

Reopening RMP COVID-19 Family Handbook Additions

In-Person Learning



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Letter from James Cryan

Dear Parent/Guardian,

As we look towards returning in person to school, I am sure there are many feelings and mixed emotions. At RMP, we are so eager to be back in our buildings with our amazing students. And at the same time, we know there is some anxiety about in-person learning. The spring of 2020 has taught us that we have to be prepared to pivot quickly to keep our community safe while continuing to offer a robust educational experience for students. As we consider reopening, I wanted to share a few things that are top of mind:

- **Our top priority at RMP is safety.** Our network team continues to work very closely with our school districts to ensure scholar, family, and staff safety, and we will implement safety protocols in line with our districts for the duration of the pandemic.
- **This is a continuously evolving situation**, which means that we all have to prepare for shifts and changes in the daily routines and practices to accommodate our new reality. We know that these changes may not always be convenient for parents/guardians, but they will be a requirement for all staff, students, and parents/guardians.

We have learned and grown so much as an organization and as a community, and I continue to be in awe of the ways that we have weathered these challenges together. We look forward to welcoming our scholars back to campus and wish everyone a wonderful school year!

Sincerely,

A handwritten signature in black ink that reads "James Cryan". The signature is fluid and cursive, with the first letters of "James" and "Cryan" being capitalized and prominent.

James Cryan
Founder & CEO
Rocky Mountain Prep

Health and Safety Protocols

Following guidelines on proper hygiene, continuous use of cloth masks, screening procedures, and practicing as much social distancing as possible will be the most effective measures for curbing transmission of COVID-19 on RMP campuses.

The most important health and safety protocol is to stay home if you feel sick.

If your child has a fever, has any new symptoms from the list below, or has been in contact with someone who has a confirmed positive case of COVID, please do not come to school.

1. Temperature of 100.4 or greater
2. New or unexplained persistent cough
3. Difficult or painful breathing
4. Diarrhea/Vomiting/Nausea
5. Sore Throat
6. Head or Muscle Aches
7. Fatigue
8. Loss of Taste or Smell
9. Runny Nose
10. Congestion

RMP's Health & Safety protocols include the following protocols which we believe are most important for our families to understand. These protocols may evolve as we learn more:

1. **Masks:** All individuals in RMP buildings will be required to wear a mask at all times. Students will be asked to bring masks they are most comfortable with from home, although RMP will have additional student masks available.
2. **Health screening:** All individuals will undergo a health screening before entering the school building, which may include a temperature check. Temperatures above 100.4 will result in the student being sent home for the day and asked to check-in with a medical provider.
3. **Cohorts:** Your child will be kept in a defined cohort of 35 students or less, and will interact with a consistent group of adults. This allows us to quarantine small groups of the school in case of a confirmed case of COVID within the school, which will help keep the rest of the school safe.
4. **Buildings restricted from outside visitors:** During this period, RMP will not allow any outside visitors past the front office. Staff and students will be the only individuals allowed within RMP buildings. Only 1 parent will be allowed in the front office at a time.

5. **Mandatory social distancing and safety procedures for adults.** 6 feet of social distancing must be maintained at all times between adults. Any adult not following these procedures must be asked to leave the building in order to protect the safety of all other individuals in the building and their families.
6. **No sharing food or materials:** Clothing, school supplies, and other materials that cannot be disinfected between uses cannot be shared between adults or students. No food will be shared between adults or students

If Your Child Starts Feeling Sick at School

If your child starts to feel sick at school with any of the symptoms above, we will immediately call you to have your child picked up from school and brought home. Please understand that this is for community safety, and we need you to pick your child up as quickly as possible. We will share with you more information about when your child can return to school, but at a minimum, they need to be symptom-free for at least 24 hours and may need a note from a doctor in order to return.

Quarantining

Following health guidance from our district partners and state health experts, RMP has a number of policies in place in order to quarantine as needed to keep our community safe. Quarantining separates and restricts people who may have been exposed to COVID-19, but have not developed disease or evidence of infection. It does not mean specific individuals are sick. RMP is following the State of Colorado, CDPHE, DPS, and APS guidance on quarantine procedures.

There are a few example scenarios where we may quarantine portions of our community, including:

- If a student within a cohort tests positive for COVID-19, that cohort will quarantine at home for 14 days. Those students will switch back to remote learning during this time.
- If a teacher within a cohort tests positive for COVID-19, that cohort will quarantine at home for 14 days. Students within that cohort will switch back to remote learning during this time.
- If a student or staff member sent home has new symptoms and close contact with a confirmed case of COVID-19, that cohort will quarantine at home for 14 days. Students within that cohort will switch back to remote learning during this time.

There are some scenarios where RMP may need to quarantine a full school building. This could include if 5 or more cohorts are quarantined, or if 5% of students/staff have confirmed COVID-19, or if we need to close to disinfect the building. More information on state guidance on quarantining and school closure can be found [here](#).

In-Person Bell Schedules

Our district partners have changed our bell-times in order to streamline transportation across the district. These are therefore our new bell times at each of our campuses. More details below on drop-off procedures, which may vary by campus.

	Monday - Friday	
	Start Time	End Time
Berkeley	8:15	2:45
Creekside	7:30	2:00
Southwest	8:15	2:45
Fletcher	7:45	2:15

Daily Schedule and Routines

Our team has been working hard to develop a schedule that prioritizes the health and wellness of our entire community while continuing to deliver a school experience that balances both rigor and love. We're excited about the changes we've made to our academic program for this fall in order to have a strong start with your student. You can expect your student will have instruction in reading, math, and specials such as art, music, dance, and science (special availability varies by grade and campus). Fridays will have a longer check-in time for scholars to learn about each other and social-emotional growth. Upper elementary scholars will have circles.

There will be a few structural changes to our day to help ensure safety:

- **Longer Arrival Time:** Arrival will vary across our schools, but please anticipate it to be longer, and you may be assigned a more specific drop-off and/or pick-up window. This will help us ensure fewer individuals at our doors at any given time, and allow us time for health screening and other safety checks. Thank you for your patience with the longer arrival time.
- **Lunch in Classrooms:** To maximize safety for our scholars, breakfast and lunch will take place in classrooms in order to avoid bringing multiple classrooms together in a shared space. We recognize it will be hard for students to be in the classroom all day, and our teachers will be using different methods to give our students brain breaks and opportunities to move throughout the day.
- **Schedule changes to keep cohorts together.** We will be making some changes to our schedule in order to keep cohorts of students together at any given time. These schedule changes will help ensure students are not exposed to different students/staff throughout the building.

Arrival Procedures

Arrival and Dismissal are times in the day when significant numbers of individuals will be together on RMP campuses, and so risks for COVID transmission are higher. Parents are expected to follow all arrival and dismissal procedures closely in order to maximize safety. *Failure to follow procedures will result in a warning, and repeated infringements may result in an alternative drop-off arrangement.*

Routines and Expectations:

- **If any adult or student has a fever or other concerning symptoms, they should not be brought to school.**
- All students will go through a health screening process upon arriving at school which will include taking their temperature and asking about symptoms and if they have been in contact with anybody who has tested positive for COVID-19. If a student does not pass the screening they will be sent home.
- For both walkers and drivers, upon arrival to the school, all individuals must be wearing masks, and hands should have been washed or sanitized.
- No adults, including parents of PreK scholars, will enter the building. When all students are dropped off, they will be welcomed by an RMP staff member, their health screening will be checked, temperature taken, hands sanitized, and then they will proceed directly to their classroom.
- Drop off times and doors may vary - individual schools will be in touch with more information

Dismissal Procedures

- Dismissal for all students will be at the end times shown above.
- The school entrance is locked for 45 minutes prior to dismissal. If your scholar(s) must leave early they must be picked up before then
- Families are responsible for picking up scholars on time and will be called immediately after dismissal if their scholar has not been picked up.
- If your scholar has not been picked up and the school has not been able to reach guardians or emergency contacts, the school reserves the right to contact the police to ensure the child's safety.

Before and Aftercare

We are excited to share that we will be opening up before and after school care this year, although the timing will be dependent on ongoing safety guidance. Please be on the lookout for more information to come. All afterschool programs will be following the safety protocols required from Denver and Aurora Public School and RMP. More information can be found with your school's front office.

Uniforms and Supplies

Uniforms

RMP uniform requirements will be in place for all in-person instruction. However, we understand that it may take some time from the start of school to acquire uniforms, so we will be working with parents to do so throughout the fall. The uniform is a gray RMP polo shirt for ECE students and a light blue RMP polo shirt from K-5 students. The uniform polo is the only uniform piece that families are required to purchase from RMP. Otherwise, the uniform involves navy bottoms, navy outerwear (sweaters and jackets if they are to be worn in the classroom), and mostly black close-toed shoes. Families can follow links to order uniforms through our website:

+ [Berkeley](#) + [Creekside](#) + [Fletcher](#) + [Southwest](#)

If you need uniform support, please contact the front office.

School Supplies

Students will have their own set of school supplies that will not be shared with other students. You can have your child bring their own supplies to school in their backpack, or can order supplies in a kit that will be delivered to the school. Information on ordering can be found here:

+ [Berkeley](#) + [Creekside](#) + [Fletcher](#) + [Southwest](#)

If you need school supply support, please contact the front office.

Chromebooks and Hotspots

RMP has a Bring Your Own Device policy where we ask families who have daily child's access to a device with a keyboard to use that device for any learning that occurs at home. If a family does not have this device, RMP will check-out a Chromebook device for the duration of the school year. If a scholar un-enrolls from Rocky Mountain Prep, the Chromebook and charger need to be returned on the last day of enrollment for the scholar. IEP Services will continue and will be met using technology. Your teacher will be in touch with more information.

For students returning in-person, Chromebooks will stay at home during this school year. That way if students need to return to remote learning, they have the computer they need to do so at home.

RMP also provides a limited number of hotspots to enable access to the internet. If you need one of these devices, please contact your front office.