



ROCKY MOUNTAIN PREP

# Student & Family Handbook

Education at its PEAK!

School Year  
2024-2025

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# Chapter One: Rocky Mountain Prep (RMP)

## Mission

To empower every student to reach their full potential through a rigorous, loving, and transformative academic experience, preparing them to excel in college, career, and life.

## RMP Equity Statement

We are Rocky Mountain Prep, a movement comprised of incredible educators, families, scholars, and advocates who are changing the face of public education in Colorado by democratizing college access and preparation for historically marginalized students and families.

We know that college is one of the most effective anti-poverty strategies at our student's disposal. We work relentlessly to ensure every aspect of our educational experience creates a college-ready culture. We aspire to be the highest-performing school system in Colorado, and will grow to serve students in many communities who need more seats in schools that provide rigorous and loving college preparatory options. Because Diversity, Equity, and Inclusiveness are 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 students 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 has been part of a class of students creating and continuing a tradition of excellence in our community.

In July 2023, Rocky Mountain Prep united with STRIVE Prep to become the only ECE-12th grade charter network in Denver and Aurora. RMP now has 12 schools that provide daily word-class instruction across the Denver metro area, which include five elementary schools, five middle schools and two high schools.

## PEAK Values

The RMP community is filled with staff, students, and stakeholders who are motivated by our pillars of rigor and love, live daily by our PEAK values, and believe deeply in the power and potential of every student we serve. Our PEAK values set the tone for our school culture and are woven throughout our interactions:

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

## Vision

*We know potential is everywhere, but opportunity is not.* By fostering a culture of love and respect, unwavering belief in all children, and dedication to academic excellence, we endeavor to create a future where every student who walks through our doors is accepted to a four-year college or university.

At Rocky Mountain Prep, students, families, and educators alike are held to high expectations. Students receive personalized support, participate in a longer school day and extended school year, develop a love for learning, and live at their personal PEAK. Every student is on a college preparatory curriculum track, and we teach the most rigorous, engaging curricula. Our students know their goals, are excited by them, and track their progress regularly. Signing up your child to attend an RMP school means your child will be on the path to college.

## Chapter Two: Leading Our Schools

### Our School Teams

You can learn more about our school teams on our website, [rmp.org](http://rmp.org). Each school is led by a Principal and admin team of Assistant Principals. At Rocky Mountain Prep we are committed to excellence and providing the absolute best college preparatory education to our students. In order to make this goal a reality, we have hired the best teachers, teaching fellows, and staff from around the country to build a team to ensure all students who walk through our doors are accepted to a 4-year college or university.

### Our Network Support Staff

Our network is led by Tricia Noyola, the Chief Executive Officer of Rocky Mountain Prep. Prior to her work at RMP, Tricia was the Executive Director of IDEA-Austin, leading the region's growth from 4 schools to 16 schools with strong academic results. You can learn more about our leadership team on our website, [rmp.org](http://rmp.org). The Network Support Staff is made up of a variety of different teams that work together to ensure the success of our schools by providing ongoing professional development training, leadership coaching, and resource creation.

## Chapter Three: Expectations and Culture

### Arrival and Dismissal

RMP works diligently to ensure that arrival and dismissal are safe for students and families and are as efficient as possible for everyone involved. Attention to policies and procedures in the car line, walker line, and buses are critical for student safety. Violations of policies may result in a mandatory parent/guardian conference and alternate arrangements determined by school leadership.

### Daily Schedule and Routines

#### **Attendance**

We hold rigorous expectations for our families by holding them accountable for bringing their child to school every day and on time. Consistent attendance is key to achievement and will support your child on their path to college. **At Rocky Mountain Prep, students should not miss more than 4 days of school (excused or unexcused) throughout the entire school year. Please make sure your student is present every day except in case of serious illness or extreme circumstances. It is a family's responsibility to inform the school of the reason for the absence following the guidelines set forth by the school.** We take all absences, tardies, and early pickups very seriously, as they can be detrimental to your students academic success. The most significant, and direct consequence of missing school is on your student's academics, as Rocky Mountain Prep has a rigorous and fast-paced classroom environment.

If a student has more than 10 unexcused absences, they may be at risk of missing out on RMP activities, including but not limited to, field trips, dance performances, field day, and other celebrations. A doctor's note may be required for an excused absence. In addition, the school may file for truancy for students who miss more than 30 unexcused absences in a school year.

<p><b>Extended Absences</b></p>	<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. <b>All vacations should be planned during RMP breaks and over the summer.</b> Families must notify the school of a planned extended absence to take a vacation, to visit family members abroad, or for other reasons. There may be a required follow-up meeting with school officials to review make-up work.</p> <p>Whether the absences are excused or unexcused will be determined based on the reason for the absence in accordance with RMP's attendance policy (e.g. extended medical illness, religious observance, or bereavement leave). Extended absences will not be excused for other reasons.</p>
<p><b>Tardies</b></p>	<p>Regular tardies can hinder success as learning starts as soon as students enter the building. A student is tardy if they arrive after the school start time. 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><b>Elementary/Middle Schools:</b> When your student is tardy, you <b>MUST</b> walk your student into the front office and sign them in.</p> <p><b>High Schools:</b> High school students will be allowed to check themselves in if they are tardy. Please keep in mind that multiple tardies will equal an absence.</p>
<p><b>Leaving early</b></p>	<p>It is essential that students remain at school for the entirety of the school day 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. The front office will be closed half an hour before dismissal to prepare for dismissal. For safety reasons, early pickups after this time aren't allowed except for emergencies.</p> <p>Rocky Mountain Prep policy requires if at any time a student is leaving early, they must be physically picked up by an authorized adult in Infinite Campus. Students will <b>not</b> be allowed to check themselves out under any circumstance or be given permission to walk home early that day via phone call.</p>
<p><b>Medical Appointments</b></p>	<p>Please make every attempt to schedule routine medical appointments outside of normal school hours. If a student sees a doctor, please bring a doctor's note so the</p>

absence can be designated as a medical absence. Students will not be excused for the appointments of other family members.
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### **Truancy**

School attendance is required by state law for students up to age 17. The goal of school attendance and truancy law and policies are to support the student and family and reduce barriers to school attendance. Truancy is defined as having four or more unexcused absences in any given month or 30 absences during any school year. If a student is absent 30 or more times in a year, they are considered truant and may be considered for retention. If a student has 30 unexcused absences, the school may initiate an Attendance Filing in Juvenile Court. The school will submit an annual report to the Colorado Department of Education (CDE) that reports the number of habitual truants.

Prior to a truancy referral, the school will notify the parent/guardian of unexcused absences and request a meeting with the parent/guardian to discuss the absences and create an attendance plan. Truancy filing may be considered if actions taken by the school have not been successful in substantially reducing the student's absences from school and court intervention and supervision are necessary to assist the school to reduce the student's absences.

If you believe your child is in need of an attendance plan or you would like more information on the truancy process, please contact your student's principal.

### **Elopement**

Elopement is when a student leaves campus, unauthorized, during the school day. Prior to the elopement of a student, RMP staff will take every precaution to avoid the elopement. In the event of an elopement, RMP staff will either stay with the student at all times (ECE-5th Grade) or stay with the student until they leave the campus (6th-12th grade). RMP staff will call the parent/guardian of the student and the appropriate non-emergency police line. Students who have eloped will not be able to return to class without a parent/guardian checking them back in. Students who elope more than once may be disciplined according to RMP policies.

### **Uniforms**

All students must wear the Rocky Mountain Prep uniform shirts or outerwear to school every single day and on all field trips.

<b>CAMPUS</b>	<b>UNIFORM COLOR</b>
<b>Berkeley</b>	ECE - Grey Polo Shirt OR Navy Crewneck Sweatshirt K-5th - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Creekside</b>	ECE - Grey Polo Shirt OR Navy Crewneck Sweatshirt K-5th - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Southwest</b>	ECE - Grey Polo Shirt OR Navy Crewneck Sweatshirt K-5th - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt



<b>Ruby Hill</b>	ECE - Grey Polo Shirt OR Navy Crewneck Sweatshirt K-5th - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Fletcher</b>	ECE - Grey Polo Shirt OR Navy Crewneck Sweatshirt K-5th - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Westwood</b>	6th Grade - Grey Polo Shirt OR Navy Crewneck Sweatshirt 7th Grade - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt 8th Grade - Navy Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Sunnyside</b>	6th Grade - Grey Polo Shirt OR Navy Crewneck Sweatshirt 7th Grade - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt 8th Grade - Navy Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Green Valley Ranch</b>	6th Grade - Grey Polo Shirt OR Navy Crewneck Sweatshirt 7th Grade - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt 8th Grade - Navy Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Noel</b>	6th Grade - Grey Polo Shirt OR Navy Crewneck Sweatshirt 7th Grade - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt 8th Grade - Navy Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>Federal</b>	6th Grade - Grey Polo Shirt OR Navy Crewneck Sweatshirt 7th Grade - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt 8th Grade - Navy Blue Polo Shirt OR Navy Crewneck Sweatshirt
<b>RISE</b>	ALL GRADES - Maroon Polo Shirt OR Maroon Crewneck Sweatshirt
<b>SMART</b>	9th Grade - Grey Polo Shirt OR Navy Crewneck Sweatshirt 10th Grade - Light Blue Polo Shirt OR Navy Crewneck Sweatshirt 11th Grade - Navy Blue Polo Shirt OR Navy Crewneck Sweatshirt 12th Grade - Black Polo Shirt OR Black Crewneck Sweatshirt

Please review school-specific guidance for an overview of uniforms and information on how to purchase a uniform. Students must also follow campus specific dress code. School uniforms are important for several reasons:

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

On some days the school may designate non-uniform “free dress” days. Those decisions will be made in advance by the principal. Students will still be required to adhere to dress code, including appropriate dress for the school day.

**All students who arrive for the day out of uniform may receive a loaner uniform for the day.** If the uniform requirement is a financial hardship, please reach out to the front office.

## **Change of Clothes**

All families with students in ECE and Kindergarten must send one change of clothing with their student on the first day of school to be kept in the classroom in case of an accident. The change of clothes should include underwear, pants, a plain polo shirt, and socks. If a change of clothing is not provided, families will be called in the case of an accident to come to school with a clean change of clothing for their students.

## **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. Our goal in providing these services is to enhance the educational development of our students. All school internet use is filtered and monitored, and there is no expectation of privacy on communications transmitted through such use. Acceptable uses of technology are devoted to activities that support teaching and learning.

Before using RMP technology, all students must sign and return a Student Technology Acceptable Use Policy. Additionally, students will receive “Digital Citizenship” training to support them in their use of technology in an appropriate way. Use of RMP technology or internet services is not permitted unless students and parents/guardians sign the agreement. All RMP rules and conduct policies apply to the use of school-issued devices and internet, including but not limited to, RMP’s bullying, discrimination and harassment, and code of conduct policies. 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.

## **Chromebooks and Technology Fee**

Elementary Schools: Every student in kindergarten through fifth grade will be assigned a Chromebook for use during the school day. This Chromebook will be theirs to take care of during school hours. Chromebooks will remain at school and cannot be taken home under any circumstance. If a student causes damage to a Chromebook outside of daily wear and tear, RMP may assess financial damages to a family that is commensurate to the cost of repair for the Chromebook up to the full replacement cost of the Chromebook not to exceed \$200.

Middle and High Schools: Every student in middle school through high school will be assigned a Chromebook. Per school policies, middle and high school students may be responsible for using their Chromebooks at home and transporting them in order to complete their homework. In order to ensure that computers are available for students, RMP collects a \$25 annual fee, with a maximum family contribution of \$50 per family, even if they have more than two children enrolled at any RMP secondary school. This fee includes the coverage of one instance of reasonable repair per school year. After one repair, the family is responsible for all subsequent repair costs. Tech Fees are due at the start of the school year on registration day, or prior to the student’s first day of school for mid-year enrollees. They may be paid in cash, check, or credit card. If you are unable to pay for tech fees or have further questions, please contact the Main Office at your child’s school. We ask for your support in paying your child's tech fees in order to provide your child with all the benefits of a strong learning environment.

## **Student Email Use**

This email policy governs the use of student email accounts within Rocky Mountain Prep schools. It outlines guidelines and restrictions to ensure the appropriate and responsible use of email services by our students. Students should not have an expectation of privacy when using their school email. Please read this policy carefully, as it sets expectations for email usage and outlines the consequences of any violations.

**Email Account Limitations for K-12 students:**

- a. **Students in grades K through 8** will not have the ability to send or receive emails from external users. Their email accounts will be limited to internal communication within the Rocky Mountain Prep network.
- b. **Students in grades 9 through 12** will have access to send and receive emails from external users. Please remember, RMP email addresses are monitored.

**Responsible Email Use:**

- a. Students are expected to use their email accounts in a responsible and ethical manner, adhering to the Rocky Mountain Prep code of conduct and the charter network academic policies.
- b. Email communication should be used for educational purposes, including interactions with teachers, school administrators, and fellow students, relevant to academic activities, assignments, and extracurricular activities.

**Monitoring and Flagging:**

- a. All email accounts of secondary students (grades 9-12) will be monitored for objectionable content and appropriate use.
- b. Rocky Mountain Prep reserves the right to employ automated systems or manual monitoring to flag emails that contain inappropriate, offensive, or harmful content.
- c. Flagged emails will be reviewed by the school's designated staff, such as the School Culture Teams, for further investigation and appropriate follow-up actions.

**Consequences of Policy Violations:**

- a. Violations of this email policy, including sending or receiving objectionable or inappropriate content, will be subject to disciplinary action in accordance with Rocky Mountain Prep's code of conduct.
- b. Disciplinary actions may include but are not limited to warnings, restrictions, temporary or permanent suspension of email privileges, and involvement of parents or legal guardians.

**Confidentiality and Privacy:**

- a. Students are reminded that email is not a secure communication form. While Rocky Mountain Prep will take reasonable measures to ensure the privacy and security of email accounts, students should avoid sending sensitive or confidential information through email.
- b. Students should be cautious when sharing personal information or engaging online. They should report any suspicious or inappropriate emails to a teacher, school administrator, or IT staff.

By using the Rocky Mountain Prep email system, students and their parents or legal guardians acknowledge their understanding and agreement to comply with this email policy. Failure to comply with this policy may result in the revocation of email privileges and disciplinary actions as deemed appropriate by the school administration.

This policy is subject to periodic review and may be updated or modified at any time to reflect changes in technology, best practices, or legal requirements. If you have any questions or concerns regarding this email policy, please contact the school administration or the IT department for further assistance. Thank you for your cooperation in adhering to this policy and promoting the responsible and respectful use of email within the Rocky Mountain Prep community.

## ***Student Cell Phone & Other Distracting Electronics Policy***

RMP's priorities in crafting a Cell Phone & Other Distracting Electronics Policy is both to ensure families can communicate safely with their students, as well as minimize distractions in our classrooms and during our school-led activities. We recognize that some families may want their students to have cell phones for safety/communication reasons. However, RMP's policy is that cell phone use is not permitted during the school day. This means student cell phones should not be seen or heard on campus and/or at RMP events and field trips because they are a distraction to learning.

Students will be required to turn off their cell phones and other distracting electronics, including headphones, and leave them in their backpack or locker at the start of each day. If a student fails to turn off and stow their electronics, a staff member will confiscate the cell phone/electronics and the front office will secure the device. A school administrator will contact the student's parent/guardian to arrange for pickup of the item. The student will also receive an appropriate consequence for having an electronic out and/or using it on campus or during a school event or field trip. When needed, and in cases of an emergency, students will have access to the school phone to contact their parent(s)/guardian(s). If a student needs to contact a parent/guardian, the student is expected to ask permission from staff to use the school phone.

If a student's cell phone, or any other item from home, including tablets and toys, are stolen, damaged, or lost, Rocky Mountain Prep is not liable and cannot guarantee its recovery. Students and parents/guardians assume all responsibility for cell phones that are brought to school by a student. Please consider leaving all technology at home.

## **School Culture**

### ***Vision for a Loving and Rigorous School Culture***

We are not a school system - we are a movement. Our movement is to democratize college access for kids and communities systematically denied access to a high-quality college preparatory education. School culture is not simply a concept. Rather culture is like the air. It fills every space we encounter and fuels our lives. Through our pillars of rigor and love, we provide a daily world-class experience in every aspect of the school day. Everyone in our schools is expected to strive towards our shared PEAK values and seek excellence in everything we do.

### ***Character Development and Social Emotional Learning (SEL)***

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

- **Perseverance:** Students work hard through challenges
- **Excellence:** Students try their best on everything they do
- **Adventure:** Students have the confidence to explore, try new ideas, and take risks
- **Kindness:** Students 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 students through these experiences. Sometimes, as students are developing skill sets, they need extra support. When this is the case we work with families and students to provide small-group or individualized support.

## ***Response to Behavior***

We know students 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 proactively teaching and coaching, reactively problem-solving, and giving consequences, we teach our students the skills necessary to live at their personal PEAK. We recognize that just as some students need extra help learning academic skills, some students may need additional support in learning emotional and social skills. If that is the case, School Administration will work closely with teachers, students, and families to help all students learn and grow and ensure a safe, productive, and joyful learning environment for all students.

When appropriate, the teachers and the School Administration have the authority to decide the consequences of student behavior. If students choose to break rules or make unsafe choices, they may lose privileges (such as choice time, field trips, etc) if it makes sense to do so. Any relevant components of a student's IEP or Section 504 (e.g. behavior intervention plan, accommodations, etc.) are taken into account when determining behavior consequences for students with disabilities.

As a community of learners, our actions affect others. Similarly, one student's actions may affect a roomful of other students' learning. There are certain behaviors that disrupt our school-family's purpose of learning and loving one another; these behaviors are unacceptable. In order to ensure ALL students have every opportunity to learn and love, we will handle these behaviors in a way that preserves the dignity of the student who is disrupting our school-family as well as protect and preserve the learning time of the rest of the students. If a student 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. School staff responsible for implementing school discipline policies shall do so without discrimination based on race, gender, national origin, ethnicity, religion, disability, sexual orientation, or gender identity.

While individual plans for individual students may vary, the approach is the same. The first phase of repeated inappropriate behaviors is to provide additional support and directly involve families.

### **PEAK Points**

While RMP follows the DPS/APS school discipline matrices, students may also earn PEAK Points through merits and demerits. This system helps motivate students by indicating whether they exceed, meet, or fall short of RMP expectations.

- **MERITS (+3 PEAK Points)**: Merits reward students for exemplary behavior, achievements, or contributions that exceed basic school wide expectations.
- **DEMERITS (-1 PEAK Point)**: Demerits are consequences for actions that break schoolwide expectations or disrupt the learning environment but can be successfully managed within the classroom.
- **REFERRAL SYSTEM (0 PEAK Points)**: A referral is an intervention designed to support behaviors that disrupt the educational process (inappropriate interactions, unsafe environment, and egregious disruptions) in a manner that requires additional attention from the administration.
- **PEAK Academy (0 PEAK Points)**: PEAK Academy is a consequence for student actions that violate essential schoolwide expectations of safety and belonging. PEAK Academy must be communicated to families because it is scheduled after school hours.

School Store: Schools will operate a school store where students can purchase items using their earned PEAK Points. Some of these items, like school-branded apparel and accessories, will be designed to

cultivate pride in the school community. This initiative encourages students to engage positively and earn points, fostering a culture of connection.

### **Incident Behavior**

Incidents are grounds for a referral to administration and means there is a need for admin assistance to support the classroom's safety or learning environment. We want all of our students to be successful and have the opportunity to learn. Administration response may be to push in to support, coach the teacher, cover the class so that the teacher can have a restorative conversation, or administration support outside of the classroom. Lost instructional time results in lower achievement for our students. Therefore, it is not ideal for students to miss out on instructional time due to behavior.

Examples include:

- Physical Harm: incidents that result in minor injuries
- Repeated Commitment Breach behavior
- Weapons
- Drugs/alcohol
- Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion
- Major theft
- Major destruction of property
- Safety threats
- Physical assault

If a student brings a weapon, drugs, or alcohol to school, engages with another student or staff in a sexual manner, participates in major theft (over \$500), causes major destruction of school property (over \$500), threatens the safety of others or themselves, assaults another student or staff member, or attempts serious physical harm to themselves, the administration will be contacted immediately. The administration will follow the discipline ladder. RMP follows guidance for the implementation of BOE Policies JK - Student Discipline and JK-R - Student Conduct and Discipline Procedures for DPS and APS Policies & Regulations for APS. Immediate next steps may include: contacting the family, consequences, DPS safety and security response, mental health assessment, or social services, and in some cases in or out-of-school suspension. If an out-of-school suspension is warranted, formal written notification will be given to parents/guardians. Out-of-school suspensions vary but can range from 1 (one) to 5 (five) days.

A student may only be expelled for behavior as outlined in the Denver Public Schools (DPS) Discipline Policy (or the Aurora Public Schools Discipline Policy for RMP Fletcher), in addition to the laws of the City and County of Denver or State of Colorado. RMP is responsible for referring a student to DPS/APS for the expulsion process when required by policy or law. The expulsion process, including hearings, is administered by DPS/APS in accordance with applicable DPS/APS policies and procedures. RMP will notify the student's parents or guardians in writing if it is determined that referring a student for expulsion is necessary or required by law. Parents or guardians will receive advance written notice of the expulsion hearing. RMP does not make final decisions on expulsions.

For questions related to the DPS/APS Behavior Matrix or implementation, please contact your school's principal. **A copy of the most up-to-date APS and DPS Behavior Matrix will be available upon request from the school.**

### **Student Restraint**

RMP follows the Denver Public Schools Restraint of Students Policy at our Denver campuses and the



Aurora Public Schools Use of Physical Intervention at our Fletcher campus. This policy shall be implemented using sound professional judgment, with due regard for the safety, welfare, and dignity of members of the school community.

Only certified and trained staff members may physically restrain a student unless there is reasonable assumption of imminent harm. Physical restraint may only be used in the following situations:

- To protect the student being restrained or others from a serious, probable, imminent threat of bodily harm
- In cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances

Such acts do not constitute child abuse and will not be construed to constitute corporal punishment within the meaning and intent of this policy.

### **Weapons**

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, on school-sponsored transportation, or at any school-sponsored or school-related event. Replicas, or items that appear to be weapons, including toy weapons, or could be reasonably used as weapons, are never permitted. Students found in possession of these items will be disciplined according to the appropriate procedures.

### **Violence**

To ensure that the Rocky Mountain Prep community is safe for all students and staff, violent behavior will not be tolerated. Any student who commits or threatens an act of physical violence at school, on school-sponsored transportation, at a school-related event, or plans such violent activity during the school day, will receive an appropriate consequence as outlined in the DPS/APS Behavior Matrix.

### **Drugs, Alcohol, and Tobacco**

Student use, possession, distribution, or sale of alcohol, tobacco, vape, or illicit drugs, including marijuana use without a valid medical prescription and in compliance with all applicable rules of use, or misuse of prescription drugs, is prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school-sponsored vehicles, or at any time or in any place where the school conducts business. A violation of this policy will lead to a consequence, as outlined in the DPS/APS Behavior Matrix.

### **Student Searches**

RMP staff may conduct a search of school property (including but not limited to student lockers) if the school has a compelling interest, special need, or there is a reasonable suspicion of violations of school policy or law. School authorities may also search a student's person and/or personal property, desk area, backpack, vehicle parked on school property, or school property assigned to a particular student, whenever a school authority has reasonable suspicion that items considered illegal, disruptive, or in violation of school policy or law, or that such items are being used in a way that violates school policy or law, are in the possession of the student. School officials will detain a student (until appropriate support arrives) if there is a reasonable suspicion that the student has drugs, narcotics, weapons, explosives, or other dangerous contraband in their possession, and if such possession would constitute a clear and imminent danger to safety and welfare or school property.

## **Bus Violations**

The bus is a privilege at Rocky Mountain Prep and we want to ensure all students make it to and from school safely and on time. If the bus driver reports any behavior challenges to the school, the school may conduct an investigation, and the student may receive a bus violation. If behavior continues to be an issue it may be grounds for expulsion from the bus for the remainder of the year. See more information in the Transportation section below.

## **Bullying and Cyberbullying Policy**

At Rocky Mountain Prep, we strive to create safe, predictable, and consistent school and classroom environments so that all students feel loved, safe, and respected. We believe students should be able to learn in an environment that is free from threats, harassment, and any type of bullying behavior. Bullying for any reason is prohibited at all RMP schools, both on school property and at school-sponsored events.

When there is a breach of this safe space in the form of bullying or harassment between students or groups of students, the staff at Rocky Mountain Prep responds urgently and appropriately to address the concern, repair the damaged relationships, work with students to change bullying behavior, work with victims of bullying, and recognize and praise positive and supportive behaviors. RMP may discipline students based on the DPS/APS disciplinary matrix. At RMP, we actively respond to bullying regardless of where or when the event occurs if it causes a material and substantial disruption of the education process or the orderly operation of the school.

**RMP has a zero tolerance policy for bullying.**

### **How Can Families Help?**

If you are concerned about bullying at your school, we recommend contacting your school's principal, social worker, school psychologist, or teacher directly to address the issue. We encourage you to talk to your child about bullying and to teach your child to always tell a trusted adult if he or she, or another student, has been bullied or cyberbullied. Learn more about bullying and cyberbullying online at the following sources: [Cyberbullying.org](http://Cyberbullying.org) • [Stopbullying.gov](http://Stopbullying.gov) • [Safeschools.state.co.us](http://Safeschools.state.co.us) • [Commonsensemedia.org](http://Commonsensemedia.org)

### **Safe2Tell**

Safe2Tell Colorado is designed to help students anonymously report any threatening behavior that endangers you, your school, your friends, your family, or your community. Safe2Tell CO is ANONYMOUS - this means your identity as the reporting party is UNKNOWN. Safe2Tell only wants to hear your concern and try to help. Anonymity is protected by Colorado State Law. The toll-free number is: 1-877-542-7233 (SAFE). Reports can also be made online. You can learn more about Safe2Tell and how to make anonymous reports online at [safe2tell.org](http://safe2tell.org)

## **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, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited. Rocky Mountain Prep requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.



## Title IX

Title IX incidents include instances of discrimination on the basis of sex in education programs or activities at RMP. Each campus has a Title IX Liaison. Reports can be made directly to the liaison or the Title IX Coordinator. To find more information about our Title IX policy, please visit our Accountability page on our website at [rockymountainprep.org](http://rockymountainprep.org).

## Mandatory Reporting

All RMP staff are mandatory reporters and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occurring. A report is not a conclusion about anyone's behavior. It initiates an inquiry to determine if concerning behavior has, in fact, occurred. All RMP 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.

# Chapter Four: Family Partnership

We believe our families are our partners and supporters. To ensure every student is on the path to college requires the collective power and action of schools, teachers, staff, and families. Therefore, a strong partnership built on mutual love and respect between families and school staff, particularly teachers, is a main tenet of what we do at RMP. We work with our families to help them understand in great detail how their child is doing and how they can help them on the road to college. We treat them with the utmost dignity and respect, honoring their role as their child's first and most important teacher.

We also take on the responsibility of ensuring our families have educational power and knowledge and can advocate for their children and their community, embracing training and developing opportunities for our families that give them a seat at the table and bring resources to our community. 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. RMP families are a powerful guiding coalition for the community and are a force to be reckoned with.

## Opportunities for Family Partnership at RMP

Families' experience and engagement with us are just as important as that of their students. Below are ways families can engage at their child's school. Please note, while meeting times and/or the names of these committees may vary across campuses, the opportunity to partner with families is still the same.

**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 students' academic goals and progress. If a family is unable to attend the conference, the school will reach out and work with the family to schedule a makeup conference. They are also important for the school administration to gather formal feedback from families on their satisfaction with the school and their intent to return.

**Family Leadership Committee:** The Family Leadership Committees are essential in increasing family voice in our schools/network, and establishing meaningful lines of communication between the school and

families. Our family leaders support campus event planning, building school pride, and advocating on behalf of and for the school. Monthly meeting dates and times will be posted for all families to attend.

**School Accountability Committee (SAC):** The School Accountability Committee at each campus serves as the ultimate decision-making body for school accountability and progress monitoring, including reviewing information on our Multilingual Learners with the MLE Parent Advisory Committee (MLE-PAC). Family representatives work closely with school leaders and staff in an advisory role at least each quarter to give input, make decisions to improve their campus, and review school performance data. Members share key information with other families throughout the school by identifying important topics based on the academic and social-emotional needs of the students at their campus and broader school community. Families who are interested in applying to join their campus's School Accountability Committee and/or the PAC subcommittee should complete an interest form and/or reach out to the front office.

**Family Champions for Change:** Our newly launched Champions for Change Family cohort consists of Family representatives from each of RMP's 12 campuses. Our champions meet quarterly with the CEO to provide feedback, and to plan family trainings to advance civic engagement and/or advocate on behalf of the RMP network. Families who are interested in leading this important work should complete an interest form and/or reach out to the front office. A similar program is offered for 10-12th grade students.

**Academic Partnering/Literacy Nights:** These quarterly events center around academics, primarily literacy, so that families can learn more about the curriculum, how their students are progressing in Reading Academy, and receive resources to support learning at home. During this time, families can connect with their student's teachers and other families in our school community on ways to partner together and reinforce literacy. These events will be advertised in our family newsletter and all families are highly encouraged to participate.

**Coffee Hours or Cafecitos:** School leaders host a monthly coffee hour for families 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 policy with our families and provide a broad and creative range of opportunities for them to engage in their child's education. Families are encouraged to volunteer their time and skills by supporting in the classroom, attending field trips, doing work for the classroom at home, leading in campus-run committees, attending trainings, and more. Family volunteers will need to complete a background check and waiver prior to volunteering at our schools. Opportunities to volunteer will be shared in the school newsletter or families can contact the school's administration team to learn more.

**School-Family Commitment:** The School-Family Commitment, outlined at the end of this handbook, outlines general and specific expectations for students, teachers, and parents/guardians. Our work together is a three-way partnership, and the highest expectations must guide all of our actions to ensure the highest-quality education for every child.

**Advisors and Parent/Guardian Contact:** RMP secondary schools use an advisory program to create a powerful learning community centered on RMP values. The advisor serves as the primary contact with families and facilitates communication between families, teachers, and other school personnel. Advisors are expected to contact families at least once each month, either through a phone call or a letter/email home, to give a regular update on progress at school. Monthly communications will include both positive and

constructive feedback observations about student academic and behavioral progress. Families are welcome to contact advisors for any reason, including questions about happenings at the school or concerns that may arise about their child or the school in general.

**Family Civic Engagement:** At Rocky Mountain Prep, we believe it is critically important that each member of our community have an opportunity to share their voice through civic engagement. This includes voting in local, state, and national elections. As a 501 (C)(3), we engage in nonpartisan political educational actions, meaning we do not and will not endorse any particular candidate or party. Rather, our role is to provide families with the tools and resources needed to be civically informed and engaged in the election process. We work closely with our community partners, such as Denver Families for Public Schools, to support and communicate with families about voting in upcoming elections, registering to vote, and sharing information about where and when to vote. In some cases, this does require families to opt-in for specific communication; please reference the appendix for this form.

## Chapter Five: Academics

### Our RMP Academic Vision

We are not a school system- we are a movement. Our movement is to democratize college access for kids and communities systematically denied access to a high-quality college preparatory education. We must know that teaching, learning, content, data analysis, and assessment are not concepts in and of themselves at RMP- they are tools we use to ensure our students have the most choices so that they can design a life they love that is of their choosing.

**Pillar 1: Literacy = Justice:** We know literacy isn't just a skill or a subject. It is a liberatory tool used for centuries to equip people with the knowledge and critical thinking skills they need to determine their destinies. Denying people the right to learn how to read is one of the oldest tools of subjugation, and yet it is happening in America today at astonishing rates. RMP rejects this and proudly embraces the science of reading at every grade level, providing our students with opportunities to learn, grow, and love reading. In ECE-2nd grade, our students are learning to read and building their identities as readers. In 3rd-5th grade, our students use their proficient literacy skills to learn more about the world around them and use reading to explore places that are far away. In 6th-8th grade, our students read to explore more challenging topics, concepts, and ideas. They finish their middle school literacy experience with an expanded worldview. In 9th-12th grade, our students use reading to challenge their and others' ideas while mastering research to support and defend various viewpoints.

**Pillar 2: Language=Freedom:** When people can write and speak effectively, they gain the power to express themselves, share their experiences, and communicate their needs and desires. This empowerment is essential for marginalized communities to assert their rights, demand justice, and participate fully in society. RMP believes deeply that our students have innate gifts and abilities, but we aim to give them the tools to use those in modern society. We also know that most of our students are multi-language learners, and providing a welcoming and robust learning environment is a top priority. In ECE-2nd grade, our students learn to love language by learning the basics of writing and speaking and building their confidence in their identity as orators and writers. In 3rd-5th grade, we begin pushing our students to use language to communicate their thoughts, ideas, and learning in all classes. In 6th-8th grade, our students deepen their language skills to explore their views, ideas, and

opinions, as well as the views, ideas, and opinions of others. In 9th-12th grade, our students use writing and speaking to raise their voices in powerful confidence to communicate to the broader community who they are, what they stand for, and why that matters. They also use writing to analyze complex texts, ideas, and concepts, ensuring they can speak and write at the collegiate level before graduation.

**Pillar 3: Content = College Access:** Education is a pathway out of poverty for many individuals from marginalized backgrounds. It provides opportunities for socioeconomic mobility, reduces income inequality, and helps break generational cycles of poverty by empowering individuals to pursue fulfilling careers and achieve economic stability. RMP democratizes college access by ensuring every curriculum represents the best in class. Many of the curricula in RMP schools can be found in the most elite schools across the country. In ECE-2nd grade, our students learn to love learning by exploring hands-on, loving environments with curricula that encourage them to learn facts and figures and inspire them to continue to be curious about the world around them. In 3rd-5th grade, we begin pushing our students towards automaticity, knowing that their brain space will be free for more critical thinking and creativity by ensuring that everything they need to know regarding foundational knowledge can be accessed with automaticity. The curricula aren't just focused on facts; you will see 3rd-5th graders reading and discussing complex themes in literature. In 6th-8th grade, our students hop onto a springboard into college, ensuring that they have a command of not just knowledge and skills but that they have also developed a college and career identity in which they are beginning to actively plan for and explore life after graduation. In 9th-12th grade, we shift our focus to intentionally and actively planning with our students for college and career readiness. The content our students learn is essentially college content at this level, and students spend time exploring internships, credentialing programs, and certifications to help enhance their choices and options.

## **Our Vision for High School, College, and Career Success**

As we have delved deeper into our course catalog, program offerings, and the structure of our high schools, we know that while we have accomplished great things with our high school students, we can do even more. The process to continue to improve our ECE-12th grade continuum will not be a one-year process. We have begun to identify the critical elements of our high school programming and the opportunity for post secondary education.

Every child has a right to a meaningful, choice-filled life. **We do not believe our students must choose between career OR college. We want our students to be equipped to succeed at both and to ensure that our programming from ECE-12th grade supports our students holistically in discovering, refining, and pursuing their passions.**

## **The RMP Graduate Pledge**

RMP pledges to support every RMP student to graduate high school with the following:

1. Multiple acceptances to high-quality colleges, universities, apprenticeship programs, and post-graduate programs and have the necessary support in place to help through college graduation, particularly our first-generation students.
2. A valuable credential or micro-credential that will give them immediate access to a great job, enabling them to continue supporting themselves as they pursue their post-secondary pathway.
3. A clear plan for the next steps after graduation has been co-created with the student and their

family. This plan will include detailed, immediate next steps, access to a support network to assist and encourage students, and short-term and long-term actions to support their pursuit of their dreams.

## **RMP College and Career Success Mindsets**

One of the current challenges in our system is that we are waiting until high school to even begin a lot of this important work. We know that at elite, high-quality schools across the country, the path to college and career success begins at ECE. Therefore, breaking down the mindsets and ways of being that we will infuse into each grade level at RMP is necessary. Every teacher, staff member, and RMP community member is responsible for ensuring that we are creating the conditions for students to operationalize these mindsets every day. Research has shown that these mindsets, beliefs, and ways of being significantly impact whether or not students can achieve their visions for a meaningful life.

***ECE-2nd Grade:*** I am a learner, a hard-working student on the path to college, and a great career! I love to explore, try new things, and challenge myself. I love my school community and know they are here to help me grow and learn. I can begin thinking about short-term and long-term goals I want to accomplish and can create age-appropriate plans to achieve them. I understand the connection between hard work and making good things happen for myself.

***3rd-5th Grade:*** I am an achiever- I can set and work towards big goals, plan to succeed, and regularly track my progress against those goals. I know how my choices today affect my present and future. I am thinking about my passions and interests and can articulate some career pathways that interest me. I love my RMP community and feel safe to disagree, engage in discourse, and challenge others with love and respect. I know how to solve disagreements with my peers and feel empowered to take action on things I care about.

***6th-8th Grade:*** It's time to deeply explore the contents, topics, and career pathways I'm most passionate about. I can strategically think about overcoming challenges inside and outside school to make the most of my life. I'm more aware of my unique strengths and how to use them to achieve meaningful academic and personal goals. By the time I leave 8th grade, I'm ready to declare a career pathway of interest and create a high school plan that aligns with my chosen pathway. I am a confident leader and learner, and I feel agency over what happens to me. I know that I can't control everything, but I can control how I respond to it, and that makes my power limitless.

***9th-12th Grade:*** This is my time to make my dreams a reality- I've been working my entire school career at RMP for this moment! I've shifted my focus to creating a clear plan for my life after high school that aligns with my passions and the career pathway in which I'm continuing to get more specialized knowledge. I'm learning and studying to get an industry credential or certification aligned with my chosen career pathway. This matters because it gives me immediate access to a good job that will be more helpful as I work and pursue my dreams. I know how to evaluate post-high school programs that offer a return on investment and are a good fit for me and my family. I'm always pushing myself to choose the option that opens up the most doors for me. I'm confident in my ability to go independently and start having new experiences outside my school and community, like study abroad experiences, internships, and summer away programs. Before I graduate, I have identified a clear support network that can help me after high school. I am thrilled to take the next steps and optimistic about my future.

## **Reading Academy**

RPM provides a reading program called RMP Reading Academy that is grounded in the science of reading to support our students to become fluent, confident readers. This program is designed with the following Principles: Personalized Literacy Support, Closing the Reading Gap for our secondary students, using a Science of Reading Curriculum, Empowering our Families, and using Data Driven Instruction. Using research-based methods and personalized support, we strive to improve reading comprehension and instill a love for reading in all students. RMP's commitment to literacy is part of our broader mission to empower every student to reach their full potential, equipped with essential skills for their future.

## **Personalized Support**

We believe every student can thrive in a culture of high expectations and accountability. To ensure that each Rocky Mountain Prep student is successful, we are committed to the frequent use of achievement data and assessments and a robust Multi-Tiered Support System (MTSS). Our MTSS framework provides students with tiered intervention to match the intensity of their academic and social-emotional needs.

**Individual Learning Plans:** Teachers shall assess the teaching and learning process on a continual basis and identify students early in the school year who are not making adequate progress toward achieving the District's academic standards. Teachers may choose to implement an individual learning plan for each student who is not making adequate progress toward achieving the District's academic standards. If a student's parent or legal guardian requests that an individual learning plan be developed for his or her student, then the teacher shall develop and implement the individual learning plan. Each individual learning plan shall be developed by the student's teacher and/or other appropriate school staff. The student's teacher shall request input from the student's parents/guardians when developing the plan. The student's parents/guardians shall agree in writing to support the plan, but failure of the student's parents/guardians to participate in developing the plan or agree in writing to support the plan shall not affect implementation of the plan.

The plan shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs, and other proven strategies. Teachers are encouraged to collaborate on the development of such plans and to use a variety of strategies consistent with the student's learning style and needs. Each semester, students with individual learning plans shall be reassessed in the content areas covered by the plan.

## **Section 504 of the Rehabilitation ACT**

Section 504 is a federal civil rights law that ensures students with disabilities are afforded "equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement" as an average peer. To pursue eligibility, a student can be referred to the school's Section 504 coordinator. A Section 504 team would convene to determine eligibility. Parents are members of this team. If the student is found to be eligible, the Section 504 team would determine the student's placement, services, and accommodations to help mitigate barriers caused by the impairment(s). Call your school if you would like more information.

## **Special Education**

RMP provides a continuum of services to meet the unique needs of students with disabilities with mild to moderate needs. RMP has center-based programs in some schools that are supported and co-managed by the Local Education Agency (LEA)- DPS or APS. These programs may be accessed through the Individual Education Program (IEP) based on individual students' needs.



The IEP describes the specially designed instruction services that will be provided to students. This includes instruction from specially trained and licensed special education teachers and practitioners (including Deaf/Hard of Hearing and Vision). Students may also receive support from nurses, mental health providers, speech-language pathologists, audiologists, educational sign language interpreters, braillists, orientation and mobility specialists, occupational therapists, and physical therapists.

Eligibility is determined by a formal assessment process that uses criteria associated with specific disabilities. Within the evaluation process, families are provided with information regarding their child’s eligibility and options for services. If you believe your child may qualify for special education services, please contact your school to inquire about an evaluation.

## Academic Systems

### Policies & Procedures

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

<b>Homework Policy</b>	Homework is an essential ingredient in our students’ education. RMP assigns meaningful homework to students on a nightly basis in most classes (exceptions are vacations and during assessment windows) to communicate and reinforce class skills with families, extend students’ learning, and promote time management. Families should be supportive of students’ efforts on homework and actively check homework each night. Failure to complete homework may lead to consequences and/or additional academic support interventions.
<b>PEAK Binders</b>	Every week your student will bring home their PEAK Binder, which includes trackers for mastery of academic content from the week, attendance, and independent reading.
<b>Independent Reading</b>	The best way to improve a student’s reading skills is to READ, READ, READ! Students are expected to read independently (or with a family member) for a minimum of 20 minutes every night. Students will be able to take Accelerated Reader quizzes when they finish their books. Passing these comprehension quizzes will help them bank words toward the Million Word goal in elementary and Two Million Word goal in middle school. If your student needs additional support, please contact your school administrator.

### Student Promotion Policy

Through rigorous data usage and careful progress monitoring, we can closely monitor and support struggling students. Rocky Mountain Prep follows the DPS policy and guidance as well as the READ Act in considering retention as a rare strategy to support student development.

### Grading Policy

While grades aren’t the sole indicator of student achievement at Rocky Mountain Prep, they are important in family-teacher communication about student performance. As a network of schools with a college-preparatory mission, our academic demands are critical for preparing students for excellence in

high school and college; as such, it is important to measure student performance and provide continuous feedback on assessments, homework, in-class work, participation, and other assignments.

Our grading practices and policies reflect students' comprehension of standards and ability to produce outputs that demonstrate their understanding. They also give students multiple opportunities to receive feedback about their work, implement that feedback and improve their performance. As a result, our students' grade point averages reflect college entrance requirements and give students a realistic understanding of their progress toward college acceptance, and allow students to earn credits for an on-time graduation.

In addition:

- Teachers will assign a wide range of standards-based assessments, provide written feedback regularly to students on their work, and provide multiple opportunities for students to implement feedback before assessing final understanding.
- Families will be notified of their child's grades on a regular basis, including Progress Reports and Report Cards. Progress Reports are issued to students throughout the year dependent on grade level. In high school, students receive an additional progress report at the end of quarter 1 and 3 and then a final report card at the end of each semester. All families in secondary schools can always see their child's grades on the Parent Portal of Infinite Campus.
- If teachers or staff have a significant concern, they may hold a conference beyond the normal conference times. If families have questions about a student's performance, they can reach out to their teacher to schedule a meeting.

### **Academic Integrity**

Rocky Mountain Prep is committed to the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes responsible student conduct in academics and beyond. All students are expected to try their best, do their own work, cite references when they are used, and to respond honestly to the academic demands of each course. When a student fails to uphold these standards, academic integrity is compromised.

Academic dishonesty, including cheating and plagiarism, will result in a referral to an administrator to address the underlying issues related to the academic dishonesty and students will be responsible for make-up work. Students will not receive credit for academic work that does not accurately reflect their own understanding of knowledge and skills. Decisions regarding awarding credit in these circumstances are made at the discretion of the school. Repeated instances of academic dishonesty will result in a parent/guardian conference and disciplinary consequences.

## **Chapter Six: School Policies**

### **Closed Campus**

Rocky Mountain Prep is a closed campus, during which all students must remain on the campus as defined by the school unless supervised by a staff member. High school students may receive off-campus privileges for lunch as prescribed by each school. Visitors may be allowed into the building by the operations staff. Visitors must have a reason for being in the building, must be escorted by a staff member at all times, and will be required to check-in and complete a background check. When on campus, students must always be in class and under the supervision of an adult.



To ensure student safety during arrival and dismissal (high traffic times of the day), students and families will not be allowed to enter the building more than half an hour before arrival or half an hour before dismissal. Should families choose to arrive at this time, they will need to remain outside with their students until the doors open. Students who must leave campus early must be picked up by a parent/guardian or authorized individual as indicated in Infinite Campus with photo identification.

Rocky Mountain Prep policy requires if at any time a student is leaving early, they must be physically picked up by an authorized adult in Infinite Campus. Students will **not** be allowed to check themselves out under any circumstance or be given permission to walk home early that day via phone call.

## Visitor Policy

Visitors, especially families, are vital to the Rocky Mountain Prep community. We welcome them as volunteers. In order to ensure the safety of our students and staff, an individual wishing to volunteer on a regular basis beyond with his/her child, or who will be left alone with students, is required to complete a volunteer application and undergo a background check run by the state. 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.

ECE families must always come into the building to sign students in and out of their classrooms. They are welcome to stay until instruction starts, both at the beginning of the year and ongoing. Separation anxiety is normal in children preschool age, and families are encouraged to work with their child's teacher to find the best solution should a student experience separation anxiety. This solution may include a period where the family drops off a child and does not stay, but should be determined on a case-by-case basis for individual students. For more information, please refer to the ECE family handbook.

## Student Emergencies and Family Contact Information

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 students in their classrooms, including after-school activities, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the front office.

If a medical emergency occurs to a student at school, first aid will be administered and that student's parent(s)/guardian(s) will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. The school will call Emergency Medical Services (911) if the situation warrants it. First Aid may be administered as needed. **PLEASE KEEP YOUR CONTACT INFORMATION UPDATED with the front office so we are able to reach you.**

**Please note that RMP cannot withhold a child from a parent or guardian listed in IC. If you have a Court Order removing a parent or guardian from pickup or drop off, please share a copy with the front office and our General Counsel will review.**

Further, even in the case of emergency, Rocky Mountain Prep policy requires if at any time a student is leaving early, they must be physically picked up by an authorized adult in Infinite Campus. Students will **not**

be allowed to check themselves out under any circumstance or be given permission to walk home early that day via phone call.

## Emergency Procedures

At RMP, the safety of our students 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, utility malfunctions, threats to security outside our school building, and potential intruders.

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
<b>Hold</b>	If there is perceived danger outside of the school, the hallways are cleared and all students and staff clear the hallways and remain in the room or area and continue business as usual.	After contacting authorities, school leaders will send a notification home immediately.
<b>Secure</b>	If there is perceived danger outside of the school, all students and staff are moved inside, the building is secured, and the proper authorities are notified.	After contacting authorities, school leaders will send a notification home immediately.
<b>Lockdown</b>	If there is a potential intruder inside the building, students and staff are moved to secured, locked locations inside the school building while the proper authorities are notified.	After contacting authorities, school leaders will send a notification home immediately.
<b>Evacuate</b>	When necessary, evacuation procedures are immediately followed to ensure all students quickly and safely exit our building. Drills are practiced monthly.	Once all students and staff are safely evacuated, families will be immediately contacted, followed by communication home as appropriate.
<b>Shelter</b>	In the case of inclement weather/tornados, procedures are followed to move students to protected locations away from windows until the weather has cleared. Drills are practiced every semester.	When the weather has cleared, families will be contacted as needed.

## 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, use of public assistance, or any other status protected by law. 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.

We pride ourselves on being an inclusive network of schools that values all identities and perspectives. As such, it is not uncommon for classrooms to discuss issues related to race, sexual orientation, human rights,

fairness, and discrimination. We believe these conversations provide students with a deeper understanding of social justice, preparing them to be compassionate and responsible global citizens.

## Grievance Policy

RMP values open and proactive communication among members of our community, including parents, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of its students. RMP’s procedures are designed to support prompt and equitable resolution of disagreements at the lowest possible administrative level. To find our most updated Grievance Policy, please visit the Accountability page on our website at [rockymountainprep.org](http://rockymountainprep.org).

## 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 (text) within 24 business hours.
<b>Texts</b>	The school will send whole-school and/or classroom messages and reminders in families’ home language through two-way texting platforms (each campus may use a different platform, please consult with your administrator). Families may receive messages via text and/or downloaded through the app.
<b>Behavior Updates</b>	Families in elementary school will receive behavior updates through an app called Class Dojo. Please download the app for free from your app store and ensure that you give permission for notifications.  Families in secondary school will receive behavior updates through an app called Dean’s List. In order to review behavior communication and progress through their parent portal, you must download the app free from your app store.
<b>Newsletter</b>	The school will send home newsletters detailing upcoming events, reminders, etc. The majority of these newsletters will be online and distributed through the s’more platform. Families can access via text, email, or ask for hardcopies in the front office.
<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 the front office know.
<b>Meetings</b>	If the school requests a meeting with you and your child, an important issue must be discussed. Families are free to request meetings with teachers or administrators whenever needed. Families should always try to meet and partner with their student’s teacher first. If you need additional support families can request to meet with assistant principals. Meetings with the principal should be requested after families have partnered and communicated with the teacher and the assistant principal. Please contact them directly or the front office to schedule.
<b>Possip</b>	Once a month, the school will send an online satisfaction survey. Families can share feedback and praise of their experience. School leaders will share next steps and trends in Family Coffee Hours, newsletters, or family-run committees.

## **Registration**

As part of registration, each parent/guardian completes an Online Registration for their child. This includes certain Parent Permission and Releases. RMP is a public charter school authorized by DPS and APS; by enrolling your child at RMP you understand and agree that all registration information and parent/guardian permission, consents, and releases completed during Online Registration are also extended to RMP.

## **Release of Photos and Other Information**

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

## **School Calendar & Closings**

Rocky Mountain Prep follows Denver Public Schools (DPS) and Aurora Public Schools (APS) (specifically for RMP Fletcher) for all weather-related closures. However, the Rocky Mountain Prep calendar does not always align with the Denver or Aurora Public Schools calendar. Students are still expected to be in school even when Denver Public Schools or Aurora Public Schools are not in session. Please find your schools calendar on our website at [rockymountainprep.org](http://rockymountainprep.org).

## **Field Trips, Excursions, and Outdoor Education Opportunities**

Field trips, excursions, and outdoor education opportunities are a part of student education at RMP and expose students to many educational opportunities that do not exist in the classroom. Parents and guardians understand that participation in any field trip or outdoor education opportunity may expose their child to risks, including accidents, damages, losses or injury and understand that RMP does not have liability for such risks. Field trip permission slips will be sent home before each field trip and a student may not participate in a field trip unless the signed permission slip is returned. Parents/guardians with questions about general field trip policies should speak to the school principal, questions about a specific field trip should be directed to the teacher/staff member leading the particular field trip.

## **Transportation**

Rocky Mountain Prep provides bussing services through our private provider, DS Bus Lines, to the following locations: RISE, GVR, Noel, Sunnyside, and Berkeley. Rocky Mountain Prep Creekside provides bussing services through DPS Transportation. Rocky Mountain Prep Fletcher provides bussing services to select addresses through APS Transportation.

Rocky Mountain Prep strives to provide transportation to families at our schools who have no other way of getting their student(s) to and from school. All interested parents of the above schools must opt in with the front office of their school based on one of our-designated bus stops. Space on the bus is extremely limited and if there is more interest than the capacity available, eligible students will be determined through a lottery. Families who have students riding the bus must arrive at the bus stop five minutes before the designated pick-up or drop-off time.

Students at any school who have an IEP and receive transportation services through that plan will receive those services through the district.

ECE students are not eligible to ride a bus unless they qualify through DPS Special Education Services.

## Medication & Allergies

If your student requires medication during school hours, you must deliver it directly to the nurse in the original pharmacy container and label stating the child's name, name of medication, the dosage amount, number of times/day, and the date when the medication is to be discontinued (if applicable). The medication must also be accompanied with a completed Medication Authorization form (which can be received from the school front desk or the school nurse), which is filled out and signed by parents/guardians and the physician - **do not send medication in your student's backpack**. All medicines are kept in a locked cabinet and may not be given without the proper form. Additionally, staff may only administer medication based on the label and/or doctor instructions.

If your student has allergies, dietary restrictions, or food preferences, please indicate on registration forms (or request the appropriate form from the front office of your child's school) and alert the appropriate school staff during new family orientation. Once notified, the school will work with you to accommodate your child's needs and ensure their safety. Medical documentation may be necessary and families are responsible for providing any necessary emergency medicine their child may need (i.e., EpiPen). The school nurse, principal and parents/guardians will work together to develop a plan for an allergy emergency. (i.e., EpiPen administration, if applicable and submitted with the medical form). Parents/guardians are responsible for updating the school if there are any changes to your child's allergy or medication needs. Parents or guardians are required to pick up medications by the last day of school. After the last day of school, the school will dispose of the medication per DPS/APS policy.

## Immunization of Students

In accordance with Denver Public Schools' policy, no student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

## Athletics

At RMP, we recognize the invaluable life skills and character-building opportunities that sports can provide. By offering organized sports programs, RMP aims to foster a proactive approach to students' overall well-being. Physical activity is not only essential for promoting a healthy lifestyle but also plays a crucial role in the emotional and mental development of young individuals.

RMP understands that true success in sports and in life requires having aligned goals and shared expectations. Athletics at RMP aims to create a supportive environment that encourages growth, teamwork, and discipline. Teachers, parents, and administrators actively collaborated to ensure that the athletics program is in harmony with our shared PEAK Values and academic mission.

### Athletic Eligibility

- RMP secondary schools follow RMP standards of athletic participation and the Colorado High School Activity Association guidelines for eligibility. Each middle and high school has an eligibility plan designed specifically for its school based on its guidelines in coordination with any partner

programs. The eligibility plan will be communicated to parents/guardians and students by the campus athletic director and coaches prior to each season.

- An eligibility roster is compiled every week by the Athletic Director.

### **Physical Examinations**

Prior to engaging in any competitive athletics each year, all students must be given a formal physical examination by a certified physician and receive authorization to participate in exercises, practices, and competition associated with athletic activities. It is recommended that families schedule their physicals in the summer so that students have a valid physical for an entire school year. RMP reserves the right to require any student to provide a physical examination recertification. Even if a student has participated in RMP Athletics in previous school years, a new physical is required.

### **Middle and High School Sports Athletic Participation Fee**

In order to continue building strong campus teams, each team will assess a participation fee only for students that are placed on the roster. Middle and High School students will pay a fee per sport. This fee assists in paying for officials, equipment, jerseys, transportation, and other items necessary to run a team. Your child's school will send communication home regarding required forms that need to be submitted as well as the fee in order to gain eligibility to play competitively. Families will be able to pay with cash, check, or credit card. If you are unable to pay the athletic participation fee when it is due, please contact your campus administration team for planning and assistance.

High School Student Athletics Participation Fee - \$90

Middle School Student Athletics Participation Fee - \$50

Student athletes who participate in multiple sports will only be required to pay for two sports. Families of multiple athletes will have a maximum fee of no more than \$270, per family.

### **Student Athletic Transportation**

#### **High School**

Student athlete and team transportation is provided for activity or athletic events/competitions that are outside of the Denver/Aurora metro Area or is greater than 45 minutes away from school. Student athletes and teams that have activity or athletic events/competitions that are within the Denver/Aurora metro area are responsible for their own transportation.

#### **Middle School**

Transportation to activity or athletic events/competitions are not provided for middle school inside regional league play or events occurring on Saturdays. Transportation will be provided for athletic or activity events/competitions that are outside of regional league play that are more than 30 minutes away from school during the week.

### **Student Athlete Discipline**

Emphasizing the principles of accountability and self-awareness, this policy instills in our students the responsibility to uphold their commitments both on and off the field. Promoting healthy competition, we strive to foster an environment that encourages growth and teamwork while ensuring the safety and support of every participant. The RMP athletics discipline matrix is below.

### **Middle and High School Student Athletes:**

*Perseverance ~ Excellence ~ Adventure ~ Kindness*



**In School Suspension:**

- Student athletes will miss practices/games for the duration of the suspension plus no less than two additional days (not including Sunday) post suspension.

**Out of School Suspension:**

- Student athletes will miss practices/games for the duration of the suspension plus no less than five additional days (not including Sunday) post suspension.

**School Attendance**

- In-season student athletes must be in attendance for at least one-half of their daily classes in order to be eligible to compete or practice on that day.
  - Exceptions may be made for bereavement, college visits and/or religious needs.
- Student athletes must have and maintain a 95% or higher average attendance rate to be eligible to participate in athletics.
  - A formal appeal in writing may be made by the athletic director for special circumstances involving health, family, and/or religious concerns or needs.

## Healthy Bodies, Healthy Brains

At Rocky Mountain Prep we are committed to healthy food choices for our bodies. Balanced meals help students get the nutrients they need to focus and be at their personal PEAK. If you would like to celebrate your student's birthday, please contact your student's campus for restrictions and visitation policies.

Rocky Mountain Prep partners with SLA Food Services (at most schools) and DPS Food Services (at RMP Noel and GVR schools) to provide our students healthy meals. All families MUST fill out a Free and Reduced Lunch application for SY24-25. Please visit your school's main office for more information on how to fill it out.

## School-Related Fees

Though RMP education is free, the following is a list of potential costs associated with RMP programming:

- Uniform Polos/Tops
- Before or After Care Program Participation
- Field Trip/Special Events Programming
- Sports Athletic Participation Fee (for participating middle and high school students)
- Technology fee for students in middle and high school + Any additional applicable Chromebook damage fees at all grade levels

Staff will provide notice in advance of fees so that families are given adequate planning time. If the school-related costs are causing concern, please reach out to the front office to discuss support options.

## Textbooks

Students may be provided with school textbooks and classroom novels and should maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the parent/guardian and may result in a fee.

## Lockers

Lockers are the property of RMP schools and are made available for student use through the school year. This student privilege carries an additional responsibility of keeping the locker clean and maintained. RMP does not assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk.

RMP reserves the right to search lockers as necessary for the safety of the student body and the enforcement of school rules. Students are responsible for the contents of their assigned locker.

## Lost and Found

Each school has a lost and found box. Please contact your school's front office manager for more information. Items not claimed may be donated periodically to a charitable organization at the discretion of RMP.

## School Supplies

It is the responsibility of students to come with appropriate materials to school. If parents need help ensuring that their child has the appropriate school materials, parents/guardians should speak with their child's advisor, teacher or principal.

## Student Records and Family Education Rights and Privacy Act

Student 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 student registration forms, contact information, graded work, academic records, discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees and volunteers are required to keep student information secure and confidential, to protect the rights of students.

### **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 student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18. Rocky Mountain Prep responds to parental requests for student information only when they have been put in writing within 72 hours.
- Parents/guardians and eligible students 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 act's requirements.

Institutions and their employees may not disclose information about students, nor permit inspection of their records, without the parent or student's written permission, unless such action is covered by certain exceptions as stipulated in the Act. FERPA prohibits all employees from discussing confidential student information with third parties, including parents and guardians.

Please understand that school officials—teachers, administrators and Board members—must all comply with the expectations of FERPA and therefore may not discuss any student 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 school's principal no later than September 15th, or the following Monday if September 15th is a Saturday or Sunday. If the student enrolled after September 15th, families have 2 weeks after enrollment to opt out in writing.

### **Fundraising Activities**

All solicitations within a school and/or RMP and/or on behalf of RMP must have prior approval from the Managing Director of Philanthropy and Principal of the school. No fund-raising organizations shall be permitted to solicit funds without prior approval from the Managing Director of Philanthropy.

### **Distribution of Published Materials or Documents**

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the principal, advisor, or teacher. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

Unless a student obtains specific prior approval from the principal, written materials, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

### **Commerce**

Students may not sell anything on school property without the permission of the principal. They may not collect money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the principal.

### **Copyrighted Material and Intellectual Property**

Students shall abide by the provisions of copyright law and intellectual property laws. Rocky Mountain Prep prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium or a performance shall not be duplicated or performed unless such use is permitted under law or unless appropriate written permission from the copyright holder has been received. Students and parents/guardians commit to asking their school principal if there are any questions about the use of such materials in their school work.

Ownership of, and all rights, title, and interest to, all intellectual property, including but not limited to intellectual property in the form of a copyright, patent or other type of intellectual property, that is created by students in the course and scope of their enrollment at RMP or with significant use of RMP resources (including but not limited to equipment, supplies, facilities or confidential, trade secret information) is the joint property of the student and Rocky Mountain Prep. Students and their parents/guardians assign joint ownership, and all rights and benefits of such ownership, to RMP. Rocky Mountain Prep may license student materials to external organizations or use student created materials in publications, for fundraising or other reasons. To the extent possible, RMP will notify parents/guardians and students prior to any publication or external use of student works.

# Chapter 7: Health and Safety Protocols

The following safety protocols are mostly based on the DPS and APS Safety Protocols, which are based on guidance from county health authorities. RMP reserves the right to deviate from APS or DPS policy based on local health data. This policy statement is based on current conditions.

Though COVID vaccinations are not required to attend school, RMP strongly encourages that all members of the RMP community are up to date on all vaccines including COVID vaccines.

***There is no longer a mandatory 5 day exclusion period for students and staff diagnosed with COVID-19.*** Students who are diagnosed with COVID-19 should stay home until symptoms improve and they have been fever free without the use of fever-reducing medication for 24 hours. *Note: A fever means a temperature  $\geq 100.4 F$ .*

Encourage additional precautions for the next five days, especially for people at a higher risk for severe illness; i.e. those older than 65 years and people with weakened immune systems. Additional precautions may include:

- Consistent hand washing
- Covering your cough
- Increased physical distancing
- Wearing a mask

Students and staff with respiratory symptoms who have not been diagnosed with COVID-19 should follow the Colorado Department of Public Health and Environment's "[How Sick is Too Sick.](#)"

## **If Your Child Starts Feeling Sick at School**

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

# High School Appendix

## High-Quality High School Education

*Individual Career and Academic Plan:* Individual Career and Academic Plans (ICAPs) is a required multi-year process that guides students and families in the exploration of career, academic and post-secondary opportunities. Starting in sixth grade and continuing throughout high school, students create and update an ongoing plan, supported by adults, in career interests, goal setting, college opportunities, financial aid, and skills that increase academic success. With the support of adults, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and powerful pathways to be career and college ready. A complete and meaningful ICAP means that a student has met all learning objectives and completed each question on the My ICAP Survey in Student Portal. Objectives missed by transfer students should be made up to ensure all students benefit from a complete ICAP process. Students must complete ICAP questions from grades 6-12, regardless of entry date into DPS/RMP. Schools will follow district ICAP policy (IHBK) in its entirety for this section of the IKF and IKF-R.

*Advanced Placement (AP) & Concurrent Enrollment (CE) Programs:* RMP high schools offer increasingly expansive Concurrent Enrollment (CE) opportunities for students to receive college credit while in high school. As more CE courses are added, some Advanced Placement (AP) courses may be replaced. The AP programs are also offered for students to take the AP test in the spring to attempt college credit. These courses are rigorous and reflective of college-level courses.

*Advanced Placement (AP):* Students must pass the prerequisite class or obtain written permission from the teacher to enroll in an AP class. Successful completion and a score of 3 or higher on the AP exam may result in the student receiving college course credit at a university or college. RMP will pay for the AP exam for students who achieve an 80% or above in the course. For students earning below 80% in the course, the cost of the exam is usually \$89; students may receive reduced cost if they qualify for free or reduced lunch. Should the cost of the exam cause family hardship, students can request a fee waiver from the designated administrator. In order to drop an AP course, students must meet with their college counselor and have a signed document by the parent/guardian and designated administrator.

*Concurrent Enrollment:* As a pathway toward higher education, concurrent enrollment at RMP allows students to earn free college credit while still in high school, giving them a head start on their college and career goals. Students gain exposure to the academic challenges of college while in their supportive high school environment or on a college campus, earning college and high school credits simultaneously. Concurrent enrollment is open to students who receive academic plan approval, meet application deadlines, and meet college course requirements. The student's academic plan is developed collaboratively by the student and the school counselor or school administrator. For more information about concurrent enrollment, please speak to the Registrar or College Access staff member.

## **Rocky Mountain Prep high schools follow these grading policies (more information on our network grading policy is below):**

- All courses are graded by the semester.
- In order to have grades reflect a final understanding of standards, students are able to redo assessments after receiving feedback (final end-of-semester assessments are exceptions).
- Teachers must provide multiple opportunities for students to make up work and redo assignments. All work must be completed within the semester it is assigned.

- Students who fail a course (a grade below 69.5%) must engage in a method of credit recovery in order to receive credit for that course<sup>1</sup>.
- In order to not let academic habits disproportionately impact students' grades, the lowest grade a student can be assigned on any academic habits assignment that has been turned in is a 50% in all courses except AP and Concurrent Courses. Any assignment that is not turned in will be scored as a zero in the grade book. This applies to all high school grade levels.

Students with Individualized Education Programs (IEPs) or Section 504 Plans will be provided their legal accommodations and modifications. For final assessments, only students with IEPs, Multi-Tiered System of Support (MTSS) Plans or Individual Literacy Plans (ILP), or Section 504 Plans may receive accommodated or modified work.

### High School Grading Scale

Rocky Mountain Prep's grading scale is based on Denver Public School's grading scale and is outlined below. Unlike DPS however, we have intentionally excluded D as a credit earning grade. Students at RMP need to receive a C- or higher to pass a class and receive credit<sup>2</sup>.

Value on a 4-point scale	Value on a 5.2 point scale <sup>*</sup>	% based	Letter Grade
4.0	5.2	93-100	A
3.67	4.77	90-92	A-
3.33	4.33	87-89	B+
3.0	3.9	83-86	B
2.67	3.47	80-82	B-
2.33	3.0	77-79	C+
2.0	2.6	73-76	C
1.67	2.17	69.5-72	C-

<sup>1</sup> RMP will honor the grading scale at the previous school for transfer students, meaning if a student received a D at a previous school and that was considered passing at that school, the student will not need to retake the course at RMP and the student will receive credit toward graduation for that class.

<sup>2</sup> Rocky Mountain Prep will honor the grading scale at the previous school for transfer students, meaning if a student received a D at a previous school and that was considered passing at that school, the student will not need to retake the course at RMP and the student will receive credit toward graduation for that class.

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*\*For high school AP, honors, and concurrent enrollment courses only.*

### **Policy for Incomplete Grades on Transcripts**

Students should receive a grade whenever possible. RMP will work collaboratively with students to make every effort to ensure students have the opportunity to complete their classwork. There may be, however, instances in which assigning an ‘Incomplete’ (I) is warranted. RMP will only assign an Incomplete in circumstances where an unavoidable emergency or special issue or situation has occurred that prevent the student from completing assignments that are considered a major component of the grading period for that particular class(es). Students may be required to provide written documentation in order to receive an Incomplete, as opposed to a failing grade.

Examples of situations that may allow for an Incomplete grade include students with excused absences, students who have a health or medical issue, students who are incarcerated, an emergency relocation, students who are homeless or who require emergency shelter, or who are relocated to a group home or other temporary housing, or other emergencies, the special or unavoidable situation has arisen (student will be asked to explain the situation and provide documentation, as the situation permits). All situations must prevent the student from completing assignments that are considered a major component of the grading period for that particular class(es).

Students are responsible for notifying their teacher or school principal of the need for an Incomplete grade, notification must occur prior to the submission of final grades for that class(es). Students do not receive credit for an Incomplete grade. In order to receive credit, students must work with their teacher or school principal to complete the coursework (alternate assignments may be provided to the student, depending on the circumstances) in a reasonable timeframe after the circumstances that prevented the student from completing the coursework have been resolved or otherwise no longer prevents the student from completing makeup work. Students who are signed up for summer school will receive an Incomplete grade pending summer school completion.

### **Graduation Requirements**

In order to graduate from a Rocky Mountain Prep high school students must earn a minimum of 240 credits. RMP high schools graduation requirements meet or exceed DPS and CCHE college-ready requirements for the state. For information on Graduation Waivers and eligibility requirements, please see your school’s principal as soon as you believe you are eligible.

### **Current required credits through the Class of 2026 include:**

<b>Complete 240 credit hours of coursework</b>	English Language Arts 40 credits/ 4 years Math 40 credits/ 4 years Science 30 credits / 3 years (2 years of Science are lab-based) World Studies/History 35 credits / 3.5 years (5 credits must be Life 101 / Civics) World Language 20 credits / 2 years Fine Arts 10 credits / 1 year Electives 40 credits PE/Health 10 credits / 1 year
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	College Access 15 credits/ 1.5 years
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**Exemptions**

Athletic sports that are approved by the Denver Public Schools Board of Education and meet the criteria below may exempt a student from the physical education graduation requirement. No grade or credit will be given for athletic participation and such exemptions will not reduce the total number of hours required to earn a diploma. Both semesters of the physical education requirement may be exempted by athletic participation.

**Criteria governing physical education exemption:**

- A. The student must maintain academic eligibility for the entire season.
- B. One full sports season is required to exempt a student from five semester hours (5 units) of PE requirement.
- C. A student must be a high school freshman, sophomore, or junior to qualify for the exemption. Seniors who have not yet met the physical education requirement are not allowed to take this exemption and must enroll in a physical education course.

**The credits required for grade level standing are:**

<b>9th grade (Freshman)</b>	0-59
<b>10th Grade (Sophomore)</b>	60-119
<b>11th Grade (Junior)</b>	120-179
<b>12th Grade (Senior)</b>	180+

**Diploma Requirements**

A student must meet all of the above requirements as well as demonstrate career/college readiness as outlined below to earn a diploma from RMP high schools. Only students who earn a diploma are permitted to participate in graduation activities.

<b>Demonstrate Career/College Readiness</b>	<b>A student may demonstrate competency in any one of the following ways:</b>	
	<b>Indicator</b>	<b>Minimum Score</b>
	SAT*	470 (English) and 500 (Math)
	Accuplacer Classic	95 (Sentence Skills); 61 (Elementary Algebra)
	Accuplacer Next Generation	241 (Reading) OR 236 (Writing);  255 (Arithmetic/AR) OR 230 (Quantitative Reasoning, Algebra & Statistics/QAS) OR 245 (Advanced Algebra & Functions/AAF)

	ACT	18 (English); 19 (Math)
	Advanced Placement	2 or higher (English and Math)
	Capstone Portfolio	Meets Requirements on English and Math rubrics
	Concurrent Enrollment	C or higher in an eligible CE Course
	International Baccalaureate (IB) Credit and Designation	RMP does not offer an International Baccalaureate (IB) program. Students who have successfully completed an eligible <sup>3</sup> IB course(s) and/or exam(s) prior to transferring to RMP, may submit a graduation waiver to receive credit for a successfully completed IB course/exam. Students may also request an IB designation on the student's final transcript/diploma to reflect the same designation as would be available to the student from the school the course/exam was earned. It is the responsibility of the student to submit a graduation waiver and/or request an IB Designation and to provide all records and applicable designation eligibility requirements from the previous school.

*\*All students are required to take the SAT with the exception of students with disabilities who meet the criteria for alternative assessments. RMP will provide students with disabilities access to all graduation pathways and the opportunity to earn a diploma. The Individualized Education Program (IEP) will describe the student's planned course of study, the specially designed instruction, accommodations and modifications, and supplementary services and aids necessary to enable the student to demonstrate competency of the standards and achieve post-secondary goals. The IEP and/or Section 504 Plan are the guiding document for a student's high school pathway and any necessary accommodations. Students with IEPs who meet the criteria of Significantly Academically Impacted will be able to complete the Capstone through the Transition Readiness Capstone Portfolio. This determination is made by the IEP team, which includes the student, and will begin to be discussed for potentially eligible students in 9th grade. Students with Section 504 Plans and/or IEPs may access allowable accommodations on all the various competency pathway demonstrations, per assessment vendor or provider guidelines. A student's IEP manager and/or IEP/ Section 504 team, as legally required, discusses the graduation pathways and graduation requirements, and where the student stands in regards to meeting such requirements (or accommodated requirements per the student's IEP/Section 504), with the student and family throughout the student's high school experience at RMP. Appropriate accommodations per the student's IEP and/or Section 504 are provided to the student. Students and parents/guardians are always encouraged to discuss any graduation requirement related questions they may have with the IEP/Section 504 case manager, school principal, or IEP/Section 504 team as legally required.*

### **Waivers of Graduation Requirements**

While all students are required to meet RMP's graduation requirements, high school staff, parents/guardians and students should consult with their school principal for more specific guidance around seeking any graduation waivers. A high school principal may apply for a graduation requirement waiver for a specific student if, in the principal's judgment, it is determined to be in the best educational interest of the student or if required in order to provide each student with disabilities a Free Appropriate Public Education (FAPE). For students with disabilities, a waiver must be approved by the designated school official and the school's special education lead designee. All other individual student graduation

<sup>3</sup> Please see The [DPS Course Master list](#) for IB courses that are eligible to meet this requirement.



requirement waivers must be approved by the school principal before being submitted to RMP's General Counsel for final approval. All graduation requirement waiver requests and the final decision on such waiver will be recorded in a student's cumulative file.

### **Independent Study**

In accordance with DPS policy and procedure, students wishing to pursue a course of study as an independent, individually structured class, must meet with the principal, complete the DPS 'Independent Study Form,' and identify a qualified teacher to act as an advisor. Please see your school principal if you are interested in completing an independent study.

### **Credits**

Should a student not meet one of these promotion standards or fail a course, RMP high schools hold the sole right to require the student to take the course again to earn the credits required for promotion standards.

RMP high schools will notify the parent(s)/guardian(s) through written notification no later than the mid-semester if the academic performance of the student merits consideration for retaking the course(s). Accordingly, RMP high schools will communicate expectations to the student and parent(s)/guardian(s) about an intervention plan to avoid retention.

### **Transfer Transcripts and Outside Credits**

(Defined as those credits earned outside the normal Denver Public Schools curricular offerings). Students that have earned the required credits needed to graduate in less than eight semesters and who wish to graduate earlier should talk to their school principal.

### **Transfer Credits**

Students who transfer to any RMP high school from outside the district will have their transcript evaluated by the registrar's office. Although RMP will accept all credits coming from another district, the specific category in which these credits are applied is up to the discretion of the registrar. Honors credit (weighted grades) will only be given if DPS offers the same honors class within the master course catalog.

Transfer credits originating from a foreign school will be evaluated by the RMP Registrar's Office and processed by the transcript department at DPS in accordance with their policies and procedures.

### **Requesting a Transcript**

All student transcript requests for college or scholarships will be made through Overgrad, which is the software used to track progress toward college or careers. On the occasion that paper transcripts are required for summer programs, outside agencies or jobs, students should request an official transcript from their administrative team.

### **Valedictorian, Salutatorian and Honors**

Students with the top 10 weighted GPAs will receive academic honors and be recognized at graduation. Students with the top two weighted GPAs will be designated as valedictorian and salutatorian. In accordance with DPS policies and regulations, students must be enrolled in their school of attendance for a minimum of three years and achieve the highest grade point average in their graduation class in order to qualify and be the class valedictorian. Grade point averages are determined in compliance with DPS computation practices.



# Chapter 8: Family Signature Pages

## Technology Responsible Use Agreement

### Responsible Use

All Rocky Mountain Prep (RMP) rules and conduct policies apply to the use of school-issued devices and internet, including but not limited to, bullying, discrimination and harassment and code of conduct policies. Students who violate school policies or laws using their school-issued devices or RMP internet may face disciplinary action. The use of any form of RMP technology is contingent on students and parents/guardians signing this agreement.

Students and parents/guardians understand that all data transmitted, including through email, on an RMP issued device or through the use of RMP's internet service, may be monitored and/or accessed by school administration.

In collaboration with parents/guardians, RMP educates students about appropriate technology and internet use. RMP relies on parents/guardians to also talk to their child about appropriate technology and internet use. If you would like assistance in how to discuss appropriate use with your child, please ask your school principal for resources.

### CIPA Compliance

Rocky Mountain Prep complies with the federally regulated Children's Internet Protection Act (CIPA) by monitoring, filtering, and blocking internet content that is considered harmful or inappropriate for minors. This filtering policy is required by law. A copy of our detailed Content Filtering Policy is available on our website under Accountability.

RMP's content filter also monitors activity for certain safety and self-harm activity (using known key words or searches) and provides alerts to designated campus administrators. Monitoring and alerts are only done during school hours. Depending on the cause for alert, the alert may be forwarded to local law enforcement or other appropriate authorities. By allowing their child access to RMP's technology and school issued devices, parents/guardians agree that this monitoring and alert system does not create any responsibility or liability on the part of RMP for students online activities or behavior associated with such activities. RMP may change its monitoring and alert system at any time, consistent with state and federal law.

### Damage/Liability

Student users and their families are responsible for the financial impacts of damaged, lost or stolen property, up to and including the cost of replacement (up to \$200 per Chromebook) at the discretion of the school. If your student's school-issued device is damaged, lost or stolen, you must notify your school principal immediately.

### Violations

RMP reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or expulsion for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through RMP's internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

By signing below, I acknowledge that I have read, understand and agree to the terms stated above. I understand that my student will not be allowed access to Rocky Mountain Prep technology or internet service until both my student and I sign this agreement.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Photo/Media Consent Form

Rocky Mountain Prep uses photographs and videos of students for the purposes of marketing and promoting RMP, as well as sharing communications across the network and with external organizations. This form allows a parent/guardian to grant or deny RMP permission to use their student's image for display and or publication. This form also allows a parent/guardian to choose whether or not their student may be identified by name on our website or other social media forums. Student names may be released unless a parent or guardian has notified the network that their student's "directory information," as defined by the Family Educational Rights and Privacy Act ("FERPA"), cannot be shared. No personally identifiable information, as defined by FERPA, will be shared.

### Parents have two options for granting or denying consent:

- Parents may deny permission for any display or publication of their child's image. You should select this option if you **do not** want your child's photograph to be used on the RMP website or other school social media forums, or in release to external organizations or the media.
- Parents may grant permission for their child's image to be published or displayed in print, video, and/or digital media. Selecting this option means that your child's photograph and name **may** appear in RMP publications, and on the RMP website, and **may be** released to external organizations or the media.

**Please complete the form below and have your student return it to their school.** This consent form remains valid throughout your student's experience at Rocky Mountain Prep or until a new form is completed and signed by a parent/guardian or eligible student.

### PHOTO/VIDEO Release:

- I deny permission to use my child's image for display, publication, or release to external organizations.
- I grant permission for the use of my student's image in print, video, and/or digital media. I understand that my student's image may be used or released by RMP without additional notification and that my student's name may appear along with their photograph.

Student's Name: \_\_\_\_\_

Student's Grade & School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Advocacy Communication Opt-In Form

At Rocky Mountain Prep, we believe it is critically important that each member of our community have an opportunity to share their voice through civic engagement. This includes voting in local, state, and national elections. We would like to send you communications about voting in upcoming elections, including information about how to register to vote and information about where and when to vote.

It's important to note that all activities related to any campaign at RMP are non-partisan and non-political. This means that we do not and will not endorse any particular candidate or party. We are here to provide you with the tools and resources needed to be civically informed and engaged.

By entering your information and signing below, you agree to receive communications from us about these efforts, and you agree that we can share your contact information with other non-profit organizations who are sending communications about voter participation in partnership with Rocky Mountain Prep.

**Please fill out the form below:**

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**School student(s) attend (please select all that apply for all of your students):**

- RMP Berkeley
- RMP Creekside
- RMP Federal
- RMP Fletcher
- RMP Green Valley Ranch
- RMP Noel
- RMP RISE
- RMP Ruby Hill
- RMP SMART
- RMP Southwest
- RMP Sunnyside
- RMP Westwood

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Rideshare Agreement

At certain times throughout the school year, your student may need to use a Rideshare to get to school. Rocky Mountain Prep may provide assistance with the rideshare. In order to provide that support, please review and sign below. Please note: Rideshare should not be used as a primary method of transportation for any student.

It is the purpose of this agreement to exempt, waive, indemnify, and relieve Releasees (including Rocky Mountain Prep, teachers, administrators, supervisors, and any and all Rocky Mountain Prep employees) from liability for personal injury, property damage, and wrongful death, including if caused by negligence or otherwise of a rideshare driver or company.

The undersigned parent(s)/legal guardian(s) seeks to allow their student(s)/child(ren) to participate in a rideshare (for example, UBER, Lyft, HopSkipDrive, etc.) arrangement for transportation to and from each student's Rocky Mountain Prep campus. The undersigned parent(s)/legal guardian(s) authorizes rideshare arrangements for the following students:

<b>Student Name</b>	<b>Date of Birth</b>	<b>RMP Campus</b>
1.		
2.		
3.		
4.		

For, and in consideration, of the undersigned parent(s)/legal guardian(s) and their student(s)/child(ren) being allowed to participate in a rideshare arrangement, the undersigned parent(s)/legal guardian(s), individually and on behalf of their child/children hereby waive, release, and relinquish any and all claims for liability and cause(s) of action, including for personal injury, property damage, or wrongful death (including but not limited to reasonable attorney's fees) arising out of participation in the rideshare arrangement any such claims, rights, and causes of action that the undersigned parent(s) or legal guardian(s) on behalf of my/our heirs, executors, administrators, and assigns.

The undersigned parent/legal guardian(s) agree and understand that Rocky Mountain Prep and its administrators, supervisors, teachers, and employees do not check drivers' license validity, verify insurance coverage, run background checks for, or otherwise investigate rideshare drivers and companies.

The undersigned parent(s)/legal guardian(s) agree and understand that Rocky Mountain Prep, and its administrators, supervisors, teachers, and employees may develop policies for the pickup of students by rideshare companies. The undersigned parent(s)/legal guardian(s) agree they are solely responsible for complying with the rideshare company rules and regulations pertaining to the transportation of their student.

The undersigned parent(s)/legal guardian(s) agree if any claim for personal injury, property damage, or wrongful death is commenced against Releasees, he/she shall defend, indemnify, and release harmless Releasees from any and all claims or causes of action by whomever or wherever made or presented for the student's personal injuries, property damage, or wrongful death.

If the undersigned wants to make any changes to this form, such as to or delete a student, written notice must be provided by the undersigned or another parent/guardian to Rocky Mountain Prep and a new form must be completed. This form is valid for the academic school year in which it is signed only and a new form must be filled out each academic school year.

The undersigned parent(s)/guardian(s) acknowledge that they have been provided and have read the above paragraphs and have not relied upon any representation or promises of Releasees. By signing this agreement, you agree you are authorized to sign on behalf of the student(s).

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(Parent and/or guardian signature) Date

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(Parent and/or guardian signature) Date

## Rocky Mountain Prep Attendance Expectations

Rocky Mountain Prep believes that consistent attendance is key to achievement, and families work alongside us to ensure their children are in school every day.

**Students should not miss more than 4 days of school (excused or unexcused) throughout the entire school year. Please make sure your student is present every day except in case of serious illness or extreme circumstances. It is the family's responsibility to inform the school of the reason for the absence following the guidelines set forth by the Family Handbook.**

We take all absences, tardies, and early pickups very seriously, as they can be detrimental to academic success. The most significant and direct consequence of missing school is on your student's academics, as Rocky Mountain Prep has a rigorous and fast-paced classroom environment.

- As a parent I understand that if my child has more than 4 unexcused absences, they will be at risk of missing out on RMP activities, including but not limited to, field trips, dance performances, field day, and other celebrations.
- I understand that students must be at school on time as repetitive tardiness hinders student learning.
- I understand that a doctor's note may be required for an absence lasting 2 days or more.
- I will plan family vacations during school breaks. I understand that RMP does not excuse extended leaves of absences for vacations during scheduled school days. (A calendar is attached to this document for your planning.)
- I understand that all appointments should be scheduled for non school days whenever possible, but if scheduled during the school day, it is expected that my student attends before or after the appointment. I understand that the school will not excuse my child for the whole day for routine visits.
- I understand that excessive absences may result in my student being retained or in their required attendance at summer school. I also understand that RMP is required to consider truancy under the law in situations where a student has more than 10 unexcused absences in one school year. The school may file for truancy for my child if they have more than 10 unexcused absences in a school year. This means students and families will need to attend truancy court. I understand that absences above the truancy threshold may result in my student being retained or they may be required to attend summer school.
- I understand that school to parent communication is vital to my student success and agree to communicate with the school.

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

Student's Campus: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 2024-25 School Year School-Family Commitment

### For Parents & Guardians:

- I commit to supporting Rocky Mountain Prep’s rigorous academic program and high standards of conduct.
- I commit to making sure that my child is at school on time, in dress code, every single day, unless for an excused absence, in which case I will call the school according to each school’s policy on each day that my child will be absent or late.
- I commit to monitoring my child’s schoolwork, homework, and grades regularly. I will always encourage them to work hard and produce the best possible work.
- I commit to providing an environment for my child in which they can do their homework, with a clean desk or table and necessary materials.
- I commit to calling Rocky Mountain Prep if I have questions or concerns about my child’s academic progress or social-emotional learning and to attend the required parent/guardian events throughout the year.

### For Students:

- I commit to attending school on time, and in dress code (unless otherwise directed), every day.
- I understand the Rocky Mountain Prep’s PEAK values and commit to always doing my best to follow them.
- I commit to giving my full respect, attention, and effort to every task.
- I commit to doing my homework every night, bringing it neatly to school, and turning it in at the appropriate time.
- I commit to speaking regularly and honestly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.

### In addition, teacher and staff make the following commitments to students and families:

- I commit to fulfilling all of my professional duties with excellence and being where I am supposed to be, when I am supposed to be there.
- I commit to being fully prepared for each class that I teach.
- I commit to grading and providing feedback to students on standards-based assessments and academic habits in a timely manner as outlined by the RMP grading policy.
- I commit to enforcing all rules and policies consistently and fairly.
- I commit to contacting the parents/guardians of my students at least once every four weeks, and contacting the parents/guardians of my students with reasonable frequency to communicate both positive and negative feedback.
- I commit to maintaining the highest standards of academic performance and appropriate conduct.
- I commit to seeing my students as individuals and to never lose sight of their true potential.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## Student & Family Handbook Statement of Understanding

I acknowledge that I have received a copy of the Rocky Mountain Prep Student & Family Handbook for the 2024-2025 school year. By signing below my child and I understand that it is our responsibility to become familiar with the contents of the handbook and my student and I agree to adhere to the policies and procedures included in the handbook. Further, I understand and agree that by enrolling my child at Rocky Mountain Prep all registration information and parent/guardian permission, consents and releases completed through the DPS online registration are extended to Rocky Mountain Prep. We understand that if we have questions about the handbook or any Rocky Mountain Prep policy, we will speak to the school principal.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

