



ROCKY MOUNTAIN PREP

**RMP Southwest  
Scholar & Family Handbook  
2019-2020 School Year  
Education at its **PEAK!****

Rocky Mountain Prep Southwest  
at Kepner Middle School  
911 South Hazel Court  
Denver, CO 80219

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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.

## RMP Equity Statement

At Rocky Mountain Prep, we believe that all children, regardless of where they are born, the color of their skin, their socioeconomic status, and other spheres of influence, deserve access to a great education. We believe that achieving educational equity and increasing access to opportunity is a moral imperative for our organization and country. Therefore, our commitment to Diversity, Equity, and Inclusiveness is not simply a priority, but a cornerstone of our mission, vision, and values as an organization.

The concept of meritocracy has long been central to the American Dream; if one works hard enough and tries hard enough, doors open and success is inevitable. However, institutional discrimination and prejudice leads to inequitable opportunities for many people, specifically those of color and those growing up in poverty, leading to a greater divide in access to opportunity inside and outside of the classroom. At Rocky Mountain Prep, we refuse to be complacent in perpetuating an environment in which demographics determine destiny. In turn, deeply understanding lines of differences is crucial to ensuring that, at Rocky Mountain Prep, we are building an educational environment that breaks down systems of oppression and ensures our scholars have increased access to high quality educational options beyond our classrooms and lives of opportunity.

We believe that to accomplish this work, we must build a diverse collaborative of individuals from all races, ethnicities, gender identities, socioeconomic statuses, abilities, sexual orientations, political views, religions, native languages, and other lines of difference, and ensure that all people are welcomed and supported, and their voices and experiences are reflected and valued. To accomplish this well requires an ongoing commitment that cannot live in a statement alone. This work is not owned by one person or group but instead is shepherded by every single person in our classrooms, meetings, hallways, and offices, as well as in our larger community.

Because Diversity, Equity, and Inclusiveness is so critical to the realization of our mission, and because we set strategy towards this vision, we, as a community, commit to reflection and action, grounded in our PEAK values.

## School History

Rocky Mountain Prep was founded in 2011 with the belief that all scholars deserve an excellent education that prepares them for success in college and life. Since the first school opened in southeast Denver in August 2012, each child enrolled is part of a class of scholars creating and continuing a tradition of

excellence in our community. In August 2015, Rocky Mountain Prep opened its second school in southwest Denver, and in August 2016, its third campus in Aurora.

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

PEAK Values

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

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

Vision

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

School Culture

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

# Chapter Two: Who We Are

## **James Cryan, Founder & Chief Executive Officer**

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

## **Rocky Mountain Prep Southwest School Administration**

### **Jenni Reese, Principal**

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

### **Carolyn Crockett, Assistant Principal**

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

### **Kayla Bylund, Assistant Principal**

Kayla has been with RMP for the past 4 years, starting at the Creekside campus teaching kindergarten. She later joined RMP Southwest as a founding kindergarten teacher and Grade Level Chair. She is excited to begin her first year as one of RMP Southwest's Assistant Principals. Before joining the RMP team, Kayla became a Teach For America Colorado corps member in 2012 where she taught kindergarten for 2 years at her placement school. Kayla graduated magna cum laude from St. Cloud State University and holds a B.A. in Elementary Education with an emphasis in Urban Education Studies. Kayla was a 2017 graduate of the National Principals Academy Fellowship through Relay's Graduate School of Education.

### **Ariel Zander, Assistant Principal**

Ariel joined RMP Southwest in the Spring of 2019 as an Assistant Principal. Prior to joining the RMP team, Ariel was a Literacy Coach with Children's Literacy Initiative, where she supported k-3rd grade teachers in Philadelphia public schools. Ariel started her career in education with Teach for America New Mexico in 2008, where she taught third grade for three years. Ariel graduated magna cum laud from Rutgers University and holds her B.A. in Women's and Gender Studies and Labor and Employment Relations. She received her M.S.Ed. in Learning Sciences and Technologies from the University of Pennsylvania's Graduate School of Education.

### **Bridget Joyce, Assistant Principal**

Bridget has been a teacher at RMP southwest for 2 years. She taught as a founding 3rd grade teacher and a founding 4th grade teacher and grade level chair. Before teaching at RMP, Bridget spent 4 years teaching 3rd and 4th grades at high performing charter schools in New Orleans, Louisiana and Austin, Texas. Bridget graduated from the State University of New York at Geneseo in 2013 with a B.A in Behavioral Psychology and creative writing.

### **Delia Walters, Assistant Principal of Operations**

Delia has been with Rocky Mountain Prep Southwest since its founding year, starting as the Office Manager & Family Liaison and moving into the Assistant Principal of Operations position after three years. Before joining the RMP team, Delia was a bilingual Counselor at Denver Kids, Inc for five years. She holds a B.A in Psychology from 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 1,000 applications for our open positions. It is without a doubt that we have built a team of the brightest and most dedicated individuals to help ensure that all scholars who walk through our doors are set for success not only in the classroom but in life.

## **Network Support Team (NST)**

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

- Steward values & organizational culture

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

### **Board of Directors**

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



# Chapter Three: Scholar Conduct

## Arrival and Dismissal

RMP works diligently to ensure that arrival and dismissal are safe for scholars and families and are as efficient as possible for everyone involved. Please see the following policies for arrival/dismissal.

<p><b>Arrival</b></p>	<ul style="list-style-type: none"> <li>● The school entrance is locked between 7:30-7:45am.</li> <li>● The school opens to scholars at 7:45am each morning and scholars must be in the doors by 8:00am each morning.</li> <li>● Scholars are not to arrive to school early as there will be no one to supervise them.</li> <li>● Pre-kindergarten scholars and their siblings are to be dropped off inside the school building. Kindergarten-5th grade scholars without pre-kindergarten siblings are to be dropped off at the carline, or at the front door.</li> <li>● If a scholar has not been dropped off by 8:00am, that scholar is tardy and all families must enter the front office to sign in their scholars for late breakfast.</li> </ul>
<p><b>Dismissal</b></p>	<ul style="list-style-type: none"> <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 Monday-Thursday and 11:45 on Friday.</li> <li>● Families are responsible for picking up scholars on time, and will be called immediately after dismissal if their scholar has not been picked up. Scholars picked up later than 4:15 will be charged. If your scholar has not been picked up by 4:45 and no one has been contacted, the school reserves the right to contact the police.</li> <li>● Decals must be kept on the dashboard of your car to present daily when picking up each scholar. Anyone who does not present a decal at pick-up must proceed to the front office to present valid identification in order to pick-up a scholar and receive replacement decals.</li> <li>● No scholar picked up without a decal will be permitted to leave with an adult other than a parent/guardian unless the parent/guardian has given verbal or written consent to a staff member in advance of the date. If you are sending someone else to pick up your scholar you must notify the front office no later than 3:00PM that day.</li> </ul>
<p><b>Car line and parking etiquette</b></p>	<ul style="list-style-type: none"> <li>● Follow all parking signs in parking lots and around the school, including NO PARKING ZONE</li> <li>● Display your car decal with your scholar name in a place that is visible when picking up your scholar. For safety reasons, if you did not have your decal, you will be asked to go to the front office to pick up your scholar.</li> </ul>

	<ul style="list-style-type: none"> <li>● Please DO NOT talk or text on your phone during this time. We need to be able to communicate with you for the safety of the children.</li> <li>● Do not conference with teachers or school administrators during arrival and dismissal time; make an appointment instead.</li> <li>● Do not let your child out on the sidewalk outside or near our campus. YOU MUST let your scholar out in the designated carline zone and wait for the staff member on duty to open the car door to let your scholar out.</li> <li>● We want to be good neighbors, please do not block main roads, intersections, or cars parked in the school parking lot.</li> <li>● Treat all other RMP families, students, and staff members with courtesy and respect at all times. Do not take any actions that may endanger the health or safety of anyone on campus, this includes cutting other cars in line, honking, cursing, or yelling at other members of our community.</li> </ul> <p><i>If the following carline and drop off etiquette is not followed after a verbal warning, you may be required to walk your scholar in to the front office for the remainder of the year.</i></p>
<b>Pre-K Drop Off</b>	All Pre-K scholars and their siblings are required to be walked into the building by a parent or guardian. Parents should park in designated parking spaces and bring their scholar directly to their classroom.
<b>Late pick-up policy (charging)</b>	<p>RMP Teachers and Staff use the time after dismissal to plan for upcoming lessons, to attend professional development sessions and to enjoy a healthy work-life balance. Late student pickups keep teachers and staff from these important activities and should be avoided. We understand that emergencies come up and ask that you call our main office if you will be late to pick up your child.</p> <p>Scholars who have not been picked up 5 minutes after dismissal ends (by 4:20 pm Monday-Thursday and by 12:50 pm on Fridays) will be held in the main office for pickup by an authorized contact and a late pickup fee of \$1 per minute late per student will be assessed.</p> <p>Fees for the first late pickup will be waived and a reminder notice will be issued instead.</p> <p>If students are not picked up 30 minutes after dismissal ends (by 4:45 pm Monday-Thursday and by 1:15 pm on Friday) and we have not heard that you are on your way to pick up your scholar, we may contact DPS safety and security so they can dispatch an officer to safely hold the child for pickup.</p>
<b>Accompanied by Adult</b>	If students are not dropped off by carline, then ALL scholars must be walked into the front office area at all times. No scholars should enter our building without an adult.

## Attendance

RMP is open from 7:45am-4:00pm Monday-Thursday and 7:45am-12:30pm on Fridays. Scholars who arrive after 8:00 am will be marked tardy.

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, tardies, and early pickups very seriously, as they can be detrimental to academic success. For every 4 unexcused tardies, a scholar will earn 1 unexcused absence. 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.

If a scholar has more than 10 unexcused absences, s/he will be at risk of missing out on RMP activities, including but not limited to, field trips, dance performances, field day, and other celebrations. Scholars and families may also have to make up time after school or on weekends, during a tardy academy. In addition, Scholars who miss more than 10 days per year will be considered for retention and may not be promoted to the next grade level. The school may file for truancy if a scholar has 15 unexcused absences in a year.

<b>Absences</b>	<p>ALL absences are treated as missed learning time. When an absence is unavoidable, please report an absence by 9:00am through the RMP application, voicemail or email. With advance notice, teachers can give the scholar appropriate materials and homework. If a scholar sees a doctor, please bring a doctor's note so the absence can be designated as a medical absence. Only time absences are excused is if they are accompanied by a doctor's note, if it is a religious observances and due to a death in the family. All other absences are unexcused. When scholars are sent home from school because of illness, the absence that day and the following day will be excused. For every 4 unexcused tardies, a scholar will earn 1 unexcused absence. The table below summarizes the consequences of repeated absences and tardies:</p>	
All Uncommunicated Absences		<ul style="list-style-type: none"> <li>● Main Office Phone Call Home</li> </ul>
2 Absences		<ul style="list-style-type: none"> <li>● Teacher Phone Call Home</li> </ul>
4 Absences		<ul style="list-style-type: none"> <li>● Intervention Call Home</li> </ul>
5 Absences		<ul style="list-style-type: none"> <li>● Social Worker/Counselor Call Home</li> </ul>
8 Absences		<ul style="list-style-type: none"> <li>● Intervention Meeting at School</li> </ul>
10 Absences		<ul style="list-style-type: none"> <li>● Attendance Contract Developed</li> <li>● Truancy Warning Letter</li> <li>● Retention Considered</li> </ul>

	<table border="1"> <tr> <td data-bbox="375 142 706 338"></td> <td data-bbox="706 142 1503 338"> <ul style="list-style-type: none"> <li>● Scholar May be Required to Makeup Missed Time</li> <li>● May be Ineligible to Participate in RMP Activities</li> </ul> </td> </tr> <tr> <td data-bbox="375 338 706 407">15 Absences</td> <td data-bbox="706 338 1503 407"> <ul style="list-style-type: none"> <li>● Scholars Eligible for Truancy Filing</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>● Scholar May be Required to Makeup Missed Time</li> <li>● May be Ineligible to Participate in RMP Activities</li> </ul>	15 Absences	<ul style="list-style-type: none"> <li>● Scholars Eligible for Truancy Filing</li> </ul>
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<b>Extended Absences</b>	<p>Consistent attendance is key to achievement, and families are expected to ensure their children are in school every day. Extended absences should be avoided whenever possible. All vacations should be planned during RMP breaks and over the summer. Families must notify the school of a planned extended absence to take a vacation, to visit family members abroad, or for other reasons.</p> <p>Families must meet with an administrator at their school to notify them if their scholar will miss school for an extended period of time. Whether the absences are excused or unexcused will be determined based on the reason for the absence in accordance to RMP's attendance policy (e.g. if they are traveling abroad for a family funeral, the absences would be excused, but if for a vacation, they would be unexcused). Extended absences will not be excused for other reasons.</p>				
<b>Excessive leaving early</b>	<p>It is essential that scholars remain at school for the entirety of the school day in order to acquire the knowledge, skills, and confidence to meet the rigorous academic standards set at Rocky Mountain Prep. For that reason, early pickups should be avoided whenever possible. Families should make every effort to schedule any appointments after school, on the weekend, or on the consolidated list of days when school is closed. Early pickups after 3:30 aren't allowed except for emergencies, the Main Office will be closed from 3:30 to 4 to allow our teams time to prepare for dismissal. <b>Early pickups are treated the same way as tardies, and will count as missed time from school.</b></p>				
<b>Medical Appointments</b>	<p>Please make every attempt to schedule medical 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 appointments of other family members.</p>				
<b>Suspensions</b>	<p>Out-of-school suspensions are considered to be absences from school.</p>				
<b>Tardies</b>	<p>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 8:00am). As with absences, we take tardies very seriously. Tardies accompanied by a doctor's note, for religious observances and due to a death in the family will be excused, all other tardies are unexcused.</p> <p>For every 4 unexcused tardies, a scholar will earn 1 unexcused absence.</p> <p><b>When your scholar is tardy, you MUST walk your scholar into the main office and sign them in.</b></p>				

## 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 may initiate an Attendance Filing in Juvenile Court. The school will submit an annual report to CDE (Colorado Department of Education) that reports the number of habitual truants.

## Uniforms

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

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

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

\*\*Please note that families must contribute to the cost associated with their scholar's uniform. Please contact staff with questions about these fees or to schedule a uniform payment plan.\*\*

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

<p><b>All SCHOLARS:</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</i>      <i>Black</i>      <i>White</i></p> <div style="text-align: center;"></div> <p>Leggings are allowed under the girls' dresses. and must be the following SOLID colors (no stripes, dots, etc):</p> <p style="text-align: center;"><i>Navy Blue</i>      <i>Black</i>      <i>White</i></p>	<p><b>ECE/Pre-Kindergarten ( 4 year olds):</b> Grey polo shirt with navy RMP logo* Navy blue dress pants or shorts</p> <div style="text-align: center;"></div> <p><b>Kindergarten - 5th Grade:</b> Light blue polo shirt with navy RMP logo* Dress navy blue pants or shorts</p>
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**Solid black dress shoes**

**Socks:** White, Navy Blue or Black

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



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

**Other violations:**

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



### Change of Clothes

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

### Worn/Ripped Uniforms

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

### Uniform Violations

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

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

Violation Recurrence	Action/Follow Up
Uniform Violation #1:	<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 Violations #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> <li>● A call from the front office is made to the family noting violation type.</li> <li>● School offers support on how to help families get scholars to school in full, correct uniform.</li> </ul>
Uniform Violation #3:	<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>

### Student Technology Use

Rocky Mountain Prep believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. All school Internet use is filtered and monitored. Acceptable uses of technology are devoted to activities that support teaching and learning.

Before using RMP technology, all students must sign and return RMP’s Student Technology Acceptable Use Policy. Violations of this policy may result in students losing technology use privileges and families will be responsible for paying to replace RMP Technology that is intentionally damaged by students.

### Cell-phone policy

RMP’s priorities in crafting a cell-phone policy are both to ensure parents can communicate safely with their scholars and to minimize distractions in classrooms. We recognize that some parents may want their scholars to have cell-phones for safety/communication reasons. However, RMP’s policy is that cell phones can not be seen or heard on campus because they are a distraction to learning. Staff members will remove any cell phones that are seen or heard, and an adult family member can pick them up at the front office at the end of the day or the next morning. The scholar will also receive an appropriate consequence for having a phone out and/or using it on campus. If a scholar's cell phone is stolen, Rocky Mountain Prep is not liable and cannot guarantee its recovery. Please consider leaving all technology at home.

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

### Social Emotional Learning (SEL)

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

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

Each social skill comes with a 3-step expectation:

<p style="text-align: center;"><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:**

<b>Physical Safety</b> <ul style="list-style-type: none"><li>● Hitting, punching, spitting, kicking, etc</li><li>● Tantruming</li><li>● Retaliation hit/punch</li><li>● Rough play with intent to harm</li><li>● Using physical aggression to express feelings</li></ul>	<b>Emotional Harm</b> <ul style="list-style-type: none"><li>● Gossiping</li><li>● Blaming someone for something</li><li>● Verbal Threat → "I'm gonna hurt you!"</li><li>● Bullying</li><li>● Cursing</li><li>● Hate language</li><li>● Name Calling</li><li>● Mimicking another scholar to the point of discomfort</li></ul>
<b>Outward Disrespect of Adults</b> <ul style="list-style-type: none"><li>● Taking back (saying NO)</li><li>● Walking away from the teacher</li><li>● Covert defiance (saying yes but still doing something anyway)</li><li>● Mimicking the teacher</li></ul>	<b>No Tolerance Policy Behaviors</b> (grounds for immediate suspension (grades 3-5), and in-school suspensions (grades K-2)): <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.
- **Second PEAK Violation:** Phone call home by staff member who gave the violation. The scholar will complete a reflection form. School Administration will meet with the lead teacher and discuss proactive next steps to address the behavior.
- **Third PEAK Violation:** The teacher, School Administration and scholar will create an initial behavior plan. School Administration will call home and the plan must be signed by a parent/guardian.
- **Fourth PEAK Violation:** School Administration sets up a meeting with parents, teacher, and scholar. The team creates an extended behavior plan with the family with measurable goals and a timeline.
- **Fifth PEAK Violation:** Scholar has in school suspension for 1 day and a meeting takes place between parents, the teacher and the School Leader. The scholar's tiered support plan is revised during this meeting.

## **First Eight Weeks Policy**

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

## **No Tolerance Policy**

The No Tolerance Policy Behaviors listed above are grounds for suspension all year. In addition, if a scholar continues to engage in a behavior throughout the year that is unsafe, violent, and/or disruptive to learning, brings a weapon to school, brings drugs or alcohol to school, engages with another student or staff in a sexual manner, attacks another student, or attempts physical harm to themselves, etc, administration will intervene immediately. In instances of this nature, parent, teachers, and administration will discuss immediate next steps which may include: contacting parents, consequences, DPS safety and security, mental

health assessment, or social services. If the scholar engages in this behavior repeatedly on campus, scholar will be suspended and we will contact Denver Public Schools Safety and Security for an officer to respond.

### Bullying Policy

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

# Chapter Four: Family Engagement

Families are essential partners at Rocky Mountain Prep. We recognize that our scholars' families are their first and longest-lasting teachers and that we must actively partner with families to ensure scholars are successful at RMP and beyond. It is often said that it takes a village to raise a child, and at Rocky Mountain Prep, we all work together to create our village; a school-family. When you sign the PEAK contract, spend time in your scholar's classroom and participate in community events and parent leadership opportunities you are supporting our school-family. Our mission to close the opportunity gap for kids in Denver and Aurora requires the collective power and action of schools, teachers, staff, and families. That is why we strongly encourage all families to actively participate in this partnership with their school community by engaging in opportunities to lead or volunteer at our schools.

## Parent Opportunities for Partnership at RMP

**Family and Teacher Conferences:** There are two formal family/teacher conferences throughout the year; in the late fall and in the spring. Conferences are mandatory as they are an important time to discuss your scholar's academic goals and progress. They are also an important time for the school administration to gather formal feedback on family satisfaction with the school's performance through the Denver Public School's Family Satisfaction Survey.

**Family Leadership Group:** This includes school specific parent leadership groups and our network CEO Advisory Council. The parent leadership group is essential in increasing parent voice in our school/networks and establishing meaningful lines of communication between the school and families. This groups also helps increase opportunities for all families in the school to get involved in improving the school or advocating outside of the school. As leaders and advocates, our families have the strongest voice to create systems-level changes to close the opportunity gap.

**Family 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 families are encouraged to participate. 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.

**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.

**Volunteering:** We adhere to an inclusive and welcoming "open door" policy with our families and provide a broad and creative range of opportunities for them to get involved with their child's education. Families can volunteer by participating in a number of things, such as supporting in the classroom, attending field

trips, doing work for the classroom at home, and more. Opportunities to volunteer will be shared in the school newsletter or families can contact the school family liaison to learn more. Chapter Five: Academics

## Chapter Five: Academics

### Rigor

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

### Literacy

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

### More Time to Learn

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

### Blended (Online) Learning

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

### Personalized Support

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

## High-quality Pre-Kindergarten

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

## Academic Systems

### Policies & Procedures

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

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

	<p>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. <b>Do not sign the log if you do not actually read with them or see them reading.</b> 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>
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### Scholar Promotion Policy

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

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

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

### Grading Policy

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

# Chapter Six: School Policies

## **Closed Campus**

Rocky Mountain Prep is a closed campus. Rocky Mountain Prep hours are between 7:45 a.m. and 4:00 p.m. Monday through Thursday, and 7:45 - 12:30 Friday during which all scholars must remain on the campus as defined by the school unless supervised by a staff member. All visitors must be allowed into the building by the front office staff. Scholars who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, scholars must always be in class and under supervision of an adult.

To ensure scholar safety during arrival and dismissal (high traffic times of the day), no one will be allowed to enter the building from 7:30-7:45am and 3:30-4:00pm. 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://volunteerservices.dpsk12.org>.

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

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

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

## **Scholar Emergencies**

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



### **Accident or Medical Emergency**

If a medical emergency occurs to a scholar at school, first aid will be administered and the parent(s)/guardian(s) of that scholar will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the scholar’s health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, parent(s)/guardian(s) of the affected scholars will be notified immediately. In the event that the parent(s)/guardian(s) cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed. PLEASE KEEP YOUR CONTACT INFORMATION UPDATED with the front office so we are able to reach you.

### **Emergency Procedures**

At RMP, the safety of our scholars is our number one priority. We have detailed emergency plans in place and have trained our staff on how to respond to a variety of potential situations, including but not limited to fire, tornados, medical emergencies, terrorism, utilities malfunctions, threats to security outside our school building, and potential intruders.

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.

For safety reasons, RMP does not release our detailed emergency procedures. Below is a high-level overview of emergency situations our staff is trained to respond to.

Situation	Overview	Communication protocol
Fire	When signs of a fire are detected, evacuation procedures are immediately followed to ensure all scholars quickly and safely exit our building. Drills are practiced monthly.	Once all scholars and staff are safely evacuated, families will be immediately contacted through text blast, followed by a letter home as appropriate.
Shelter in place	In the case of inclement weather/tornados, procedures are followed to move scholars to protected locations until the weather has cleared. Drills are practiced every semester.	When the weather has cleared, families will be contacted as needed.
Lockout	If there is perceived danger outside of the school, all scholars and staff are moved inside, the building is secured, and the proper authorities are notified. Drills are practiced every semester.	After contacting authorities, school leaders will send a text blast home immediately, followed by a more detailed letter home.

Lockdown	If there is a potential intruder inside the building, scholars and staff are moved to secured, locked locations inside the school building while the proper authorities are notified. Drills are practiced every semester.	After contacting authorities, school leaders will send a text blast home immediately, followed by a more detailed letter home.
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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. In there is a need to evaluate off-site, we have two off-site locations where we will gather students and staff safely:

- Delgado /STRIVE Prep- Westwood Campus, 3201 W. Arizona Ave
- Boys and Girls Club, 3480 W Kentucky Ave

A copy of each evacuation plan is available from the School Leader upon a family’s written request.

## Parent/Guardian Conduct Policy and Grievance Procedure

In order to ensure our full community reflects our PEAK values and the culture we all aspire to, the following document is a parent conduct policy and grievance procedure for all RMP campuses. This document is intended as a supplement to the parent handbook for the 17-18 school year.

As outlined in the PEAK contract signed yearly, as Rocky Mountain Prep staff we work tirelessly to operate elementary schools where all students are on-track to succeed in a 4-year college and in life. This includes our commitment 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

As we strive to create transformational learning spaces for all of our scholars we recognize that we can not do this well without partnering with families and engaging our communities. Families are our scholars’ first and longest lasting teachers. RMP staff works hard to partner effectively with parents and guardians to ensure our scholars are successful while at RMP and beyond. As part of that partnership, we welcome and encourage parents to participate fully in the life of the school. The purpose of this policy is to outline expected conduct for any partners visiting our campuses so we can continue to thrive, progress and achieve as community:

We expect parents and any other visitors to:

- Demonstrate our shared PEAK values of Perseverance, Excellence, Adventure, and Kindness
- Treat others with dignity and respect
- Commit to learning as much as possible about RMP’s approach to be able to support their scholar

- Follow the school's rules, calendars, deadlines and expect your scholar to do the same
- Speak respectfully to teachers, staff and other parents whenever on school grounds, especially when there is a disagreement
- When on school grounds, speak only to their own scholar about a concern, not to other scholars or other parents/family members
- Build a bridge of acceptance and understanding, and expect your scholar to do the same, among the different cultures represented at the school
- When concerns arise, follow the grievance policy outlined below to ensure any issue is appropriately addressed
- Have appropriate permissions to enter school grounds, including signing in

### **Civility code**

RMP requires that all communication with parents, guardians, or any other community partners be mutually respectful. The school will retain the right to end any meeting or phone conversation in which the volume, tone, or substance of the communication is rude (name-calling or frequent interruptions), profane (cursing or profane language), or threatening. Moreover, when conversations have clearly gone past the point where productive problem-solving is an option, the school reserves the right to end the conversation and schedule additional time at a later date. If any parent, guardian, or community member believes staff has not responded appropriately and with respect in any discussion, they should follow the grievance policy outlined in the next section.

RMP staff reserves the right to require parents, guardians, or community members who violate the civility code to provide written requests for meetings, outlining the nature of the concern and with whom they would like to speak. The school also reserves the right to require parents who have violated the civility code to either meet off-campus at an agreed-upon location (e.g. a public library, community center) and/or to meet on campus 30 minutes after school ends. The school reserves the right to include additional staff in a meeting. The school reserves the right to bar an individual from the school site if there are repeated violations in order to ensure the safety of all scholars and staff and to ensure that there is a calm, productive, positive learning environment for all scholars.

### **Grievance Procedure**

The Rocky Mountain Prep Board has defined a clear process for any complaint, grievance or concern by a parent or guardian of an enrolled RMP student. The following is a summary of the grievance policy. Please request a copy of board bylaws for the full policy and process.

**Step 1 - Raise the concern:** Any parent/guardian of an enrolled RMP student should first raise and attempt to resolve the issue with the person who is the subject or source of the dispute.

- Disputes about classroom or related practices should first be raised with teacher(s) / staff,
- Disputes about general practices or administrative actions at the school level should first be raised with the Assistant Principal, the Principal, and then the principal's manager
- Disputes about network central office practices should first be raised with the staff involved
- Disputes related to general practices of the central office should go to the CEO

**Step 2 - Initiate a grievance.** If an issue or dispute is not resolved at Step 1, the parent/guardian may put such grievance in writing, submitting it to the next highest level in the RMP administrative chain of command. For example, a dispute first raised with a teacher must be filed at Step 2 with the Assistant

Principal or Principal, and a dispute first raised with central office staff must be filed at Step 2 with the CEO. The written grievance must address the following questions:

1. What is the issue and what step have been taken to resolve it?
2. Is there a person your grievance is against? If so, who?
3. Are there any relevant witnesses? If so, who?
4. What would you like to see changed as a result of raising the grievance?

**Step 3 - CEO Review:** In the event the parent/guardian who wrote a building-level grievance is not satisfied with the resolution presented by the Principal and thereafter wishes to initiate a further review, he or she must, within 14 business days of the Principal’s decision, ask for review by CEO.

**Step 4 - Board Review:** The Board may undertake to review a dispute under the following circumstances, at its sole discretion:

1. If the CEO has made recommendations for Board action; or
2. If the parent/guardian who escalated appropriately to the CEO, and is not satisfied with the resolution presented by the CEO and thereafter wishes to initiate a further review, he or she must, within 14 business days of the CEO’s decision, ask for review by the Board
3. If the Board decides, due to extraordinary circumstances, overall sensitivity or importance of the issue, that a matter should be removed from review by the CEO and resolved instead by the Board

**Confidentiality:** Grievances may or may not concern matters that are confidential as a matter of law. In order to discourage rumors and promote effective dispute resolution, however, all parties to a matter are expected to maintain confidentiality during the grievance process to the fullest extent possible. RMP and the Board cannot and do not, however, guarantee the confidentiality of matters raised in grievances. If translators are needed for any confidential conversations, RMP may seek outside translators but will need at least 1 week notice before a meeting.

**Harassment Exception:** Any parent/guardian may skip a step in the “chain of command” if following chain-of-command would require having their grievance heard by a person they are making a complaint against, or expressing a concern relating to sexual harassment or other types of discrimination or harassment conduct or actions.

**Mandatory Reporting**

All school personnel are mandatory reporters and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occurring. All DPS staff are required to complete Mandatory Reporter training every year. To report child abuse or neglect, contact the Colorado Child Abuse and Neglect Hotline at 844-264-5437.

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

### **Medication & Allergies**

We hope to keep our scholars healthy in order to learn most effectively. If your child requires medication during school hours, you must deliver it directly to the nurse with the proper doctor’s order - do not send medication in your scholar’s backpack. All medicines are kept in a locked cabinet and may not be given

without the proper form. If your scholar has allergies, dietary restrictions or food preferences, please indicate on registration forms and alert the appropriate school staff during new family orientation.

### **Food Service**

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

### **Healthy Bodies, Healthy Brains**

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

### **Enrichment Programs**

Enrichment Programs are offered throughout the year for Kinder-5th grade scholars. Enrichment classes run in 6 week sessions twice a week. Classes have included, soccer, cheerleading, arts and crafts, basketball, theater and more! Additional fees vary based on the class.

### **School Fees**

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

### **Family Education Rights and Privacy Act**

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

information displayed on a computer screen. All school employees and volunteers are required to keep scholar information secure and confidential, to protect the rights of scholars.

The essence of this act is that:

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

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

Please understand that school officials—teachers, administrators and board members—must all comply with the expectations of FERPA and therefore may not discuss any scholar other than your own with you at any time or for any reason. One exception the law allows is “directory information.” Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The parent or eligible student has the right to refuse to permit the designation of directory information if that refusal is received in writing in the office of the principal of the school no later than September 15th, or the following Monday if September 15th is a Saturday or Sunday. At Rocky Mountain Prep, directory information does not include place of birth, home address, parent names, or telephone numbers.



## 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.

**Student Name:** \_\_\_\_\_

### *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 by checking folder nightly.
- Communicate regularly with my scholar's teacher, reach out to them first when I have questions or concerns, and attend parent-teacher conferences twice a year.
- Contribute to our Rocky Mountain Prep community as reasonably as possible by participating in family nights, school events, and parent leadership opportunities.
- Sign all PEAK violation forms, and actively engage in support of my scholar if they receive multiple PEAK Violations, which could include daily communications, home reflections, and weekly meetings.
- If necessary, engage in thoughtful discussion with administrators about remedial support and/or retention.
- Follow policies in this handbook and always treat others with dignity and respect

**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:

- Create a safe place for all of our scholars and respect the background, culture, and individuality of each child.
- 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**