance with the federal Gun Free Schools Act, any student who brings a firearm or weapon to a school or school-sponsored activity shall, in addition to penalties imposed under School Board policy, be referred to appropriate law enforcement

authorities for prosecution. **Likewise, parents are also prohibited by law to carry a firearm on school property**.

Students are not allowed to bring weapons, toy weapons, or anything that could be considered a weapon, to school. These are not allowed under any circumstances. Any student caught with these items may face immediate suspension and a referral to District officials.

VAPE PENS/E-CIGARETTES/TOBACCO

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco product by staff, students, and members of the public is prohibited on all school property. Possession of vape pens, e-cigarettes, or any

tobacco product by students is prohibited on school property and will result in suspension.

TOYS AND OTHER PLAY ITEMS

Students at Grant are asked not to bring toys and other play items to school unless specifically requested by the teacher. Toys, collector's cards and dangerous items will be confiscated and may or may not be returned, as deemed by administration.

All playground equipment will be provided by the school. All student footballs, basketballs, soccer balls, etc. should be left at home.

DRESS AND APPEARANCE

We expect Grant students to dress in a manner that reflects pride in themselves and in their school. The prime responsibility for dress belongs with the parents and children. School District 11 policy on dress states that a student's manner of dress may not adversely affect the health or safety of another or the right of another to work or study without interference nor shall it create or promote disorder in the school or classroom. Further, student dress or appearance which is considered by school officials to be vulgar, lewd, obscene, indecent, drug or alcohol related, profane, promotes hate, or plainly offensive shall not be allowed in the school building, in or on District property, at school-sponsored activities, or in District vehicles, regardless of whether the dress or appearance causes a substantial disruption. All dress should be modest. District policy also states that hats, sagging or backless clothes, halters, midriffs, sunglasses, and sleepwear are not allowed. All decisions regarding dress are at the discretion of the principal. Any student who comes to school without proper attention to personal cleanliness, dress or appearance may be sent home immediately to be properly prepared for school.

DRESS CODE

The District Student Handbook outlines the district dress code and is available on the Internet at: www.d11.org. The following is a list of items that are not acceptable for school or school-related activities:

- Clothing should be worn as designed and should cover private parts of the body.

- Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back, and breasts is unacceptable school attire.
- Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
- Ill-fitting clothing (i.e., clothing that is too tight or too loose) is unacceptable for school attire.Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e., boxer shorts, bras, underwear) is unacceptable for school.
- Cut-off t-shirts, half shirts, midriffs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.

● Pants or shorts that are longer than mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire.
● Skirts or dresses that are mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire.
● Acceptable footwear is required to be worn at all times. Unless for a special occasion deemed by the school, bedroom slippers are considered unacceptable school attire. **Flip flops, thongs, or sandals that do not have a heal strap are considered unacceptable school attire and are not safe during recess.**
● Unless for a special occasion deemed by the school, sleepwear is considered unacceptable school attire.
● Sunglasses and hats are unacceptable school attire while in the building. Appropriate hats and sunglasses may be worn outside during school activities and recess to help protect from the sun. Once inside, they are to remain off, unless approved by the principal or teacher.

STUDENT SNACKS
Students are permitted to eat **healthy snacks** during classroom snack time. We discourage sugary snacks such as candy and soda.

SCHOOL BREAKFAST AND LUNCH PROGRAMS
All students will be provided with breakfast for free each school day. Breakfast is from 7:40 am – 7:55 am in the classroom.

We still encourage every family to fill out the application for "Free or Reduced" rates as that does have a major impact on our school funding.
Eating lunch in the Grant cafeteria is a privilege. The students are expected to behave as they would as a guest in anyone's home. Good manners, social conversations, and polite behavior are the expectations in the Grant cafeteria. Students will be held responsible for cleaning up after themselves. **Please notify the office if your student has food allergies.**

MEDICATION
The school office can administer prescribed medication only if a Student Medication Form is on file. The office can supply these forms to you. Your physician's signature needs to be on this form so you may wish to pick one up before you visit the doctor. The medicine must be sent to school in the original container. **THE SCHOOL WILL NOT ADMINISTER OVER-THE-COUNTER DRUGS OR SALVES, SUCH AS ASPIRIN, COUGH MEDICINE, ETC. PLEASE DO NOT SEND THESE MEDICINES TO SCHOOL.** Students are not allowed to bring any type of medication (aspirin, cough drops, etc.) to administer themselves.

SCHOOL RECORDS
The school office keeps an up-to-date file on each child. Please keep the office informed of any changes in address, phone number, email address, emergency contact person, or updated shot records. IT IS VERY IMPORTANT THAT WE HAVE THIS INFORMATION. If you are planning to move, please notify the office at least a week before your child's

last day in attendance. This allows time for the proper paperwork to be completed.

SCHOOL TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES School District 11 and Grant provide textbooks for student use free of charge. Normal wear and tear are expected; however, parents will be asked to pay for lost or badly damaged books at the current replacement value. Students are free to check out materials from the Grant Media Center. Please help us develop in your child a respect for the library books and the need for their prompt return. Parents will be asked to pay for lost or damaged materials at the current replacement value. School supplies are essential to your student's success. This year, the school supply list for grades K-5 has been significantly reduced, as School District 11 will be providing most of the required school supplies. The current school supply lists can be found on Grant's website.

SCHOOL DEVICES

Every Grant student will be issued a school device. A technology agreement is required for a student to receive a device. Devices will be used in class and may be used at home. Normal wear and tear are expected but any damage (broken keyboards, broken screen, water damage, lost, etc.) will become the responsibility of the family to pay for a replacement or repair. Devices are provided to support student learning; students must follow all district and school policies when using technology at school or home and the devices should be used for appropriate and educational material only.

INCLEMENT WEATHER

Delays and closures can be heard on the radio, seen on morning news broadcasts, found on the district website at www.d11.org, will be sent via the D11 app, the ClassDojo app, and through Grant's official Facebook page (Grant Elementary School D11). If a decision is made for a 2-hour delay, school will start promptly at 9:40 am. **Breakfast will not be served on late start days.** Students are not to be dropped off prior to 9:35 on days that are 2-hour delays. In the rare event that school is let out early, please be sure to have updated contact information on file to ensure you can be reached. If the temperature drops below 20° F, students will come straight into the school through classroom doors or the front of the school. Days that students come into the front of the school due to weather are called a "**Green Flag Day,**" and green flags will be placed outside of the school prior to your arrival to inform you that students should come directly to the front of the school.

CLASS PARTIES

Classroom parties are scheduled for the fall season, winter season, Valentine's Day, and the last day of school. Birthday treats are generally acceptable, but we ask that you contact your child's teacher at least 24 hours before you wish to send birthday treats.

COMMUNICATION

Each month Grant's newsletter is shared with families through ClassDojo. This contains valuable information concerning dates, schedule changes, and school happenings, as well as information about the exciting things going on at Grant. We urge you to read and save the newsletter for reference throughout the month to keep informed of activities. In order to

receive the newsletter, you will need to "like" us on Facebook, connect to ClassDojo, and have an updated email address on file in the front office. Do not hesitate to call if you have questions, 328-5700. You can also find information on the Grant website: **www.d11.org/grant** In addition, classroom teachers will communicate class news and information via Dojo. Please ensure that you are connected!

CONFERENCES AND REPORTING TO PARENTS

Standards Based Reports are issued at the end of each of the four nine-week quarters in grades K-5. Parent/teacher conferences are scheduled for the end of the first quarter in October and again during May for certain students. However, please feel free to contact your child's teacher at any time if you would like a conference.

TAKING STUDENTS **OUT OF SCHOOL**

If you need to take your child out of school during the day, you must first sign them out in the office. **Students will not be called out of the class to wait in the office for your arrival, so please plan accordingly.** Students will be called down to the office as you sign them out. We cannot allow children to leave the school during the day unless a parent or the parent's designee signs them out. They cannot wait in front of the building for "pick up." Only parents/guardians and adults listed as a contact may pick up students. **When students leave early for the day, it is counted as a tardy.**

PTA

Grant Elementary School has an active PTA that serves to better your child's learning experiences. We sincerely hope that you will join and take an active part in our PTA and support its various functions. PTA meetings take place in Grant's media center every 1st Tuesday of the month at 6:00 p.m. Please call 328-5700 for more information about the Grant PTA. We hope you will be able to join us!

School Accountability Committee (SAC)

We also have an active School Accountability Committee, or SAC at Grant. This meeting happens once a quarter in the library during a PTA meeting at 6:00pm with administration, with the purpose of collaborating to ensure that Grant is a thriving school with effective systems where all students are successful. We value your input and support and hope you'll join us- look for dates in the Lion's Share Newsletter.

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After reviewing the 2025-2026 Parent/Student Handbook, parents are required to sign and return the page that is sent home with important papers on the first day of school.