



ROCKY MOUNTAIN PREP

RMP Southwest
Scholar & Family Handbook
2017-2018 School Year

*Education at its **PEAK!***

RMP at Kepner Middle School
911 South Hazel Court
Denver, CO 80219

Table of Contents

<u>Chapter One: The School</u>	
Mission.....	4
School History.....	4
PEAK Values.....	4
Vision.....	4
School Culture: A Brief Overview.....	4
<u>Chapter Two: Who We Are</u>	
School Leadership.....	5
Board of Directors.....	6
<u>Chapter Three: Scholar Conduct</u>	
Attendance & Tardiness.....	7
Uniforms.....	9
School Culture.....	11
Scholar Discipline.....	12
<u>Chapter Four: Family Engagement</u>	
Family Engagement.....	14
Family Leadership Council.....	15
PEAK Contract.....	15
<u>Chapter Five: Academics</u>	
Focus on Rigor & Literacy.....	16
More Time to Learn.....	16
Blended (Online) Learning.....	16
Individualized Support.....	17
High Quality Pre-Kindergarten.....	18
Homework Policy.....	20
Scholar Promotion Policy.....	21
Grading Policy.....	21
<u>Chapter Six: School Policies</u>	
Closed Campus.....	20
Visitor Policy.....	20
Accident or Medical Emergency.....	20
Fire Alarms.....	21
School-to-Family Communication Methods.....	21
Non Discrimination Statement.....	22

Harassment.....	22
Scholar Records.....	23
Release of Photos and Other Information.....	23
School Calendar & Closings.....	23
Transportation.....	23
Medication & Allergies.....	23
Food Service.....	23
Before and After School Care.....	23
Extracurricular Programs.....	23
School Fees.....	24
Family Education Rights & Privacy Act (FERPA).....	24

Chapter One: The School

Mission

Rocky Mountain Preparatory School will educate children in grades pre-kindergarten-5 with the rigorous academic preparation, character development, and personalized support necessary to succeed in a 4-year college and life.

School History

Rocky Mountain Prep was founded in 2011 with the belief that all scholars deserve an excellent education that prepares them for success in college and life. Since the first school opened in southeast Denver in August 2012, each child enrolled is part of a class of scholars creating and continuing a tradition of excellence in our community. In August 2015, Rocky Mountain Prep opened its second school in southwest Denver, and in August 2016, its third campus in Aurora.

As a network we plan to grow our impact in Denver and the surrounding metro areas by opening more schools. We believe strongly in our mission to provide quality academic experience for all scholars and have a vision to operate 8 schools by the fall of 2021.

PEAK Values

Our PEAK values set the tone for our school culture and are woven throughout our interactions:

- Perseverance** *We work hard through challenges*
- Excellence** *We try our best on everything*
- Adventure** *We have the confidence to explore, try new ideas, and take risks*
- Kindness** *We treat ourselves and others with love and respect*

Vision

Rocky Mountain Prep is a place where scholars are held to high expectations and love learning. Scholars receive personalized support, participate in a longer school day and extended school year, wear a uniform and live at their personal PEAK. We offer a rigorous and engaging college preparatory curriculum that is directly aligned to national Common Core Standards.

School Culture

Our classrooms are led by positive, focused teachers where the love, sense of urgency and value of academic achievement is palpable. Our scholars love working hard and pushing themselves. It is not uncommon to hear scholars in and out of school refer to their academic growth or celebrate someone for their perseverance on a difficult task. Visitors to Rocky Mountain Prep are struck by our vibrant school culture. From the minute one walks in the building they will be surrounded by displays of our PEAK values and college-focused mission.

Chapter Two: Who We Are

James Cryan, Founder & Chief Executive Officer

James is the Founder & Chief Executive Officer of Rocky Mountain Prep. In 2012, James was named one of Denver's "Public Education Game-Changers." Prior to his work at RMP, James was a member of Teach for America where he worked as a 6th grade English teacher in southwest Denver. He graduated *magna cum laude* from Colby College and received his MBA in school leadership from the University of Denver.

Rocky Mountain Prep: Southwest

Jenni Reese, Principal

Jenni has been with Rocky Mountain Prep since its founding year, starting as the founding Pre-Kindergarten teacher and moving into the Director of Curriculum and Instruction role for 2 years before becoming School Leader of RMP Southwest. Before joining RMP, Jenni was a Teach for America corps member in Denver and taught at her placement school for 4 years. She holds a B.A. in Business Administration and minor in Spanish from Colorado State University, and an M.A. in Curriculum and Instruction with an emphasis in Urban Pedagogy from the University of Colorado, Denver. She was also a graduate of the National Principals Academy Fellowship within Relay's Graduate School of Education.

Carolyn Crockett, Assistant Principal

Carolyn has been with Rocky Mountain Prep for the past 4 years, starting as the founding Director of Fellow Development and Director of Academics. She is excited to begin a 2nd year as one of RMP SW's Assistant Principals to continue supporting teachers. Before joining the RMP team, Carolyn spent 2 years as a Manager of Teacher Leadership Development with Teach For America and spent 6 years teaching grades 3rd, 4th, and 5th. She holds a B.A. in Elementary Education with an emphasis in Gender and Ethnic Studies from the University of Northern Colorado, and an M.A. in Curriculum and Instruction from Lesley University, MA.

Kayla Bylund, Assistant Principal

Kayla has been with RMP for the past 3 years, starting at the Creekside campus teaching kindergarten. She later joined RMP Southwest as a founding kindergarten teacher and Grade Level Chair. She is excited to begin her first year as one of RMP Southwest's Assistant Principals. Before joining the RMP team, Kayla became a Teach For America Colorado corps member in 2012 where she taught kindergarten for 2 years at her placement school. Kayla graduated *magna cum laude* from St. Cloud State University and holds a B.A. in Elementary Education with an emphasis in Urban Education Studies. Kayla was a 2017 graduate of the National Principals Academy Fellowship through Relay's Graduate School of Education.

Tatiana Pereda, Director of School Operations

Tatiana has been with Rocky Mountain Prep since its founding year, starting as the founding Dance teacher and moving into the Director of School Culture position after two years and then joining RMP Southwest as the Director of School Operations. Before joining the RMP team, Tatiana taught Pre-Kindergarten for 4

years in Ft. Lauderdale, Florida. She holds an A.A in Early Childhood Education and a B.A in Sociology from Florida Atlantic University.

Network Support Team (NST)

Rocky Mountain Prep is fortunate to have a Network Support Team supporting the work of our two schools. The NST ensures that RMP's core values, organizational goals, and practices are consistent across all schools. At the same time, the NST enables school leaders and teachers to feel ownership over their work and an ability to pursue innovations that help RMP to continuously improve. The NST performs the following core functions for RMP:

- Steward values & organizational culture
- Define organization-wide performance targets
- Define and ensure consistency of the core school model and practices
- Hire and support school leaders and hold them accountable
- Launch new schools
- Manage financial resources
- Facilitate sharing of effective practices and innovations
- Manage services that require specialized skills, brand consistency, or compliance (e.g., audit, teacher and student recruiting, authorizing, fundraising)
- Manage services where a scaled approach saves money/time for schools (e.g., IT, data, finance/accounting, transportation)

Teachers

At Rocky Mountain Prep we are committed to excellence and providing the absolute best education to our scholars. In order to make this goal a reality we have hired the best teachers, teaching fellows and staff from around the country. This year we have received over 1,000 applications for our open positions. It is without a doubt that we have built a team of the brightest and most dedicated individuals to help ensure that all scholars who walk through our doors are set for success not only in the classroom but in life.

Board of Directors

The Board of Directors is a passionate and diverse group of individuals who have dedicated their hard work and professional experience to achieving the core mission of Rocky Mountain Prep. This group has expertise in nonprofit governance, finance, community leadership, curriculum, facilities management, and instruction and assessment.

Chapter Three: Scholar Conduct

Attendance

Scholars are expected to be at school from 7:45am-4:00pm Monday-Thursday and 7:45am-12:30pm on Friday. Consistent attendance is key to achievement, and families are expected to ensure their children are in school every day. Please do not allow for your scholar to miss school except for serious illness and the

most extreme extenuating circumstances, and schedule appointments for Friday afternoons. We take all absences, regular tardies and early pick-ups very seriously, as they can be detrimental to academic success.

The most significant consequence of missing school is that your child will be behind in their learning. Rocky Mountain Prep is a very rigorous and fast-paced environment. Scholars who miss more than 10 days per year will be considered for retention and may not be promoted to the next grade level. ECE scholars who miss more than 10 days of school are at risk of disenrollment from the ECE program and the scholar's seat will be given to the next child on the waitlist. If a scholar has 10+ unexcused absences, s/he will be at risk of missing out on RMP activities, including but not limited to, field trips, dance performances, field day, and other celebrations. Scholars and families may also have to make up time after school or on weekends.

We understand that at times a family may wish to travel for personal or educational reasons. The School Leader must approve any extended scholar trips (10+ consecutive school days missed). If your scholar is behind grade-level, the School Leader is unlikely to approve any trips, so please plan accordingly. If a family takes an unapproved trip, the scholar will be disenrolled from RMP. Because we have a wait list, your scholar's spot may be filled by another student.

All consecutive absences must be approved by the School Leader at least a month in advance.

Arrival	<ul style="list-style-type: none"> ● The school entrance is locked between 7:30-7:45am. ● The school opens to scholars at 7:45am each morning and scholars must be in the doors by 8:00am each morning. ● Scholars are not to arrive to school early as there will be no one to supervise them. ● Pre-kindergarten scholars and their siblings are to be dropped off inside the school building. Kindergarten-1st grade scholars without pre-kindergarten siblings are to be dropped off at the carline, or at the front door. ● If a scholar has not been dropped off by 8:00am, that scholar is tardy and all families must enter the front office to sign in their scholars for late breakfast.
Dismissal	<ul style="list-style-type: none"> ● School is dismissed at 4:00pm Monday-Thursday and 12:30pm on Friday. ● The school entrance is locked from 3:30-4:00pm. If your scholar(s) must leave early they must be picked up before 3:30pm. ● Families are responsible for picking up scholars on time, and will be called immediately after dismissal if their scholar has not been picked up. Scholars picked up later than 4:15 will be charged. If your scholar has not been picked up by 4:45 and no one has been contacted, the school reserves the right to contact the police. ● Decals must be kept on the dashboard of your car to present daily when picking up each scholar. Anyone who does not present a decal at pick-up must proceed to the front office to present valid identification in order to pick-up a scholar

	<p>and receive replacement decals.</p> <ul style="list-style-type: none"> • No scholar picked up without a decal will be permitted to leave with an adult other than a parent/guardian unless the parent/guardian has given verbal or written consent to a staff member in advance of the date. If you are sending someone else to pick up your scholar you must notify the front office no later than 3:00PM that day.
General Absences	<p>ALL absences are treated as missed learning time. When an absence is unavoidable, please call the school by 9:00am to leave a message on the attendance line. With advance notice, teachers can give the scholar appropriate materials and homework. If a scholar sees a doctor, please bring a doctor's note so the absence can be designated as a medical absence. Only absences accompanied by a doctor's note will be excused. When scholars are sent home from school because of illness, the absence that day and the following day will be excused. ALL other absences are unexcused.</p>
Doctors and Dentist Appointments	<p>Please make every attempt to schedule appointments outside of normal school hours or after 1:00pm on Fridays during early release. Scholars will not be excused for the doctors or dentist appointments of other family members.</p>
Suspensions	<p>Suspensions are considered to be absences.</p>
Early Pick-Ups	<p>Scholars are expected to be at school until the end of the day, every day. Early pick-ups are treated the same way as tardies, and will count as missed time from school.</p>
Tardies	<p>Regular tardies can hinder success. It is very important that scholars are at school on time. As with absences, we take tardies very seriously. When your scholar is tardy you MUST walk your scholar into the school and sign them in. When your scholar reaches two tardies in one week, or 6 tardies total, you and your scholar will be required to stay after school to make up the missed instructional time on Thursday from 4:00 to 4:30 for Tardy Academy. The following chart also outlines additional steps with chronic tardies.</p>

0 tardies/semester	6 tardies/ year	12 tardies/year	Chronic tardiness
Child and family are recognized for their exceptional commitment to their education.	Every 3 tardies equals one absence. The parent/guardian will be called by the office manager to discuss the problem.	If a scholar is late 12 times in a year, it is a serious issue. The parent/guardian will be sent a warning letter and will receive a phone call	The School Leader reserves the right to retain any scholar who misses more than 10 days (3 tardies equal an absence) in accordance

		from School Administration.	with our promotion policy.
--	--	-----------------------------	----------------------------

0 absences/semester	5 absences/semester	10 absences/year	15+ absences/year
Child and family are recognized for their exceptional commitment to their education. Scholars with perfect attendance each month will be able to wear jeans the last Friday of the month.	This is a serious issue. The parent / guardian will be called by the School Social Worker or Office Manager.	This is a very serious issue. The parent/guardian will be sent a hard warning letter by the school Social Worker and School Administration. Parents may also be required meet to set up an attendance plan. Scholar will be monitored closely for truancy.	The School Leader reserves the right to retain any scholar who misses more than 10 days in accordance with our promotion policy. A formal letter will be sent home and the school will file for truancy.

Truancy

A habitually truant scholar is defined as a scholar who has four unexcused absences or truanicies in any month or 10 unexcused absences or truanicies during any school year. If a scholar is absent 10 times in a year or more, this scholar is considered a habitual truant and will be considered for retention. If absences continue to the point of 15 absences in a year, the school will initiate an Attendance Filing in Juvenile Court. The school will submit an annual report to CDE (Colorado Department of Education) that reports the number of habitual truants.

Uniforms

All scholars must wear the Rocky Mountain Prep uniform to school every single day and on all field trips. Please see below for a description of the Rocky Mountain Prep uniform by grade level. School uniforms are important for several reasons:

- Safety: Uniforms allow us quickly to identify all scholars as Rocky Mountain Prep scholars.
- Community: Uniforms unite us in our mission to prepare for success in college. When a scholar wears their uniform, they know they are held to high expectations as part of our school-family.
- Importance: Logos and brand names are not what is important about school. What is important is ensuring an excellent education where scholars can focus on learning - not clothing.
- Professionalism: Every scholar's most important job is to be a great scholar. Uniforms unite us in the belief that we are professional and we take our jobs as scholars seriously.

On some days the school may designate non-uniform "dress down" days. Those decisions will be made in advance by the School Leader.

** Please note that families must contribute to the cost associated with their scholar's uniform. Please

contact staff with questions about these fees or to schedule a uniform payment plan.**

PLEASE READ CAREFULLY. If it's NOT on the list, do not assume it is ok!

All SCHOLARS:

Undershirts are allowed under the uniform and must be the following SOLID colors (no stripes, dots, etc):

Navy Blue Black White



Leggings are allowed under the girls' dresses. and must be the following SOLID colors (no stripes, dots, etc):

Navy Blue Black White



French Toast solid black dress shoes ONLY**

Socks: White, Navy Blue or Black

Belts: Solid Black (*mandatory 3rd-5th grade*)



No other shoes are allowed. For snowy or rainy weather, scholars may wear boots to school but MUST change into their dress shoes once in the building.

Other violations:

No big hoop earrings, large jewelry, colored hair or designs in haircut.

additional shoe option upon request

ECE/Pre-Kindergarten (3 & 4 year olds):

Grey polo shirt with navy RMP logo*

French Toast navy blue pants ONLY



Kindergarten - Second Grade:

Light blue polo shirt with navy RMP logo*

Dress* or **French Toast navy blue pants ONLY**



Third-Fifth Grade:

Light blue shorts or long sleeve oxford style button down shirt with navy RMP logo* with tie*

Dress* or French Toast navy blue pants ONLY

*with black belt (mandatory)



Change of Clothes

All families with scholars in ECE or kindergarten must send one change of clothing with your scholar on the first day of school to be kept in the classroom in the case of an accident. The change includes underwear, pants, plain polo shirt and socks. If a change of clothing is not provided, parents will be called in the case of an accident to come to school with a clean change of clothing for your scholar. If you cannot bring a change of clothes to school, we will provide the scholars with a change of clothes and you will be charged.

Worn/Ripped Uniforms

Once a piece of the uniform becomes overly dirty, worn, ripped, or is missing buttons, you will be asked to not send your scholar to school in that piece of clothing again and to replace it.

Uniform Violations

Below is the process in which uniform violations will be tracked and communicated from staff to families.

***All scholars who are out of uniform will receive a loaner uniform for the day and are expected to return the following day in full correct uniform ***

Violation Recurrence	Action/Follow Up
Uniform Violation #1 & #2 :	<ul style="list-style-type: none">● A uniform violation slip will be sent home in the scholars folder noting violation type and request to have uniform corrected by the next school day.● A call from the Front Office Manager is made to the family noting violation type.
Uniform Violations #3 :	<ul style="list-style-type: none">● School Administration is notified of the violations and will call home.● School Administration offers support on how to help families get scholars to school in full, correct uniform.● A uniform violation slip will be sent home in the scholars folder noting violation type and request to have uniform corrected by the next school day.
Uniform Violation #4:	<ul style="list-style-type: none">● If uniform violations persist, scholars will be given the correct uniform to keep and families will be charged for the cost.

School Culture

At Rocky Mountain Prep we foster a culture of rigor and joy where scholars live at their personal PEAK:

- **Perseverance-** Scholars work hard through challenges
- **Excellence-** Scholars try their best on everything they do
- **Adventure-** Scholars have the confidence to explore, try new ideas, and take risks
- **Kindness-** Scholars treat themselves and others with love and respect

To support this we pro-actively teach and coach children in developing social-emotional skills just as we do academic skills. We take the time to create structures, rituals, and routines that support social-emotional development. We recognize emotions and social conflict as an opportunity for growth and talk children through these experiences. Sometimes, as scholars are developing skills sets, they need extra support. When this is the case we work with families and scholars to provide small group or individualized supports.

Social Emotional Learning (SEL)

Children must learn and develop core foundational social and emotional skills to be able to live at their personal PEAK. We believe emotional and social skills, like academic skills, can be learned. We provide explicit instruction and practice to help scholars learn how to regulate emotions and properly use social skills. We actively support children when they are upset through emotional coaching.

We proactively teach six main social skills to scholars and you’ll likely hear them talking about these skills at home. It’s not uncommon to hear a scholar say, “I followed instructions right away!”

Each social skill comes with a 3-step expectation:

<p style="text-align: center;">Pay Attention</p> <ol style="list-style-type: none"> 1. Stop (what you are doing) 2. Look (at the person) 3. Listen 	<p style="text-align: center;">Follow Instructions</p> <ol style="list-style-type: none"> 1. Look 2. Nod your head or say “Okay” 3. Do it right away! 	<p style="text-align: center;">Get Teacher’s Attention</p> <ol style="list-style-type: none"> 1. Look at the Teacher 2. Raise your hand 3. Wait quietly
<p style="text-align: center;">Ask Permission</p> <ol style="list-style-type: none"> 1. Raise your hand or go to the teacher 2. Ask the question kindly 3. Wait for the answer 	<p style="text-align: center;">Accept “No”</p> <ol style="list-style-type: none"> 1. Look 2. Listen (without talking) 3. Move On 	<p style="text-align: center;">Accept Feedback</p> <ol style="list-style-type: none"> 1. Look 2. Listen (without talking) 3. Use to improve

Scholar Discipline

We know scholars need strong boundaries. Part of their development is to test those boundaries. In these situations it’s our job to confirm the boundaries and provide consequences for actions. By pro-actively teaching & coaching, reactively problem-solving, and giving consequences, we teach our scholars the skills necessary to live at their personal PEAK. We recognize that, just as some scholars need extra help learning academic skills, some scholars may need additional support learning emotional and social skills. If that is the case, School Administration will work closely with teachers, scholars and families to help all scholars learn and grow and ensure a safe, productive and joyful learning environment for all scholars.

When appropriate, the teachers and the School Administration have the authority to decide appropriate consequences for scholar behavior. If scholars choose to break rules, they may lose privileges (such as

choice time, field trips, etc) if it makes sense to do so.

PEAK Violations

As a community of learners, our actions affect others. Similarly, one scholar’s actions may affect a roomful of other scholars’ learning. There are certain behaviors that violate our school-family’s purpose of learning and loving one another; these behaviors are unacceptable. In order to ensure ALL scholars have every opportunity to learn and love, we will handle these behaviors in a way that preserves the dignity of the scholar who is disrupting our school-family as well as protect and preserve the learning time of the rest of the scholars. If a scholar repeatedly engages in behaviors that violate the respect, emotional safety, or physical safety of those, we become concerned and take action as a school-family. While individual plans for individual scholars may vary, the approach is the same. The first phase of repeated PEAK Violations is to provide additional supports and directly involve families.

Below are examples of PEAK violations. Behaviors include but are not limited to:

<p>Physical Safety</p> <ul style="list-style-type: none"> ● Hitting, punching, spitting, kicking, etc ● Tantruming ● Retaliation hit/punch ● Rough play with intent to harm ● Using physical aggression to express feelings 	<p>Emotional Harm</p> <ul style="list-style-type: none"> ● Gossiping ● Blaming someone for something ● Verbal Threat → “I’m gonna hurt you!” ● Bullying ● Cursing ● Hate language ● Name Calling ● Mimicking another scholar to the point of discomfort
<p>Outward Disrespect of Adults</p> <ul style="list-style-type: none"> ● Taking back (saying NO) ● Walking away from the teacher ● Covert defiance (saying yes but still doing something anyway) ● Mimicking the teacher 	<p>No Tolerance Policy Behaviors (grounds for immediate suspension (grades 3-5), and in-school suspensions (grades K-2):</p> <ul style="list-style-type: none"> ● Tantrum (lasts more than 5 minutes) ● Leaving the protection of an adult without permission ● Physical Aggression (biting, kicking, punching, throwing objects, physical harm to self) ● Vandalism

PEAK Violation Ladder: All violations result in a violation slip that must be signed and returned. Parents/guardians will receive a phone call.

- **First PEAK Violation:** Phone call home by the staff member who gave the violation. The scholar

will complete a reflection form.

- **Second PEAK Violation:** Phone call home by staff member who gave the violation. The scholar will complete a reflection form. School Administration will meet with the lead teacher and discuss proactive next steps to address the behavior.
- **Third PEAK Violation:** The teacher, School Administration and scholar will create an initial behavior plan. School Administration will call home and the plan must be signed by a parent/guardian.
- **Fourth PEAK Violation:** School Administration sets up a meeting with parents, teacher, and scholar. The team creates an extended behavior plan with the family with measurable goals and a timeline.
- **Fifth PEAK Violation:** Scholar has in school suspension for 1 day and a meeting takes place between parents, the teacher and the School Leader. The scholar's tiered support plan is revised during this meeting.

First Eight Weeks Policy

Setting a strong school culture from the beginning of the year requires us to put down hard lines so that scholars know what behaviors are unacceptable. We know that the shift into a new school year can be a hard change for all scholars, and this change can cause behaviors and mindsets that are detrimental to the scholar and to those around him/her. When **any PEAK Violation behavior** occurs within the first 8 weeks of school, scholars will be put in ISS (in school suspension) that day to give them time to calm down, reflect on their actions, and have space to be ready to return to their classroom the following day. You will be asked to come to school to meet with School Administration that day to discuss your scholar's behavior. This policy is here to ensure that as a community we value safety above all else and send a clear message immediately to scholars that these types of behaviors will not be tolerated in our community.

No Tolerance Policy

The No Tolerance Policy Behaviors listed above are grounds for suspension all year. In addition, if a scholar continues to engage in a behavior throughout the year that is unsafe, violent, and/or disruptive to learning, brings a weapon to school, brings drugs or alcohol to school, engages with another student or staff in a sexual manner, attacks another student, or attempts physical harm to themselves, etc, administration will intervene immediately. In instances of this nature, parent, teachers, and administration will discuss immediate next steps which may include: contacting parents, consequences, DPS safety and security, mental health assessment, or social services. If the scholar engages in this behavior repeatedly on campus, scholar will be suspended and we will contact Denver Public Schools Safety and Security for an officer to respond.

Bullying Policy

A. Bullying is defined as:

- Any written or verbal expression, or physical or electronic act or gesture or a pattern thereof intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any

- student.
- Including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon any bases described in section 22-32-109(1)(11)(I).
 - 22-32-109(1)(11)(I): The schools and districts are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services.
- B. Bullying has been prohibited against any students for any reason, and has been prohibited on district/school property and at school-sponsored activities.
- C. Students who have engaged in bullying or students who have retaliated against a student who has reported bullying have been appropriately disciplined.
- D. The superintendent has developed a comprehensive bullying plan/program which includes the following:
- Bullying will not be tolerated
 - Staff and students have been trained to prevent bullying
 - Procedures have been implemented for immediate intervention, investigation and discipline for students who bully
 - Efforts have been made to change behavior of bullies
 - Partnership with parents and the community have been established to maintain a bully-free environment
 - Victims of bullies have been supported
 - Positive and supportive student behaviors have been consistently recognized and praised

Chapter Four: Family Engagement

Family Engagement

Families are essential partners at Rocky Mountain Prep. By enrolling a child at Rocky Mountain Prep, families have chosen to participate in a unique education experience that actively involves both parents and scholars. Our school was established based on the belief that families are crucial in their child's success and that family engagement is also necessary for the success of the school. It is often said that it takes a village to raise a child, and at Rocky Mountain Prep, we all work together to create our village; a school-family. When you sign the PEAK contract, spend time in your scholar's classroom and participate in the Community in Action (CiA) and community events, you are supporting our school-family.

1. Family members of RMP scholars will commit to a certain amount of volunteer events per year, as determined each year by the Parent Leadership Team.
2. Volunteer events can be completed by a number of things, such as volunteering in the classroom, attending field trips, doing work for the classroom at home, and more. When you complete a volunteer event, you will check in on the RMP app to track it.

3. Volunteer hours must be filled as service to the school and the scholars; they do not have a price tag and cannot be “paid” monetarily. Volunteers are for non-instructional purposes only.
4. An individual wishing to volunteer on a regular basis beyond with his/her child, or who will be left alone with scholars, is required to complete a volunteer application and undergo a background check. More information on background checks can be found at <http://volunteerservices.dpsk12.org>.
5. All information gained by volunteers while on site performing volunteer hours is confidential.
6. Parents are asked to sign the PEAK Contract indicating their willingness to make this and other commitments to support their child(ren)’s academic success at the school.

Family/Teacher Communication & Conferences

Communication between families and teachers occurs very frequently. There is a Back to School Night and optional conferences at the beginning of the school year. Additionally, there are two formal family/teacher conferences throughout the year; in the late fall and in the spring. Because these are an important time to discuss your scholar’s goals and progress, family/teacher conferences are mandatory. They are also an important time for the school administration to gather formal feedback on family satisfaction with the school’s performance. Rocky Mountain Prep strives for 100% return on all surveys, as well as the annual Denver Public Schools survey that contributes to our school performance rating. Traditionally, Rocky Mountain Prep participates in the Scholastic Book Fair at the same time as conferences where families can purchase affordable books to support reading development at home.

Community in Action

Every parent or guardian of each scholar is automatically a member of the Rocky Mountain Prep Community in Action Council. The council is charged with the task of supporting the Rocky Mountain Prep scholars, staff and other families in achieving the mission of the school. This council will define different engagement opportunities within the school, empower other parents in their engagement, and work to support Rocky Mountain Prep within the broader Denver community. A yearlong calendar of CiA events will be published at the beginning of the school year, with themes centering around academics, culture and advocacy and led by different Rocky Mountain Prep teachers and staff. We also have a Family Leadership Council that consists of a parent representative from each classroom. The Chair of the Family Leadership Council group, elected by his or her peers, has an automatic seat on the Rocky Mountain Prep Board of Directors.

Scholar, Family & Teacher Contract

PEAK Contract

At Rocky Mountain Prep, we understand the importance of alignment within the school community in order to achieve our mission of preparing scholars to compete, achieve, and lead in college and in life. This mission can be best achieved when scholars, families, and school staff are all actively involved in education and working to meet the school's cultural and curricular expectations. We all share the responsibility of promoting student learning and, as educational partners, we value each person's contribution to our school community. The following contract outlines the expectations that need to be met to best support student learning, and will be signed each year by the parent/guardian, scholar, and teacher.

Parents & Guardians

I/We agree to:

- Read with your scholar for *at least* 20 minutes every night.
- Support RMP's demanding academic program, PEAK Values, and extended school day and year.
- Ensure my scholar is at school on time, in uniform, every day, and is only absent in the case of illness.
- Monitor my scholar's school work, homework, grades, and behavior reports regularly.
- Communicate regularly with RMP teachers and staff and attend the required parent events including conferences.
- Actively engage in support if my scholar receives multiple PEAK Violations, which could include daily communications, weekly meetings, and/or a Saturday meeting.
- If necessary, engage in thoughtful discussion with administrators about remedial support and/or retention.

Parent Signature _____

Scholars

I agree to:

- Do my best to live at my personal PEAK at school, at any school events, and on the bus.
- Commit myself to Perseverance, Excellence, Adventure, and Kindness all day, every day, and seek help when I need it.
- Arrive at school on time, every day, and prepared to learn.
- Complete my homework and read every night, and bring my homework folder to school every day.

Scholar Signature _____

Teachers and Staff

We agree to:

- Arrive at school on time and prepared for an academically rigorous, values-driven environment every day.
- Assess scholars regularly and fairly.
- Enforce all rules and policies consistently and fairly.
- Communicate with parents openly, honestly and frequently with both positive and constructive feedback.
- Maintain the highest standards of academic performance and conduct.

Teacher Signature _____

Chapter Five: Academics

Rigor

Rocky Mountain Prep will offer a rigorous and engaging college preparatory curriculum that is directly aligned to national Common Core Standards. Teachers will use a backwards-planning approach to plan, execute and assess rigorous, relevant lessons. This approach to curriculum design is used nationwide by high-performing schools and helps teachers establish a clear vision of learning for the year. Teachers supplement this foundation with curricula that reflects the diversity of our scholar body.

Literacy

Proficiency in literacy skills is vital in order to become a successful scholar and college graduate. RMP has a major focus on English Language Development, oral language development, reading, and writing as part of our curricula as well as assessment plan. During each day scholars will spend at least 3 hours engaged in reading and writing instruction and work time. Throughout the entire school day, staff takes every opportunity to lift our scholars' language; building their language as the tool to access learning.

More Time to Learn

Rocky Mountain Prep has an extended school day and calendar year that differs from DPS. RMP scholars receive close to 25% more instructional time each year than their peers at traditional elementary schools within DPS. This extra time allows for a rigorous curriculum with a focus on literacy and math, physical education, experimentally-based science, daily differentiated instruction, and Spanish at Rocky Mountain Prep Southwest.

Blended (Online) Learning

A crucial piece of our individualized support and academic program is the use of computer-based math and literacy curricula that scholars access online. This piece of our program allows scholars to deepen their skills and knowledge exactly at their level, as well as enjoy focused small-group instruction with the teacher. This instruction happens within the classroom and is connected to scholars' daily learning.

Personalized Support

We believe that every scholar can thrive in a culture of high expectations and accountability. To ensure that each Rocky Mountain Prep scholar is successful, we are committed to frequent use of achievement data and assessments and a robust Multi-Tiered Support System (MTSS) program, where scholars will receive focused instruction in small-group settings.

High-quality Pre-Kindergarten

Research clearly shows that the most important learning happens before a child reaches 3rd grade. We are excited to offer an excellent Pre-Kindergarten program that prepares scholars with the academic, social-emotional and physical skills necessary to be a great scholar and reach their PEAK.

Academic Systems

Policies & Procedures

In order to ensure that all RMP scholars are prepared for success, we all must commit to supporting them in completing the appropriate work both inside and outside of school. Strict adherence to the following policies and procedures are critical to ensure our scholars are prepared for college and life.

Homework Policy	<p>Homework is an essential ingredient in our scholars' education. We use homework to communicate class skills with parents and review key concepts. Homework reinforces skills that are taught each day in class, helps scholars develop deeper understandings of concepts, and promotes excellent habits of responsibility.</p> <p>Your scholar will be given approximately 35 minutes of homework each evening (20 mins of reading, 10 mins of math or writing, and 5 minutes of spelling/sight words/letters). The expectation is that this homework is done and completed <i>every night</i> and returned to school the next day. Teachers will check the homework and send it back to you with feedback if there are concerns. Teachers will not send back homework if it was done correctly. Please contact your scholar's teacher if you are seeing a pattern that it is taking your scholar significantly more time to complete the homework.</p> <p>If homework is not completed and signed off, you will receive a homework violation slip for the first day. If homework is not completed for the 2nd time in a week, you will receive a phone call home and you and your scholar will have to attend Homework Academy after school from 4:00 - 4:30 one day of the week. If this is a repeated issue and your scholar has attended homework academy twice in a month, you will be asked to come into school to meet with the School Leader and make a plan to help your scholar be successful in completing their homework on time.</p>
Homework Folders	<p>Every day your child will bring home a daily homework folder, which includes homework, a PEAK behavior log (except in Pre-K) reporting classroom behavior for the week, their independent reading log, and a monthly calendar of events. Please review all materials each day and leave comments in the provided space. The homework and reading logs must be filled out completely each night with a parent/guardian signature, and all assigned homework must be completed and in the folder. All school-wide and grade level communication (RMP newsletter, field trip permission slips, etc) will come home on Mondays. Parents must check the homework folder every single day for homework.</p>
Independent Reading	<p>The best way to improve a scholar's reading skills is to READ, READ, READ! Scholars are expected to read independently (or with a family member) for a minimum of <u>20 minutes every night</u> (including weekends and holidays). Reading material may include books from school, from home, comics, newspapers, magazines, websites, or materials about a topic your child loves (soccer, dinosaurs, dance, for example).</p>

	<p>There are no shortcuts to success and while children may be tempted to cut corners, this will only hurt your child’s growth in the long run. <u>Do not sign the log if you do not actually read with them or see them reading.</u> If you have questions about Independent Reading please contact the teacher. We hope this becomes an enjoyable time that you and your child look forward to. Success brings more success, so we want your child to identify as a successful reader early on.</p>
--	---

Scholar Promotion Policy

Through rigorous data usage and careful progress monitoring, we are able to closely monitor and support scholars who are struggling. Rocky Mountain Prep will use the following promotion policy, to ensure that every child is successful and on track to be successful to and through college.

Grades	Criteria	Metrics
K-2	Reading Level	MAPs Assessment, STEP Literacy Assessment
3-5	Reading Level, Math Achievement	MAPs Assessment, STEP, Interim Assessments (> 70% average)

Any scholar who is below grade level in the above criteria as determined by multiple metrics, or whose unexcused absences exceed 10 in one year will be a candidate for retention, and will be considered by the Scholar Intervention Team (composed of teachers and administration) in collaboration with the scholar’s family. Our grading policy is found below. Please note that our grades are not the sole metric for promotion; many variables including age, social/emotional needs, English language acquisition, and more will be taken into account. **A scholar’s Individual Education Plan may amend this promotion criteria.*

Grading Policy

While grades aren’t a primary indicator of scholar achievement at Rocky Mountain Prep, we recognize the importance that grades play in communication to parents and scholars about their performance. We recognize the curricular demands that are placed on scholars and believe these demands are critical for preparing scholars for excellence in high school and college. As such, it is important that scholar performance be measured, including assessments, homework, in-class work, participation and other assignments. This work will be graded in relation to scholar mastery of standards, skills, and subskills.

Chapter Six: School Policies

Closed Campus

Rocky Mountain Prep is a closed campus. Rocky Mountain Prep hours are between 7:45 a.m. and 4:00 p.m.

Monday through Thursday, and 7:45 - 12:30 Friday during which all scholars must remain on the campus as defined by the school unless supervised by a staff member. All visitors must be allowed into the building by the front office staff. Scholars who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, scholars must always be in class and under supervision of an adult.

To ensure scholar safety during arrival and dismissal (high traffic times of the day), no one will be allowed to enter the building from 7:30-7:45am and 3:45-4:00pm. Should families choose to arrive at this time they will be asked to remain outside until the doors open. Scholars who need to leave campus early must be picked up by a parent/guardian or authorized individual with a photo identification by 3:30pm.

Visitor Policy

Visitors, especially parents and families, are a vital and important part of the Rocky Mountain Prep community. We welcome them as volunteers, observers, and partners. In order to assure the safety of our scholars and staff, an individual wishing to volunteer on a regular basis beyond with his/her child, or who will be left alone with scholars, is required to complete a volunteer application and undergo a background check. More information on background checks can be found at <http://volunteerservices.dpsk12.org>.

Once approved, visitors must sign in and out of the front office and wear a visitor's badge for the duration of their visit. Any visitor who does not report to the office, or is found in the building without authorization and a visitor's pass, will be asked to leave immediately.

Visitors may enter classes during the regular transition times and may leave at any time. Visitors should only interact with scholars during instructional times if given permission from the teacher. When discussing observations with other visitors, please keep voices low in the hallways so as not to disturb learning.

On the first day of school, families are able to come into the school to drop off their scholar and say goodbye. After the first day of school, please note that at the beginning of each school year, parents and families will only be allowed in the building after two full weeks of school in order to get them adjusted to our systems and routines. Pre-kindergarten families may enter the building to drop off and pick-up their scholars as required but will not be allowed inside the classroom until after this two week period.

Scholar Emergencies

In case of an emergency, parents or guardians should contact the front office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including after-school activities, or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the front office.

Accident or Medical Emergency

If a medical emergency occurs to a scholar at school, first aid will be administered and the parent(s)/guardian(s) of that scholar will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the scholar's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If

there is a serious accident at school, parent(s)/guardian(s) of the affected scholars will be notified immediately. In the event that the parent(s)/guardian(s) cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed. PLEASE KEEP YOUR CONTACT INFORMATION UPDATED with the front office so we are able to reach you.

Fire Alarms

In case of an emergency – if a scholar or staff member sees fire or smells smoke—he or she should close the door and pull the nearest fire alarm. Upon hearing the alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of staff members who will lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance. Frequently throughout the school year, scholars and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time— school staff and scholars will evacuate from each of the school’s buildings. A copy of each evacuation plan is available from the School Leader upon a family’s written request.

School-to-Family Communication Methods

Phone Calls	At times throughout the year, you will receive phone calls or notes from a teacher or other staff member. If the message requires a response, please contact the school either by phone or in writing within 24 hours.
Email	If you have access to email at home or on your cell phone, and would like to use email for school contact, please let your child’s teacher know.
Meetings	If the school requests a meeting with you and your child, there is an important issue that needs to be discussed. Parents are free to schedule meetings with teachers or administrators whenever needed. Please contact them directly or the office manager to schedule.
Family Concerns	If you have a concern about any issue related to Rocky Mountain Prep, we ask you to take time to reflect and then contact the school. We welcome conversations and feedback about school policies, grades, discipline decisions and all other aspects of the program as we seek to continually improve. We promise to consider your concern promptly and respectfully.
Cell Phones	Scholars are not allowed to use cell phones in school or on school field trips. If a cell phone rings or is seen by a staff member, it will be confiscated and only returned when a parent comes to pick it up. Repeated violations may result in indefinite confiscation.
Reaching Scholars	Please limit your requests to reach your scholars during school hours via message or phone use to absolute emergencies .

Non-Discrimination Policy

It is the policy of Rocky Mountain Prep to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual preference, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Harassment

Rocky Mountain Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors and other individuals at school or at school-sponsored events is strictly prohibited. Rocky Mountain Prep requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education.
2. The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a scholar.
3. Such conduct interferes with an individual's education or participation in extracurricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, scholars, vendors and other individuals in school or at school-related events. Retaliation against any individual who brings harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Rocky Mountain Prep. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Directors.

Scholar Records

Rocky Mountain Prep maintains important information files on each scholar. Parent(s)/guardian(s) and scholars may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for “directory” information. Directory information includes the scholar’s name, date of birth, dates of attendance, degrees and other honors awarded.

Release of Photos and Other Information

Rocky Mountain Prep will periodically highlight scholar achievement, school life and school events on the school website, social media outlets and various publications, for the purposes of enrollment outreach, public relations, and other uses that promote the school. The school may also get media requests to highlight the school and its scholars. During the orientation process, each parent/guardian will be provided with the scholar Photo/Information Release form. The school will honor these forms, such that scholar photographs will be included in publications only if the parent/guardian has granted permission.

School Calendar & Closings

Rocky Mountain Prep follows Denver Public Schools for all weather-related closures. However, the Rocky Mountain Prep calendar does not always align with the Denver Public Schools calendar. Scholars are still expected to be in school even when Denver Public Schools is not in session. You will receive a robo call and text blast so please keep your contact information updated with the front office.

School Pool

Medication & Allergies

We hope to keep our scholars healthy in order to learn most effectively. If your child requires medication during school hours, you must deliver it directly to the nurse with the proper doctor’s order - do not send medication in your scholar’s backpack. All medicines are kept in a locked cabinet and may not be given without the proper form. If your scholar has allergies, dietary restrictions or food preferences, please indicate on registration forms and alert the appropriate school staff during new family orientation.

Food Service

Rocky Mountain Prep partners with Revolution Foods to provide healthy breakfast, lunch and snack options for our scholars. Families may choose to complete a free-reduced lunch application at any point throughout the school year to determine their scholar’s eligibility to receive meals at a free or reduced cost. Full price lunch costs \$3.00. As of August 2014, breakfast is free for all scholars regardless of eligibility.

Healthy Bodies, Healthy Brains

At Rocky Mountain Prep we are committed to healthy food choices for our body. Balanced meals help scholars get the nutrients they need to focus and be at their personal PEAK. If you prefer to pack lunch, please send nutritious food and do not allow your scholar to have unhealthy drinks or snacks. Items such as chips, sweets and sugary drinks are not allowed. If brought to school they will be sent back home.

Enrichment Programs

Enrichment Programs are offered quarterly for K-2nd grade scholars in the fall, winter and spring. Enrichment classes run in 6 week sessions twice a week. Classes have included, soccer, cheerleading, arts and crafts, basketball, theater and more! Additional fees vary based on the class.

School Fees

School lunch fees are \$3.15/lunch. Families will be notified every other week of their balances. In the case of balances that go above \$30, customer balance letters will be sent home notifying families that their scholars will not be served a hot lunch until the balance is paid. Uniforms can be purchased online. Payment for uniforms must be made in full at the time of purchase. Scholars who participate in any enrichment programs will be expected to pay any fees associated with the programs according to the timeline discussed with each program's director. Families will be notified about any unpaid balances by program directors, and payment plans may be set up. If a family does not adhere to the payment schedule, scholars will not be allowed to participate in these programs until payment is received. If families have outstanding balances at the end of the school year, they will be notified of further consequences by customer balance letters. As the school year progresses, scholar fees for various activities may apply, such as field trips or special events. Staff will provide notice in advance of fees so that families are given adequate planning time. If a family withdraws from Rocky Mountain Prep, all unpaid balances must be paid at the time of disenrollment in order to receive scholar academic records.

Family Education Rights and Privacy Act

Scholar education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools that receive federal education funds, including RMP. Non-compliance can result in the loss of those funds. Confidential educational records include scholar registration forms, contact information, graded work, academic records, discipline files, social security numbers linked to names, and scholar information displayed on a computer screen. All school employees and volunteers are required to keep scholar information secure and confidential, to protect the rights of scholars.

The essence of this act is that:

- Parents/guardians have the right to inspect and review their own child's educational records (any records from which the scholar can be individually identified), to the exclusion of third parties. Scholars also have this right when they reach age 18. Rocky Mountain Prep responds to parental requests for scholar information only when they have been put in writing, within 72 hours.
- Parents/guardians and eligible scholars have the right to request that a school correct records believed to be inaccurate or misleading.
- Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Rocky Mountain Prep to comply with the requirements of the act.

Institutions and their employees may not disclose information about scholars, nor permit inspection of their

records, without the parent or scholar's written permission unless such action is covered by certain exceptions as stipulated in the Act. FERPA prohibits all employees from discussing confidential scholar information with third parties, including parents and guardians. For instance, should two scholars engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved scholar in conversations with parents/guardians. Similarly, should a parent request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in his/her child's classroom, the school is not permitted to disclose any names or details of events, nor disclose the resultant consequences.

Please understand that school officials—teachers, administrators and board members—must all comply with the expectations of FERPA and therefore may not discuss any scholar other than your own with you at any time or for any reason. One exception the law allows is “directory information,” which includes such things as name, address and telephone number. This information may be provided in a RMP Directory or School Pool for all families who do not state in writing that they wish to “opt out” of the directory.

*Education at its **PEAK!***