



ROCKY MOUNTAIN PREP

**RMP Fletcher**  
**Scholar & Family Handbook**  
2017-2018 School Year

*Education at its **PEAK!***

RMP Fletcher  
10455 E. 25th Avenue  
Aurora, CO 80010

## *Table of Contents*

<u>Chapter One: The School</u> .....	4
Mission.....	4
School History.....	4
PEAK	4
Values.....	4
Vision.....	4
School Culture: A Brief Overview.....	
<u>Chapter Two: Who We Are</u> .....	5
Founder.....	5
NST (Network Support Team).....	5
Board of Directors.....	5
School Administration.....	6
Teachers.....	6
<u>Chapter Three: Scholar Conduct</u> .....	7
Attendance & Tardiness.....	7
Uniforms.....	9
School Culture.....	11
Scholar Discipline.....	12
<u>Chapter Four: Family Engagement</u> .....	15
Family Engagement.....	15
Family/Teacher Conferences.....	15
Family Events.....	15
<u>Chapter Five: Academics</u> .....	16
Focus on Rigor & Literacy.....	16
More Time to Learn.....	16
Blended (Online) Learning.....	16
Personalized Support.....	16
High Quality Pre-Kindergarten.....	16
Policies & Procedures.....	17
Homework Policy.....	17
Scholar Promotion Policy.....	18
Grading Policy.....	18
<u>Chapter Six: School Policies</u> .....	19
Closed Campus.....	19
Visitor Policy.....	19

Scholar Emergencies.....	19
Accident or Medical Emergencies.....	20
Fire Alarms.....	20
School-to-Family Communication Methods.....	20
Non Discrimination Policy.....	21
Harassment.....	21
Scholar Records.....	22
Release of Photos and Other Information.....	22
School Calendar & Closings.....	22
Medication & Allergies.....	23
Food Service.....	23
Healthy Bodies, Healthy Brains.....	23
School Fees.....	23
Family Education Rights & Privacy Act (FERPA).....	24
<u>PEAK Contract</u> .....	25

# 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, Aurora, 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

### Rocky Mountain Prep

#### 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 Fletcher**

### **School Administration**

#### **Caitlin Vaughan, Principal**

Caitlin is originally from St. Paul, Minnesota. Prior to becoming the Rocky Mountain Prep - Fletcher Campus Principal, Caitlin served as the Director of Curriculum and Instruction at Rocky Mountain Prep Creekside during the 2015-16 school year and as the Interim Principal at Rocky Mountain Prep-Creekside during the 2016-17 school year. Previous to working in admin she was a 3rd grade teacher at Rocky Mountain. In addition to teaching at Creekside, she taught at KIPP Central City Primary and served as a Corps Member with Teach for America – New Orleans. She received her B.A. from Grinnell College.

#### **Rachel Reid, Assistant Principal, Curriculum & Instruction**

Rachel joined Rocky Mountain Prep in 2016 as a Pre-K teacher during the founding year of the Fletcher Campus. Her previous teaching experiences included teaching Kindergarten for three years on the founding team at UP Academy Dorchester, in Boston, Massachusetts. Prior to that, Rachel taught for two years with Teach for America in the Delta of Mississippi. She received her B.A. from Azusa Pacific University in Azusa, California.

#### **Christina Castro, Assistant Principal, School Operations**

Christina joined Rocky Mountain Prep in 2016 as the Manager of School Operations for the Fletcher Campus during its founding year. She previously worked for Breakthrough Kent Denver, part of the Breakthrough Collaborative, as the Operations, Events, and College Readiness Coordinator, and participated in the summer teaching fellowship for four summers. She received her BSBA from the Daniels College of Business at the University of Denver.

### **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 500 applications for our open positions. Of these applicants, we have hired 5. 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.

# Chapter Three: Scholar Conduct

## Attendance

Scholars are expected to be at school from Monday-Friday. School runs from 7:45am-4:00pm Monday-Thursday and 7:45am-12:30pm on Fridays. 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 please do your best to schedule appointments for Fridays. 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. 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.

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 of greater than 10 days, the scholar will be disenrolled from RMP. If this happens, your scholar's spot may be filled by another student. **All consecutive absences must be approved by the Principal at least a month in advance.**

<b>Arrival</b>	<ul style="list-style-type: none"><li>● The school entrance is locked until 7:45am.</li><li>● The school opens to scholars at 7:45am each morning and scholars must be in the doors by 8:05am. After 8:05am, a scholar is tardy and <b>all families must enter the front office to sign in their scholar for late breakfast.</b></li><li>● Scholars are not to arrive to school early as there will be no one to supervise them.</li><li>● Pre-K scholars and their siblings must be dropped off inside the school building.</li></ul>
<b>Dismissal</b>	<ul style="list-style-type: none"><li>● Scholars may be dismissed in the following ways:<ul style="list-style-type: none"><li>○ Car line: Families will receive a “decal” which must be presented to pick up your scholar. If you do not have your “decal” you will be sent to the front office and will need to show an ID.</li><li>○ Bus: All bus assignments are provided through the APS transportation system. APS Transportation Department phone number: 303-326-1986.</li><li>○ Walk home: Scholars may walk home with an adult listed on the emergency contact list. Scholar’s “decal” must be presented.</li><li>○ Pre-K scholars must be signed in and out of their classroom by a</li></ul></li></ul>

	<p style="text-align: center;">guardian or family member listed on the emergency contact list.</p> <ul style="list-style-type: none"> <li>● If you are sending someone else to pick up your scholar you must notify the front office no later than 3:00pm (Monday-Thursday) or 11:00am (Friday) that day.</li> <li>● School is dismissed at 4:00pm Monday-Thursday and 12:30pm on Friday.</li> <li>● 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.</li> <li>● Families are responsible for picking up scholars <b>on time</b>, 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.</li> </ul>						
<p><b>General Absences</b></p>	<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 or report on the RMP Fletcher app. With advance notice, teachers can give the scholar appropriate materials and homework. <b>Only absences accompanied by a doctor’s note will be excused.</b> When scholars are sent home from school because of illness, the absence the following day will be excused. <b>ALL other absences are unexcused.</b></p> <p>The following chart also outlines additional steps to be taken for chronic absences:</p> <table border="1" data-bbox="383 1108 1459 1661"> <thead> <tr> <th data-bbox="383 1108 743 1213">4 absences/semester</th> <th data-bbox="743 1108 1101 1213">10 absences/year</th> <th data-bbox="1101 1108 1459 1213">15+ absences/year</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 1213 743 1661">This is a serious issue. The parent / guardian will be called by the assistant principal and an attendance plan is developed.</td> <td data-bbox="743 1213 1101 1661">This is a very serious issue. The parent/guardian will be sent a hard warning letter by the school Social Worker and Assistant Principal. Parents may also be required meet to set up an attendance plan. Scholar will be monitored closely for truancy.</td> <td data-bbox="1101 1213 1459 1661">The Principal 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 for scholars in grades 1 and 2.</td> </tr> </tbody> </table>	4 absences/semester	10 absences/year	15+ absences/year	This is a serious issue. The parent / guardian will be called by the assistant principal and an attendance plan is developed.	This is a very serious issue. The parent/guardian will be sent a hard warning letter by the school Social Worker and Assistant Principal. Parents may also be required meet to set up an attendance plan. Scholar will be monitored closely for truancy.	The Principal 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 for scholars in grades 1 and 2.
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<p><b>Doctors and Dentist Appointments</b></p>	<p>Please make every attempt to schedule appointments outside of normal school hours or after school on Fridays. If a scholar sees a doctor, please bring a doctor’s note so the absence can be designated as a medical absence. Scholars will not be excused for the doctors or dentist appointments of other family members.</p>						
<p><b>Suspensions</b></p>	<p>Suspensions are considered to be absences.</p>						

<b>Tardies</b>	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. As with absences, we take tardies very seriously. <b>When your scholar is tardy you MUST walk your scholar into the main office and sign them in.</b>		
	The following chart also outlines additional steps with chronic tardies:		
	6 tardies/ year	13 tardies/year	Chronic Tardiness
3 tardies= 1 absence Parent/ guardian is called Plan developed	If a scholar is late 13 times in a year, it is a serious issue. The parent/guardian will be sent a warning letter and will receive a phone call from School Administration.	The Principal reserves the right to retain any scholar who misses more than 10 days (3 tardies equal an absence) in accordance with our promotion policy. If your scholar has chronic tardiness, you will have a meeting with the Assistant Principal.	

### Truancy

A habitually truant scholar is defined as a scholar who has four unexcused absences or truanies in any month or 10 unexcused absences or truanies during any school year. If 1st or 2nd grade scholar is absent 10 or more times in a year, 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.
- **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 Principal.

\*\* 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	Pre-K:
<p><b>Undershirts:</b> Undershirts are allowed under the uniform and must be the following SOLID colors (no stripes, dots, etc):</p> <p style="text-align: center;"><i>Navy Blue      Black      White</i></p> <div style="text-align: center;">  </div> <p><b>Leggings:</b> Leggings are allowed under the girls' dresses and skirts and must be the following SOLID colors (no stripes, dots, etc):</p> <p style="text-align: center;"><i>Navy Blue      Black      White</i></p> <div style="text-align: center;">  </div> <p><b>Shoes:</b> Solid, plain black shoes: slip on, velcro, tennis shoes, dress shoes or boots. Soles of shoes may be white. No logos. No heels, open toe or light up shoes. For snowy or rainy weather, scholars may wear boots to school but <b>MUST</b> change into their black shoes once in the building.</p> <p><b>Socks:</b> Solid white, navy blue or black.</p> <p><b>Other:</b> Accessories are fine, if they are distracting to learning they will be put in scholar's backpack. Sweaters, jackets, or coats to be worn inside must be solid navy.</p>	<p>Grey polo shirt with RMP logo. Navy blue pants or shorts.</p> <div style="text-align: center;">  </div> <hr/> <p style="text-align: center;"><b>Kinder - Second Grade:</b></p> <p>Light blue polo shirt with RMP logo. RMP dress/jumper, skirt, navy blue pants, or shorts.</p> <div style="text-align: center;">  </div>

### 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 Recurrence	Action/Follow Up
Uniform Violations #1 & #2 :	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
Uniform Violation #3 :	<ul style="list-style-type: none"> <li>● School Administration is notified of the violations and will call home.</li> <li>● School Administration offers support on how to help families get scholars to school <b>in full, correct uniform.</b></li> <li>● 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.</li> </ul>
Uniform Violation #4:	<ul style="list-style-type: none"> <li>● If uniform violations persist, scholars will be given the correct uniform to keep and families will be charged for the cost.</li> </ul>
Uniform Violation #5:	<ul style="list-style-type: none"> <li>● Family must meet with the Assistant Principal to discuss ongoing violations.</li> </ul>

## 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:

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

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

**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 which must be signed by the parent/guardian and returned the following day.
- **Second PEAK Violation:** Phone call home by staff member who gave the violation. The scholar will complete a reflection form which must be signed by the parent/guardian and returned the following day. 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 and 2nd 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, conflict 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 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.

## Orientation

On August 7th, 1st and 2nd grade scholars will attend orientation at RMP. On August 8th, Kinder scholars will attend orientation. PK scholars will start school on Monday, August 15th. This will be a time to learn the rules and expectations of RMP and have time to meet their teammates.

## 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, APS 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 Aurora 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 scholars and their families. 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. You will be asked to sign a PEAK contract, committing to being involved in your scholar's education, attend conferences, and participate in quarterly Family Community Nights and other community events.

### Family/Teacher Conferences

Communication between families and teachers occurs very frequently. **There is a mandatory *Back to School Night* on August 3rd at 5:00pm.** 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 survey. Usually, 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.

### Family Events

#### Family Community Nights

All families are invited to Family Community Nights! These events give families an opportunity to connect with their scholar's teacher as well as other families in our school community. These events will be advertised in our family newsletter and all are welcome! 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.

<p><b>Homework Policy</b></p>	<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, 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, you 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>
<p><b>Homework Folders</b></p>	<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</p>

	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. <b>All school-wide and grade level communication (RMP newsletter, field trip permission slips, etc) will come home on Thursdays. Parents must check the homework folder every single day for homework.</b>
<b>Independent Reading</b>	<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 <b>15 minutes every night</b> (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. 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 have 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.

## Chapter Six: School Policies

### Closed Campus

Rocky Mountain Prep is a closed campus. Rocky Mountain Prep hours are between 7:45am and 4:00pm. Monday through Thursday and 7:45 and 12:30 on Fridays, 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 3:30-4:00pm. 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://security.aurorak12.org/volunteers>. 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-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**

<b>Phone Calls</b>	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.
<b>RMP App</b>	The school will send messages and reminders through the RMP3 Fletcher App! Please download for free from the Apple Store!
<b>Newsletter</b>	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.
<b>Email</b>	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.
<b>Meetings</b>	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.
<b>Family Concerns</b>	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.
<b>Cell Phones</b>	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.
<b>Reaching Scholars</b>	Please limit your requests to reach your scholars during school hours via message or phone use to <b>absolute emergencies</b> .

### **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 Aurora Public Schools for all weather-related closures. However, the Rocky Mountain Prep calendar does not always align with the Aurora Public Schools calendar. You will receive a robo call and text blast notifications of any closures so please keep your contact information updated with the front office. **Scholars are still expected to be in school even when Aurora Public Schools is not in session. Any absences without a doctor’s note or pre-approval from the Principal will be counted as**

**unexcused.**

### **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 Nutrition Services at Aurora Public Schools 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 \$2.40. Aurora Public Schools participates in the *Breakfast in the Classroom* program, in which students are offered nutritious meals in their first-period classroom. Through the program, all scholars receive a free breakfast, 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.

### **School Fees**

Breakfast and lunch are free for all scholars that qualify for Free or Reduced Lunch. Families will be notified every week of their balances by APS Nutrition Services. Payments can be made directly to Directly to Nutrition Services at the school, or online at <https://www.paypams.com/>. Uniforms can be purchased online. Payment for uniforms must be made in full at the time of purchase. Families may be considered for payment plan options. 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.

## 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!*