

# STUDENT HANDBOOK

ROONEY RANCH ELEMENTARY SCHOOL  
2200 SOUTH COORS ST.  
LAKEWOOD, CO 80228

PHONE: 303-982-9620 FAX: 303-982-9619  
Website: [rooneyranch.jeffcopublicschools.org](http://rooneyranch.jeffcopublicschools.org)

OFFICE HOURS 8:00 a.m. - 4:00 p.m.

## SCHOOL HOURS

Kindergarten	Morning	8:30 a.m. – 11:30 a.m.
Kindergarten	All Day	8:30 a.m. – 3:10 p.m.
Grades 1–5		8:30 a.m. – 3:10 p.m.

Principal: Beth Larson  
Assistant Principal: DeAnn Hoffman  
Instructional Coach: Angela Finke  
School Psychologist: Chris Mattes  
Community Superintendent: Wanda Hamilton

School Title IX Coordinator: Beth Larson  
School 504 Coordinator: DeAnn Hoffman  
Facilities Manager: Mark Everman  
Cafeteria Manager: Vee Viratyanont  
Health Room Aide: Holly Sherrill

## ARRIVAL/DEPARTURE TO & FROM SCHOOL

Students should arrive on school grounds between **8:20 a.m. and 8:30 a.m.** and **leave by 3:20 p.m.** Staff will be supervising students during these times **only**.

### Walkers and bike riders:

Please schedule student departure from home so that he/she does **not** arrive at school before 8:20 a.m.

We expect that children report home immediately after being dismissed from school.

Please walk your bike and/or scooter on school grounds. For the safety of our students, **no pets are allowed on school grounds.**

### Buses:

Buses use the designated area located on the south side of Warren Ave. Day Care vans will use the parking lot.

### Car:

Parents who are transporting their children may use the designated student drop-off, pick-up zones on Warren Avenue or on Coors Street at the front of the school.

**DO NOT USE THE PARKING LOT TO DROP-OFF OR PICK-UP STUDENTS. We do not have enough room to safely use the parking lot. If you have business in the building, you may use the parking lot.**

All parents wishing to park and/or leave their vehicles during drop-off and pick-up should use the surrounding streets, but not in the drop-off zones. In order to maintain the safest environment and best possible traffic flow, we ask that you carefully follow all directions provided by street and parking lot signs. Unassisted students should not cross the parking lot and are advised to cross streets only at main intersections with a school crossing guard. Students should use caution when crossing in front of the parking lot entrance or exit and should walk around the parking lot to enter the school. Please refer to the parking map handed out in the registration packet.

*Parents must enter through the main door at all times, staff cannot allow building access through classroom or pod doors.*

*In order to keep students and staff safe and minimize disruptions, parents are not allowed to go to classrooms for any reason.*

*If you have something that needs to be dropped off to your child's classroom, please leave it with the office staff to deliver. We can always have your child come to the office if you need to speak to them directly.*

Students should enter through the following designated doors: main door, yellow pod, rose pod, orange pod and blue pod hallway entrances and proceed to classrooms to prepare for the day.

Parents may park in the lot during school hours if they are coming into the school.

Parking or stopping is prohibited in the loading zone in front of the cafeteria and in front of the handicapped parking spots.

## ATTENDANCE

Students are expected to be on time each day. Please arrange morning schedules so that this occurs. It is the parents' responsibility to call (303) 982-9620, press 1 for the 24-hour attendance line, for all absences or if a student will be tardy. As a safety measure, the school will make a phone call to parents and all other emergency contacts to locate students that have not been called in to the attendance line. **Please refer to the Rooney Ranch Attendance Policy for additional information which can be found on our website under Family Resources. The Pre-Arranged Absence Communication Form is to be used for absences lasting 2 days or more.** **Makeup work shall be provided for any class in which a student has an excused absence. It is the student's responsibility to pick up any makeup assignments on the day he or she returns to school.**

## FAMILY VACATIONS

Family vacations are discouraged during the school year. Makeup work cannot be provided **before** the absence. **Parents must complete the Rooney Ranch Pre-Arranged Absence Communication Form if they wish to have an absence excused. This form must be submitted at least three days prior to the scheduled absence.**

## CHECK-OUT PROCEDURES

When picking up children during school hours, parents are **required** to come to the office and sign out their child. Students will not be released directly from the classroom. This is a safety precaution. Children are never sent home during the day unless the office staff has contacted parents first. Only the parent(s), legal guardian, or an emergency contact listed in Jeffco Connect may take the child out of school. Parent permission is necessary for any person **not** listed in Jeffco Connect picking up a student and they must have a photo I.D. **Office staff does not know every parent or emergency contact, please have a photo I.D. when picking up students.**

## APPROPRIATE DRESS

School Board Policy states that, "Students shall not wear clothing or effect an appearance at school or school-sanctioned activities or events that is or will be disruptive to the educational environment. District wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety." Therefore, we do not permit students to wear spaghetti strap tops, over-sized arm-hole tank tops, low-riding or baggy pants, and short shorts or skirts. **Hats are not allowed to be worn in the building.** Hats worn outside and on school buses must be worn with bill facing forward. Please monitor shirt slogans, etc., for appropriateness in an elementary school setting.

Special dress days may occur during the school year. If such a day occurs, we will notify you in advance and will expect the clothing worn during such occasions to be in good taste.

**Please help us to protect your child by insisting that appropriate clothing be worn during the winter. If we have snow on the ground, students are allowed to sled if they have snowpants, boots, and gloves. We will attempt to send all children outdoors to play during recess except on the very coldest, wettest days. We will use 17°F, as measured on site, as a baseline for determining inside days. Other environmental factors (wind, etc.) are also considered in this decision.**

## BIRTHDAYS

**Jeffco Healthy School's wellness policy states that student birthdays should not be recognized with food items. Please feel free to join your child for lunch on his/her birthday. Teachers recognize birthdays in the classroom.**

## BICYCLES / SCOOTERS / SKATEBOARDS

A bike cage is available and is open before and after school. Students are responsible for their own bicycles, scooters and skateboards and they **MUST** wear a helmet. A sturdy bicycle lock is recommended. All bicycles, scooters and skateboards are to be **walked** on school grounds and parked upon arrival. The School District takes no responsibility for students' use of bicycles, scooters and skateboards. Riding to and from school involves unavoidable dangers in traffic. The amount of danger for students, especially young students, is impacted by the nature and location of individual homes. Colorado State Law states that all riders obey all traffic rules.

## MONEY PAYABLE TO SCHOOL

- For field trips and supplies purchased from school, make checks payable to: Rooney Ranch Elementary School. Payments may also be made through Jeffco Connect > Jeffco Student Fee Payment link.
- For pictures, make checks payable to the studio, in accordance with the photographer's directions.
- For building use, make checks payable to: Jefferson County School District R-1.

## FIELD TRIPS

Periodically, field trips are scheduled to provide children with learning experiences not readily available in a normal classroom. A charge to cover operating expenses for the bus is made by the School District. Some trips may require additional money for entrance fees or activities. A signed permission slip is necessary for each child going on a field trip. **Exemplary behavior is expected of all students at all times.**

## STUDENT BEHAVIOR

In accordance with state law, Jeffco Public Schools uses the Student & Family Handbook (Code of Conduct) as a written code of conduct, based upon the principle that every student is expected to follow accepted rules of conduct and show respect for persons of authority. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Inappropriate language and gestures will NOT be tolerated at Rooney Ranch.

## Safe2Tell

Safe2Tell Colorado provides concerned community members a way to anonymously report safety concerns in order for appropriate teams school officials and law enforcement create effective interventions in the lives of youth who are struggling. A majority of Safe2Tell Colorado reports are received in the evenings and at night demonstrating that Safe2Tell Colorado is being utilized by students outside school walls in the community. Safe2Tell Colorado provides educational opportunities for community members to learn of the valuable safety resource available to not only their children and teens, but also themselves as concerned community members. By promoting the Safe2Tell Colorado reporting resource, you are informing and engaging your fellow community members to be part of the solution.

The Safe2Tell tipline can be reached at 1-877-542-7233 or [safe2tell.co.org](http://safe2tell.co.org)

The use of Safe2Tell will be discussed with all students and information will in school newsletters.

## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT (PBIS)

PBIS is the systemic process of managing student behavior at Rooney Ranch. We believe that by teaching, acknowledging, and rewarding positive behavior, we will increase the likelihood that behavior will be repeated. We believe catching a child doing the right thing, and positively acknowledging it, is more powerful than telling students over and over to “just stop it”. Rooney Ranch Elementary School helps students achieve their highest potential through PAW Pride

 **Be Kind**    **Be Accepting**    **Be Positive**    **Be Goal Achievers**

## ELECTRONICS AT SCHOOL

The school discourages bringing personal electronics to school, unless specifically requested by a teacher. Although we do our best to safeguard student possessions, we cannot be responsible for loss or damage to personal property of students. A BYOD (Bring Your Own Device) Agreement must be completed before an electronic reading device is brought to school. The form can be found on our website under Classrooms > Library. Cell phones will not be used as an electronic reading device.

If a cell phone (or any similar device) is brought to school, it must be turned OFF during the school day and left in the student's backpack.

## Apple Watches, Gizmos, and other SMART watch devices:

We are seeing an increasing number of students with “Smart” watches at school. We recognize the value of kids having a way to contact parents. Please talk with your child about appropriate use of these devices.

- If a child is not feeling well, he/she should tell an adult and go to the clinic. We will call from the clinic if a child is ill or hurt.
- Do not text parents during the school day.
- Parents, please do not call or text your child during the school day. Please call the office if you need to get a message to your child.
- Turn off alarms and sounds so the device does not interrupt learning.
- If the learning environment is interrupted, teachers may ask any child to turn off his/her watch and put it in their backpack just like our policy for cell phones.

Thank you for your support navigating our changing world of technology with our learning and safety needs.

### **TOYS, GAMES AND OTHER ITEMS THAT CAUSE DISTRACTION**

We try to discourage students from bringing toys and games to school. If a student brings in any item(s) that causes a distraction (i.e., fidget spinners, fidget cubes, etc.), their teacher will hold onto the item until the end of the day and that item will not be allowed to be brought back to school. Thinking Putty will not be allowed due to the damage it causes to carpet.

### **HAZARDOUS ITEMS**

We place the SAFETY OF STUDENTS above all other considerations. Hazardous or dangerous items (knives, ammunition, matches, lighters, arrows, fireworks, sharp or pointed instruments, laser pointers etc.) will be confiscated and appropriate disciplinary action will follow. Possession of dangerous items/weapons will result in student suspension and/or expulsion.

### **EMERGENCY AND/OR CLOSING SCHOOLS DURING INCLEMENT WEATHER**

If any Jefferson County schools are to be closed for any reason, you will also receive notification via phone, text message and/or email according to your selections in Jeffco Connect (please make sure it is updated). Information will also be broadcast over local radio and TV stations and will also be posted on the District Web site <http://www.jeffcopublicschools.org>; Security, Alerts, & Closures. When school is closed during the school day, students will only be released to a parent or other adult possessing permission from the parent.

Parents can reach the district hotline directly by calling 303-982-6500.

### **JEFFCO CONNECT**

**The information in Jeffco Connect is used for emergencies and is also how teachers, the school and the district will contact you.** If emergency contact information for the student changes or if parents need to temporarily designate a new contact person, all they have to do is log into their **Jeffco Connect** account online and change the information. Please also notify the office with any changes. Parents without computers can contact the school for assistance. Jeffco Connect can be accessed via a link on the school website. If you do not remember your user name and/or password, DO NOT create a new one; call the office for assistance.

**If your child has any health concerns or food allergies, please make sure they have been identified in Jeffco Connect under the Health tab.**

### **HEALTH ROOM**

The Rooney Ranch Health Room is staffed by Mrs. Sherrill. A District Registered Nurse provides oversight and is available for consultation. Parents of a child with an identified health concern are encouraged to forward a letter from their child's physician addressing the health concern to the Health Aide. Additional documentation may be requested by the Health Aide or Registered Nurse in order to meet the health needs of your child while they are at school.

Rooney Ranch is concerned for the health and well-being of all our students. The Health Room is available for students who become ill or injured while at school and to assist with required daily or short-term medications and authorized procedures. Should a student run a temperature of 100.0F degrees or above, does not feel well enough to participate in school or has an injury for which medical attention may be needed, parents will be notified and should make arrangements to pick up their child from the Health Room as soon as possible.

We also respectfully request that parents do not send their child to school when ill. Should you have any questions about whether or not your child should stay home from school due to illness, please contact the Health Aide for school guidelines surrounding illness.

### **IMMUNIZATIONS**

Immunization requirements will be strictly enforced for all students. Per Colorado Law all students enrolled in a Colorado public school must have a minimum number of required immunizations or submit a completed personal or religious exemption ANNUALLY to the school Health Aide in order to begin school. Additional information on immunization requirements along with exemption forms can be found on the Jeffco Schools website under Health Services. Please contact the Health Aide for current immunization requirements. Students who do not meet these requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.

### **MEDICATION POLICY**

ALL prescription and nonprescription medications (including cough drops), will be securely stored in the Health Room and administered by identified and trained staff under the delegation of a Registered Nurse according to District and Colorado State regulations.

1. Medications will only be given with the parent/guardian written permission and completion of the District's Medication Agreement Form (924) by your child's physician for EACH medication. **A**

**Medication Agreement Form must accompany each medication including ALL over the counter medications.**

2. ALL medications **must** be in the original container (this includes cough drops) or prescription-labeled container without exception. Plastic baggies or envelopes containing medication without original containers **and** a completed medication form will **NOT** be administered and a parent will be contacted to pick up the medication from the Health Room.
3. Students may not self-carry their own medications without consultation and approval from the District Registered Nurse.
4. Please request the pharmacist to provide an extra prescription bottle or to split the medication dosage for home and school dosing. This is especially helpful with refrigerated medication. Remember that each medication must be in its own separate, original container.
5. If medication is to be altered (i.e., pills cut in half to meet prescribed dosage), they must arrive at school pre-cut by the parent/guardian. School personnel ARE NOT permitted to cut or alter medication pills or tablets.
6. Under no circumstances will expired medication be administered to any student.
7. Please direct any questions or inquiries through the Health Aide who will consult with the Registered Nurse to provide additional guidance.

### **INSTRUMENTAL MUSIC**

Optional instrumental music instruction on standard band and orchestra instruments is provided for students in fifth grade. This program is offered during the regular school day.

### **LIBRARY INFORMATION CENTER (LIC)**

The Library Information Center at Rooney Ranch Elementary School is an integral part of our school's instructional program. Children have the opportunity to utilize a variety of learning resources which go beyond textbooks and classroom instruction. The digital teacher-librarian and classroom teacher cooperatively plan instruction and provide appropriate learning experiences for practicing library and informational literacy skills. Providing books for recreational, independent reading is another important service of the LIC. Library books can be checked out for two weeks and can be renewed as many times as is necessary for a child to finish reading the book. There are some restrictions, however, for books that are in high demand.

No fines will be charged for overdue books. Students are charged for any damaged books. Students are charged the full replacement fee for lost and/or destroyed books. Refunds are given only if the book is found within six months of payment.

Online library resources can be located on the school's website under Classrooms > Library.

### **LOST AND FOUND**

**All personal belongings, especially coats, should be labeled with your child's name before being brought to school.** There is a lost-and-found area in the main hallway and a drawer in the office for small items. Parents and students are encouraged to check these areas often for lost articles. Unclaimed articles are donated to a community service organization throughout the year. Parents will be notified prior to items being donated via SchoolMessenger.

### **LUNCH PROGRAM**

Jefferson County Schools maintains a hot lunch program. Students in the All Day Kindergarten Program and in Grades 1-5 may purchase hot lunches, including milk, for \$2.85 each. Milk alone is .85. Ala carte choices are also available to all students. If you do not want your child to have the option of buying ala carte items, or you want to limit them, please contact the cafeteria manager at 303-982-9604.

Parents may pay for hot lunches in two ways:

1. Cash or check (payable to Rooney Ranch Elementary) in a sealed envelope with student's name and ID#, teacher's name and amount enclosed.
2. Online at [www.schoocafe.com](http://www.schoocafe.com). You will need your student's ID number. There will be a \$2.95 service fee for each transaction.

**Students may bring sack lunches. The price of milk is \$.85 per carton..** To find out the balance of a student's lunch account, go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or call Vee Viratyanont at 303-982-9604.

### **PARENT/TEACHER CONFERENCES**

Quality education requires close and open communication between parents and teachers. In order to support our belief in educational excellence, formal scheduled conferences are held twice a year. At these conferences, student achievement is discussed in detail. Parents can always schedule additional conferences with teachers as needed. Our goal is 100% parent/teacher participation.

## **REPORT CARDS**

Report cards are provided at the end of each trimester. Parents are encouraged to contact their child's teacher any time they have a question regarding their child's school performance. Check our website for teachers' contact information.

## **ADDITIONAL SUPPORT AND RELATED SERVICES**

The Special Education and Related Services Team (SERS) is a special resource to staff, students and parents. Major functions of the SERS Team include assessing students, collaborating with classroom teachers, consulting with parents, recommending services and working directly on interventions with students that qualify for an Individualized Education Plan (IEP) according to state and federal mandates. The process begins with the discussion of a student's academic progress with the Response to Intervention Team (RTI) which includes consultation support from SERS members and classroom teachers. Families interested in contacting a member of the SERS Team should contact the school office. Students with an Advanced Learning Plan (ALP) are serviced in the classroom with support from our two building Gifted and Talented (GT) liaisons and the District resource teacher to meet their identified goals. Additional information is on our website.

## **ART, MUSIC AND PHYSICAL EDUCATION**

First through fifth grade students will be attending art, music, and physical education on a rotational schedule. The Specials Schedule for Fall and Spring can be found on the school's website under Classrooms > Teacher Pages > Specials. On the day your child has physical education, tennis shoes are required. If a child is to be excused from the regular physical education program, a note of explanation must be sent to the physical education teacher.

## **USE OF THE TELEPHONE**

During class time, our front office will always be happy to take a message or direct you to a teacher's voice mail. The classroom telephone is for adult use only. Students will use the office phone if they need to contact their parents. Classroom phones can only call phones that have a (303) or (720) area code. Last-minute requests to go home with a friend will not be allowed.

## **ACCOUNTABILITY COMMITTEE**

The Rooney Ranch School Accountability Committee is made up of interested parents and school staff members. The committee will be chaired by a member of our community and will provide an opportunity for parents and staff to meet and work together toward the goal of having an excellent school for our children. Please check our website click on Family Resources > School Accountability Committee for more information.

## **PARENT TEACHER ASSOCIATION (PTA)**

PTA is made up of interested parents and all staff. PTA strives to balance community activities and fundraising events to enhance the learning of all students. Please visit our website at [rooneyranch.jeffcopublicschools.org](http://rooneyranch.jeffcopublicschools.org) for the PTA link, found under quick links.

## **VOLUNTEERS**

When the community is involved, schools do a better job providing a quality education for children. A cooperative effort between school and home can only enhance your child's educational experiences at Rooney Ranch.

Children love to see their parents involved in their education. One of the best and easiest ways to do this is to volunteer to help at school. Please coordinate any visits with your child's teacher. In addition to the Parent Teacher Association and our Rooney Ranch School Accountability Committee, our LIC can always use extra help during the school day. Parent volunteers in the classroom are also very important. In addition, throughout the year many special programs and field trips come up which definitely need parent volunteers.

## **WATCH D.O.G.S.**

Watch D.O.G.S. (Dads Of Great Students) is an innovative program which helps dads, step-dads, granddads, uncles, adult brothers and other father-figures get involved with their child and their school. For more information, email Steve Clayton at [sclayty@yahoo.com](mailto:sclayty@yahoo.com). To sign up, please come in to the office.

## **WELLNESS**

Holiday celebrations must include ½ healthy food.

No food or beverages will be used as rewards for academic performance or good behavior.

Student birthdays will not be recognized with food items.