



ROCKY MOUNTAIN PREP

Creekside

Scholar & Family Handbook

2017-18 School Year

*Education at its **PEAK!***

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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. In August 2016, RMP opened its third school, Fletcher, located 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	<i>We work hard through challenges</i>
Excellence	<i>We try our best on everything</i>
Adventure	<i>We have the confidence to explore, try new ideas, and take risks</i>
Kindness	<i>We treat ourselves and others with love and respect</i>

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, which is centered around 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 Principalship from the University of Denver.

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 Principals 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 Principals 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)

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. Below is a list of Board members, and their current affiliations:

- Lee White, George K. Baum & Company, *Chair*
- Jill Hamilton, Denver Institute for Faith & Work, *Vice Chair*
- Rich Billings, Charter School Growth Fund, *Treasurer*
- Paul Zuckerman, RMP Parent, *Parent Representative*
- Pat Donovan, Revolution Foods
- Justin Fong, Creative Director of a financial services firm
- Taggart Hansen, CH2M Hill

- Evy Valencia, Office of Policy and Research for Governor John Hickenlooper

Rocky Mountain Prep: Creekside

School Administration

Austen Kassinger, Principal

Austen joined the Rocky Mountain Prep team in 2012 as a founding kindergarten teacher. After teaching kindergarten, second grade, and third grade for five years here, Austen became the Assistant Principal of Curriculum & Instruction for Grades 2 - 5 in 2017. Prior to RMP, Austen taught 2nd grade in Greenwood, Mississippi through Teach for America and received her B.A. from Yale University. She can't wait to watch her original class graduate to middle school in 2018!

Danielle Lucas-Adam, Assistant Principal, Curriculum & Instruction

Danielle started as the Director Of Curriculum and Instruction at Creekside in 2017. Before moving to Denver, Danielle taught second through fifth grades in public, private, and charter schools in Wisconsin and Pennsylvania. In her most recent role as an Early Literacy Specialist with an educational nonprofit, Danielle partnered with the School District of Philadelphia to coach and train kindergarten through third grade teachers in early literacy practices. She holds a B.S. and M.Ed in Elementary Education from the University of Minnesota, Twin Cities.

Karolina Villagrana, Assistant Principal, Curriculum & Instruction

Karolina joined Rocky Mountain Prep in 2017 as Director of Curriculum and Instruction. Prior to Rocky Mountain Prep, Karolina served as an Assistant Principal in San Jose, California at Rocketship Education: Alma Academy and was their founding 2nd and 3rd grade math teacher. She began her career as a Teach for America Corp Member in Kansas City. Karolina graduated with honors from the University of Colorado, received her Masters of Education from the University of Missouri, and recently completed her second Masters of Education in Educational Leadership from Columbia University. She is a proud Denver native and she can't wait to see her Denver Broncos win their 4th superbowl!

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 to build a team that will ensure that all scholars who walk through our doors are set for success not only in the classroom, but in life.

Chapter Three: Scholar Culture

Attendance

Scholars are expected to be at school by 8:10am each morning. School runs until 4:00pm Monday through Thursday and until 1:00pm on Friday. Consistent attendance is key to achievement, and families are expected to ensure their children are in school every day. Please make sure your scholar is present every day except in case of serious illness or extreme circumstances, and please do your best to 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 fall behind because Rocky Mountain Prep has a rigorous and fast-paced classroom 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, and the school will file for truancy if a scholar has 15 unexcused absences in a year. The table below summarizes the consequences of repeated tardies and absences:

Tardies		Absences	
5/year	- Family sent warning letter - Plan developed	5/year	- Family called - Attendance plan developed
10/year	- Family called	10/year	- Letter to family from social worker & Assistant Principal - Scholar monitored for truancy
15/year	- Meet with Assistant Principal	15/year	- School files for truancy

We understand that at times a family may wish to travel for personal or educational reasons. The principal must approve any extended scholar trips (10+ consecutive school days missed). If a family takes an unapproved trip longer than 10 days, the scholar will be unenrolled from RMP and the spot may be filled by a student on the waitlist. **All consecutive absences must be approved by the principal at least a month in advance.**

Arrival	<ul style="list-style-type: none"> • The school entrances, carline, and breakfast open at 7:45am each morning. • Scholars must be in the doors by 8:10am each morning. All breakfast will be cleared by 8:15am. • Families who use the before-school care program must accompany their scholars inside the building and sign them in. • Families of pre-kindergarten scholars and their siblings must walk them in through the front entrance and sign pre-kindergarten scholars in at their classrooms. • Families of kindergarten-4th grade scholars without pre-kindergarten siblings must use the assigned carline. Gates will close promptly at 8:10am.
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	<ul style="list-style-type: none"> ● After 8:10am, a scholar is tardy and all families must enter the front office to sign in their scholar. We provide late breakfast until 8:25am, when class starts.
Dismissal	<ul style="list-style-type: none"> ● Dismissal runs from 4:00 - 4:15pm Monday - Thursday and 1:00 - 1:15pm on Fridays. ● Scholars may be dismissed in the following ways: <ul style="list-style-type: none"> ○ <u>Car line</u>: Families will receive a decal which must be displayed on the car dashboard in order to pick up their scholar. If a driver does not have the decal, he/she will need to exit the carline, go to the front office, and show an ID before taking a child home. <ul style="list-style-type: none"> ■ Families with any siblings in K-2 will go through the back carline. ■ Families with children only in 3-5 will go through the side carline. ○ <u>Bus</u>: Students who ride the bus will depart by 4:15pm each day. ○ <u>Pre-K</u>: Scholars must be signed in and out of their classroom by a guardian or family member listed on the emergency contact list. Older siblings will wait in the pre-k classroom as well. ● Any requests for changes to daily transportation must be made to the front office no later than 2:00pm (Monday-Thursday) or 11:30am (Friday) that day. If we do not receive a call, scholars will use their regular mode of transportation home. ● 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 by our staff. If your scholar has not been picked up and we have been unable to contact anyone listed on the emergency contact list, the school reserves the right to contact the police. Additionally, the school reserves the right to charge a fee for chronically late pick-ups. ● No scholar 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.
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 note so the absence can be excused as a medical. Only absences accompanied by a doctor's note will be excused. ALL other absences are unexcused.</p>
Medical Appointments	<p>Please make every attempt to schedule appointments outside of normal school hours, such as after 1:30pm on Fridays during early release. Scholars will not be excused for the medical appointments of other family members.</p>

Suspensions	Suspensions are considered to be absences.
Early Pick-Ups	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.
Tardies	Regular tardies can hinder success as learning starts as soon as scholars enter the building. It is very important that scholars are at school on time (by 8:10am). As with absences, we take tardies very seriously. When your scholar is tardy, you MUST walk your scholar into the main office and sign them in.

Truancy

A habitually truant scholar is defined as a scholar who has four unexcused absences or truanancies in any month or 10 unexcused absences or truanancies during any school year. If a scholar is absent 10 or more times in a year, this scholar is considered a habitual truant and will be considered for retention. If a student has 15 unexcused absences, 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. School uniforms are important for several reasons:

- Safety: Uniforms allow us quickly to identify Rocky Mountain Prep scholars.
- Community: Uniforms unite us in our mission to prepare for success in college and remind us that our team is more important than brands or logos.
- Excellence: Uniforms unite us in the belief that we take our jobs as scholars seriously.

On some days the school may designate non-uniform “free dress” days. Those decisions will be made in advance by the principal.

*Please note that families must contribute to the cost associated with their scholar’s uniform. Please contact the front office with questions about these fees.

PLEASE READ CAREFULLY. If it's not on the list, your scholar will receive a uniform violation!

Undershirts, leggings, and socks:

Undershirts, leggings, and socks must be solid navy blue, black, or white (no stripes, dots, etc.):



Shoes:

Shoes must be solid black. They may be slip-ons, tennis shoes, dress shoes, or boots.



Shoes may not be open-toed / sandals.

Shoes may not have heels, lights, or logos.

If your scholar cannot tie shoes, please consider their safety and purchase curly, elastic shoelaces.

In case of inclement weather, scholars must bring school shoes to change into while inside.



Outerwear:

All sweaters, jackets, or sweatshirts that scholars wear inside during cold days must be solid navy blue without hoodies, logos, or prints.

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

Grey polo shirt with RMP logo*

Navy blue pants or shorts



Kindergarten - Fifth Grade:

Light blue polo shirt with RMP logo (short or long sleeve)

Navy pants, shorts, RMP jumper, or skirt



All jumpers, shorts, and skirts must be to the length of a child's fingertips. We recommend that scholars wear shorts, tights, or leggings underneath jumpers and skirts.

Change of Clothes

All families with scholars in Pre-K and Kinder 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.

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	Action
Uniform Violation #1:	<ul style="list-style-type: none">● A uniform violation slip will be sent home in the scholars folder noting violation type and a request to have the uniform corrected by the next school day.
Uniform Violation #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.● School administrators are notified of the violations and will call home.● School administrators offer support on how to help families get scholars to school in full, correct uniform.
Uniform Violation #3 :	<ul style="list-style-type: none">● 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)

Scholars 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 scholars 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:

Perseverance ~ Excellence ~ Adventure ~ Kindness

Pay Attention	Follow Instructions	Get Teacher's Attention
<ol style="list-style-type: none"> 1. Stop (what you are doing) 2. Look (at the person) 3. Listen 	<ol style="list-style-type: none"> 1. Look 2. Nod your head or say "Okay" 3. Do it right away! 	<ol style="list-style-type: none"> 1. Look at the Teacher 2. Raise your hand 3. Wait quietly
Ask Permission	Accept "No"	Accept Feedback
<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 	<ol style="list-style-type: none"> 1. Look 2. Listen (without talking) 3. Move On 	<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 and 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, the 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:

Physical Safety	Emotional Harm	Outward Disrespect of Adults
<ul style="list-style-type: none"> ● Hitting, punching, spitting, kicking, etc. ● Retaliation hit/punch ● Rough play with intent to harm ● Using physical aggression to express feelings ● Tantruming (ie. throwing objects, screaming, etc.) 	<ul style="list-style-type: none"> ● Bullying ● Gossiping ● Blaming someone for something ● Verbal threat (ie. “I’m gonna hurt you!”) ● Cursing ● Hate language ● Name calling, mimicking another scholar to the point of discomfort 	<ul style="list-style-type: none"> ● Talking back (ie. saying NO) ● Walking away from the teacher ● Covert defiance (ie. saying yes but still doing something anyway) ● Mimicking the teacher
<p>No Tolerance Policy Behaviors:</p> <ul style="list-style-type: none"> ● Tantrum (lasts more than 5 minutes) ● Leaving the class/teacher without permission ● Physical aggression (biting, kicking, punching, throwing objects, physical harm to self) ● Vandalism 		

PEAK Violation Ladder: All violations result in a violation slip and reflection form 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.
- **Second PEAK Violation:**
 - Phone call home by staff member who gave the violation.
 - School administration will meet with the lead teacher and determine natural consequence that aligns with behavior.
- **Third PEAK Violation:**
 - The school administration will observe scholar and work with lead teacher to design an intervention plan.
 - A school administrator 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 contract with measurable goals and a timeline.
- **Fifth PEAK Violation:**
 - Scholar has In School Suspension (ISS) for 1 day.
 - A meeting will take place between parents, the teacher, and the school administration. 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). Scholars in Kinder will spend one hour in ISS; scholars in 1st - 5th grades will attend ISS for the rest of the day. All scholars will have time to calm down, reflect on their actions, complete grade-level classwork, and prepare to make amends with anyone necessary (ie. apology notes, restorative conversations, etc.) to be ready for a successful return to their classroom at the end of the day. Families will be asked to come to school to meet with school administration to discuss the scholar's behavior. This policy reinforces our community's PEAK values and safety above all else and sends a clear message to scholars that these types of behaviors will not be tolerated.

Bus Violations

The bus is a privilege at Rocky Mountain Prep and we want to ensure all scholars make it to and from school safely and on time. If the bus driver reports any behavior challenges to the school, the scholar will receive a bus violation. Three bus violations will result in one week of suspension from the bus. If behavior continues to be an issue it will be grounds for expulsion from the bus for the remainder of the year.

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 scholars and their families. Our school was established based on the belief that families are crucial to their child's success and that family engagement is also necessary for the success of the school. You will be asked to sign a PEAK contract, committing to being involved in your scholar's education, attending conferences, and participating in community events.

Family/Teacher Conferences

Communication between families and teachers occurs very frequently. **There is a mandatory *Back to School Night* on August 3rd.** Additionally, there are formal family/teacher conferences in the late fall and 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. Rocky Mountain Prep usually participates in the Scholastic Book Fair at the same time as conferences where families can purchase affordable books to support reading development at home.

Methods of Communication

We are committed to ensuring you have up to date information about all of the events and academic updates. Here are several ways we communicate to families, and we expect that families take the time to read the communication:

- The RMP: Creekside app -- download it to your phone or tablet
- RMP Family Newsletter -- sent home in scholar folders
- Announcement boards -- posted at the carlines and front entrance
- Robo-calls sent to your phone -- please keep all contact info current in the front office
- Phone calls, texts, and emails from your classroom teacher

Family Events

Family Community Nights

All families are invited to Family Community Nights to connect with their scholar's teacher as well as other families in our school community. These events will often center around academics--families will have a chance to learn more about what their scholars are doing in school as well as get resources for supporting scholars at home.

Family Coffee Hours

The school leaders host a monthly coffee hour to provide families with a time to learn school updates, share feedback, and ask questions with coffee and a light breakfast. These events will be announced in our

monthly school newsletters and calendars. Families are encouraged to make suggestions for upcoming topics to be discussed during coffee hours.

Volunteering

We love family volunteers at RMP! If you are interested in volunteering, contact your scholar's teacher or the front office. Volunteering may include supporting in your scholar's classroom, chaperoning field trips, helping with projects and materials creation at home, supporting in the front office, and more.

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. Our teachers and staff will work diligently to make sure that all scholars are on or above grade level and will provide interventions and supports for those who are not.

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, phonics, 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. 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 most APS schools. This extra time allows for a rigorous curriculum with a focus on literacy and math, inquiry-based science, daily differentiated instruction, and dance.

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-K 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 30 minutes of homework each evening (15 minutes of reading and 15 minutes of worksheets, spelling words, or sight word practice). 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, your scholar will receive a homework violation slip for the first day. If homework is not completed for the 2nd time in a week, your scholar will have to attend Homework Academy during recess for one day. 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 Principal or Assistant Principal 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. 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>15 minutes every night</u> (including weekends and holidays). Reading material may include books from school, from home, comics, newspapers, or magazines.</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, will be considered for retention. 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 the sole indicator of scholar achievement at Rocky Mountain Prep, they are important in parent-teacher communication about scholar performance. Our academic demands are critical for preparing scholars for excellence in high school and college; as such, it is important to measure scholar performance, 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. Report will be shared quarterly. Conferences will be held in October and April. December and June report cards will be sent home with scholars. If teachers or staff a significant concern, they hold a conference beyond the normal conference times. If you ever have questions about a scholar's performance, please reach out to their teacher to schedule a meeting.

Rubric	Performance Level
4	Exemplary
3	Accomplished (Grade level expectation)
2	Developing
1	Beginning

Chapter Six: School Policies

Closed Campus

Rocky Mountain Prep is a closed campus. Rocky Mountain Prep hours are from 7:45am - 4:00pm Monday through Thursday and 7:45am - 1:00pm on Fridays, during which all scholars must remain on the campus as defined by the school unless supervised by a staff member. Visitors must be allowed into the building by the front office staff and sign in. 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 before 7:45am and between 3:30 and 4:00pm. Should families choose to arrive at this time, they will need 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 before 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. 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. 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, parents and families will only be allowed in the building after two full weeks of school in order to allow them adjust to our systems and routines. Pre-K 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 principal 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.
RMP App	The school will send messages and reminders through the RMP3 Fletcher App! Please download for free from the Apple Store!
Newsletter	The school will send home a monthly newsletter detailing upcoming events, reminders, etc. Grade levels will also send home a monthly newsletter with grade-specific information. All school-wide communications will be sent home on Thursdays in scholar folders.
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.
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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.

Transportation

Although most charter schools in Denver do not offer bus services, Rocky Mountain Prep strives to provide transportation to those families who have no other way of getting their scholar to and from school. All interested parents must complete the transportation application at new family orientation based on one of our four designated bus stops. Space on the bus is extremely limited and if there is more interest than capacity available, eligible scholars will be determined through a lottery. Families who have scholars riding the bus must arrive at the bus stop five minutes before the designated pick-up or drop-off time. There will be no bus services on federal holidays even if RMP is in session. ECE-3 scholars are not eligible to ride the bus, unless they have an Individualized Education Plan (IEP) and qualify through DPS Special Education Services. ECE-4 scholars are not eligible to ride the bus unless, in specific circumstances, they have an older sibling who attends Rocky Mountain Prep who also rides the bus.

Medication & Allergies

We hope to keep our scholars healthy in order to learn most effectively. If your scholar 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 during the school year to determine their scholar's eligibility to receive meals at a free or reduced cost. Full price lunch costs \$3.00. 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 bodies. 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. If you would like to celebrate your scholar's birthday, please make plans with at least one week's notice with your scholar's teacher.

Before and After School Care

Rocky Mountain Prep partners with Kids' Adventures program to provide care for scholars before and after school as well as all-day care on select school holidays that do not coincide with the Denver Public Schools holiday calendar. After a registration fee of \$99 per family, weekly care costs are about \$90.00 per scholar with discounts available for additional siblings as well as for families on free/reduced lunch. The Kids' Adventures program focuses on movement, nutrition, and mindfulness, and the program includes homework time with provided homework help, physical activities and games, nutrition tips and lessons on healthy eating, and arts and crafts. Please contact the Director of School Operations for more information.

Enrichment Programs

Rocky Mountain Prep scholars have the opportunity to participate in various enrichment programs as well as the PEAK Dance Academy during non-school hours. Enrichment programs are meant to be an extension of the rigorous and character-focused education scholars receive during the school day. While enrichment programs vary throughout the year, they are focused on physical activity, the arts, and skill-building. Some classes that have been offered include yoga, theater, Arabic, chess, and cooking.

PEAK Dance Academy is a competitive dance team made up of scholars who are passionate about dance. These dancers compete in 2-4 competitions a year and represent Rocky Mountain Prep by performing in local parades. Each year scholars audition to be part of the Academy; auditions are held at the end of September or beginning of October to select new dancers into the Academy.

School Fees

As noted above, school lunch fees are \$3.00/lunch. Families will be notified every other week of their balances. In the case of balances that go above \$25, 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 on orientation days or throughout the summer from the front office. Payment for uniforms must be made in full at the time of purchase. Scholars who participate in the Kids' Adventures before and after school program, PEAK Dance Academy, and 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 for all families who do not state in writing that they wish to “opt out” of the directory.

Education at its PEAK!

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* 15 minutes every night and complete all homework
- 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 by checking folder nightly
- 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, and weekly meetings
- 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 to seek help when I need it
- Arrive at school on time, every day, and prepared to learn
- Complete my homework, read every night, and bring my homework folder to school every day

Scholar Signature _____

School Administration, 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

Principal Signature _____

Education at its PEAK!

Perseverance ~ Excellence ~ Adventure ~ Kindness