



# **FAMILY HANDBOOK**

## **Kindergarten - 8<sup>th</sup> Grade**

### **2019-2020**

#### **MISSION STATEMENT**

Rocky Mountain Academy of Evergreen inspires each student to pursue personal and academic excellence through an intellectually challenging Core Knowledge curriculum within a nurturing environment.

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#### **VISION STATEMENT**

Rocky Mountain Academy of Evergreen envisions a community of parents, teachers, students, educational and business leaders working together to create a learning environment that encourages growth in character, academic achievement, and the love of learning resulting in responsible, productive citizens.

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#### **DEFINITION OF ACADEMIC EXCELLENCE**

Academic Excellence at RMAE will integrate Core Knowledge curriculum and district requirements into a program in which each student is personally and academically challenged to continually expand the bounds of his or her potential.

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## ATTENDANCE

The Colorado Department of Education and the Jefferson County School District have set a goal for all students to be in school at least 95% of school time. Since tardiness and appointments count against school hours, we ask that children be at school on time and any appointments should be scheduled outside of school hours whenever possible.

School attendance for students is the responsibility of the student, parents and the school. The following policy identifies school expectations and consequences for our parent/student community. Rocky Mountain Academy's attendance policy is compliant with Jefferson County School District guidelines and rules and with Colorado Compulsory Attendance law. This district policy will be strictly enforced.

**Tardiness** All students are expected to be at school before school starts (7:45 a.m. for grades 6-8 and 8:00 a.m. for grades K-5). Students will be allowed in their classrooms five minutes prior to the start of school, unless prior arrangements have been made. Any student arriving after school has started will receive a late pass to class at the front office and will be recorded as tardy. Attendance is recorded daily using Jeffco's attendance reporting system and parents can review their child's attendance history using Family Portal. If your child is tardy more than 10 times, you will receive a letter from RMAE requesting that you make every effort to improve your child's attendance. This letter is the first step in the process by the Jefferson County School District to correct the student's attendance.

In the Middle School (6<sup>th</sup>-8<sup>th</sup> Grade) students are expected to be seated and ready to begin promptly at 7:45 a.m. Students arriving after 7:45 a.m. will be marked "tardy" by their first period teacher. In order to help middle school students learn to manage their time, a 3 minute passing period is scheduled between each period. Students must be seated and ready to learn before the 3-minute passing period expires. The tardy policy for middle school is as follows:

- Repeated tardies will result in contacts home and may result in disciplinary actions including required detention, loss of Free Dress Day, or forfeit right to attend school social functions or other privileges.
- Tardies are teacher specific (e.g. being tardy for science and math is considered one tardy for each teacher). The tardy count is reset after each grading period (quarter).

**Unexcused Absences** These include:

- absences for which there is no prior completion of the Known Absence Form
- absences for which there was no contact from home explaining the absence. You will be contacted by the Jeffco automated system EACH DAY such an absence is on record.

If your child has **3 unexcused** absences, a remedial attendance plan may be developed and the Jefferson County Truant Office will be contacted.

Students may make up work from unexcused absences. They have two days for each missed day to make up work. They may collect the work on the first day of returning.

**Excused Absences** – Excused absences include illness, doctor visits and absences approved via the RMAE Known Absence Policy beforehand or those absences which have been verified by contacting the office.

If your student is ill or is going to miss part of the day for a medical appointment, we ask that you call the school and leave a message on the attendance line or speak with someone in the office to have the excused absence recorded. Students may make up work from excused absences. They have two days for each missed day to make up work. They may collect the work on the first day of returning. The Known Absence Request provides the opportunity, at the discretion of the teacher, to get work ahead of the absence. Teachers will do their best to assist in "catching-up" students due to illness, family emergencies, and the like. In the event of excused absences of the

vacation or recreation variety, teachers will not be expected to provide work in advance or assist in make-up work or concept duplication.

If your child has been recorded with 10 excused absences, you can expect to receive a letter of concern from RMAE. If your child has 15 or more excused absences, you may be asked to (1) provide doctor excuses for absences due to illness; (2) meet with the Principal to form a remedial attendance plan, (3) work with the Principal and teacher(s) to develop an academic recovery plan, or any combination thereof.

### **Pre-Arranged Absence Policy & Procedure**

You may complete the Pre-Arranged Absence Form for pre-arranged absences when a student is going to miss one or more school days. There are some guidelines regarding this:

- The Pre-Arranged Absence Form approval process must begin no less than 5 days prior to the absence and no more than 30 days before the requested absence period. Please remember that if your student is struggling in the classroom, adding more challenges by pulling the student out of the classroom is likely not the best choice for your child's educational well-being.
- Pre-Arranged Absence Forms are available from the office or on our web site under Parent Links. The form provides a sign-off section for teachers acknowledging that they are aware. The form should be completed by the parents and then delivered to the student's homeroom/advisory teacher to start the process. Grades 6-8 will be required to have their core and specials teachers' signatures. They can then bring the form to the office.

### **ATTENDANCE LINE**

When your child is absent from school, we ask that you contact the school. You may do so by calling the school or emailing ([attendance@rmae.org](mailto:attendance@rmae.org)). Please leave your child's name, grade, date your child will be absent, reason for absence and the name of the person who called in. **You should call the attendance line each day your child is absent.** Each day we will check those messages against our daily attendance. Until we hear from you, we will record your student's absence as unexcused, not verified. Again, this information is shared with Jefferson County and the Truant office as required by law.

### **BOARD OF DIRECTORS, RMAE**

The RMAE Board of Directors is a part of our site-based decision-making and accountability model. This group is made up of parents, teachers, and community members. The Board meets to advise and direct the school on a variety of issues such as budget, use of the facility, staffing, policies, etc. The meetings are public and meeting times and minutes are posted on the website under Board of Directors. There are many ways parents can be involved with Board activities including serving on one of the RMAE Board Committees.

### **CALENDAR**

The RMAE school calendar will be provided at school registration and will be available on the school's website. **Please note that changes to the calendar may occur during the year.** You will be notified of any changes in the weekly newsletter which is emailed to families. Campus Messenger will also be used to alert families of calendar changes.



### **CAR POOLS**

Parents are strongly encouraged to form a carpool arrangement with another RMAE family to reduce the traffic and congestion in our limited space. We are pleased to be partnering with Schoolpool to assist families that are interested in carpooling to and from school. Schoolpool is sponsored by WaytoGo, a program of the Denver Regional Council of Governments (DRCOG). All families **will be included** in this information sharing unless they choose to opt out. Opt-out letters are provided to families during registration and can be found on our website under the registration

information. If you **DO NOT** wish to share your information with WaytoGo Schoolpool, please complete the Opt-Out Notification Letter and return it to the school's office.

## CELL PHONES, STUDENT'S USE OF

Cell phones and wearable technology (i.e. smart devices, iwatches, transmittable electronics, etc. except **basic** fitness trackers/heart rate monitors) are to be in the off position during the school hours of each student's day and kept in the student's 5-8 locker or K-4 backpacks. Use of student cell phones and wearable technology (i.e. (i.e. smart devices, iwatches, transmittable electronics, etc.) is not allowed during the school day. Students caught using their cell phone or wearable technology during the day will forfeit their technology to the front office and a parent will be required to pick up the phone at the end of the day. An incident report will also be given to the student. Thank you for helping by not texting or calling your child on their cell phone during their school hours. (See Personal Electronic Devices)

## CLASS PLACEMENT

Student placement in grades K-5 classrooms will be determined by a team including the previous year's teachers, any applicable specialists, and the Principal. When determining class placement, the following factors will be considered: equal distribution of males and females and equitable placement of achievement level of all students. Parental input will only be considered when there are multiple siblings, as in the case of twins or triplets. Placement meetings will occur during May of the previous year.

## CLASS SIZES

**Kindergarten – 2<sup>nd</sup> Grades** Generally staffed at 22-25 students per teacher

**3<sup>rd</sup> – 8<sup>th</sup> Grades** Generally staffed at 25-26 students per teacher

Please understand that class size may vary depending upon subject, student groupings, and budget considerations.

## CLINIC



Office personnel are certified by the American Red Cross in basic first aid and CPR. Office personnel also attend special Clinic Aide training required by the Jefferson County School District (JCSD). A Licensed District Area School Nurse Consultant supports and monitors the clinic's compliance of procedures set forth by JCSD. The clinic is located in our front office. We have adhesive bandages, ace bandages, cold packs and other miscellaneous first aid items to offer.

*Please provide us with names and daytime phone numbers so that we may reach you in the event of illness or accident.* If a student is seriously ill or injured and we cannot reach you, we will seek appropriate medical assistance.

## MEDICATIONS AT SCHOOL

**ALL MEDICATIONS MUST BE CHECKED INTO THE CLINIC.** Jefferson County Public Schools has implemented an updated medication policy for Over The Counter medications effective with the 2016-17 school year. For the safety of your student, **ALL** medications (prescription and non-prescription) must be accompanied by the district medication form which must be **completed by parent AND signed off by a physician**. This includes all over the counter medications including Tylenol and Advil. All medications must be in the original packaging with a pharmacy label and must not be expired. If your student is 13 or older, they may carry one daily dose of over the counter medication with them. That medication must also be in the original packaging and dosed according to the manufacturer's recommendations. Please remind your student not to share any medications with other students/friends.

Please feel free to call the office if you have any questions or concerns. The District's Area Nurse Consultant is also available to prepare confidential Healthcare Action Plans for any student who

may have a serious medical condition such as life-threatening allergies, diabetes or severe asthma. A message for our nurse consultant can be left at 303-670-1070.

## **CODE OF CONDUCT, RMAE**

Rocky Mountain Academy of Evergreen will abide by the expectations and rules stated in *Jefferson County Public School's Student and Family Handbook*. Families may access a copy of this handbook through the RMAE website and it is the responsibility of parents and students to understand its contents. All RMAE community members including staff, parents, students, and visitors are expected to follow code of conduct outlined in Jeffco's Student and Family Handbook at all school functions, including those that are off campus.

### ***I – Statement of Community Values***

Rocky Mountain Academy expects all its members to share responsibility for the well-being of the school community. As a member of this community each person agrees to be helpful to other people and will treat them with kindness and consideration.

### ***II – School Rights***

- Right to a safe physical and emotional environment
- Right to be treated with respect
- Right to be challenged and supported academically
- Right to express your views appropriately

### ***III – Expectations***

- Respect self and others
- Respect school property
- Demonstrate academic honesty
- Obey classroom rules
- Obey supervising adults
- Practice safe behavior

***IV – Consequences*** (Please refer to the discipline section in this handbook)

## **COMMUNICATION**

### **RMAE Website**

It is recommended that you visit the school's website frequently at [www.rmae.org](http://www.rmae.org). The website contains a wide variety of information including: teacher webpages, important dates, useful forms, information regarding the RMAE Board of Directors, the PTO, the Foundation, and Office Administration.

### **Middle School Teacher Webpages**

Middle school students are required to check their teachers' webpages on a regular basis for content such as general information, homework assignments, class notes, and other important information that may be only available on these webpages.

### **Friday Folders**

Many communications will be sent home with K-5 students in their Friday Folders. It may also contain information regarding activities at the school and other information of general interest.

### **Grizzly Growl Newsletter**

A weekly newsletter with important information about upcoming events, education topics, and communications from the Board of Directors and PTO will be sent out to all families via email and posted on the website. Parents are expected to read this communication each week.

### **School Messenger (Jeffco)**

Rocky Mountain Academy of Evergreen parents will receive Messengers from RMAE or the District through this web-based mail system. School closures and other emergency information will be communicated through the Messenger.

### **E-mail**

Each staff member has an e-mail address. This is an excellent way to communicate with teachers. The e-mail addresses consist of the first initial and last name of the staff member followed by @RMAE.org (example, Tom Smith would be [tsmith@rmae.org](mailto:tsmith@rmae.org)).

### **Phone Messaging System**

The school uses a voice mail system to allow you to leave detailed messages for staff. During school hours, every effort is made to answer incoming calls, however, this is not always feasible and your call may roll over to the school's voice messaging system. If you reach the school's voice message while school is in session please leave a message in the general delivery mailbox and the message will be forwarded to the person you indicate. **DO NOT ENTER A TEACHER'S/CLASSROOM'S VOICE MAILBOX NUMBER DURING SCHOOL HOURS. THIS WILL RING DIRECTLY INTO THE CLASSROOM AND WILL DISRUPT CLASSROOM INSTRUCTION.**

## **CONFERENCES**

Parent Teacher Conferences are scheduled in October and February (please refer to the school calendar for exact dates). Parents are strongly encouraged to attend these conferences as they provide a valuable opportunity for the parent and teacher to work together to enhance the child's school experience and performance. Parents are also encouraged to call their child's teacher during the school year to set an appointment if special needs arise. All conferences will be prescheduled through the homeroom teachers. In grades 4 through 8, students are encouraged to attend with their parents.

**Specials** – Art, Music, Technology and Spanish teachers will be available at designated times and also by appointment.

## **CURRICULUM CONCERNS OR OBJECTIONS**

If you have a question, concern, or objection to the curriculum, you are expected to bring this up with your son or daughter's teacher. If your concern has not been resolved to your satisfaction, you may then bring the matter up with the Principal. If the parent continues to be unsatisfied with the Principal's response, the parent may bring their concern to RMAE's Board of Directors by requesting time on the agenda of the next Board meeting.

## **DANCES**

RMAE Middle school dances are designed to provide a healthy, safe environment for students to socialize and enjoy being together. Dances are reserved for currently enrolled RMAE middle school students, parent volunteers and staff only.

## **DISCIPLINE POLICY AND PROCEDURE**

One of the most important lessons for any student to learn is how to respect authority, respect the rights of others, and take care of his own and others' property. Additionally, no student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will not be on do's and don'ts, but guiding the student to a proper response to any given situation. In order to accomplish this, we must set discipline standards and expectations that are enforced fairly and consistently.

Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher and parents work closely together in these matters and that communications are open and honest with a focus on problem solving. It is of utmost importance that the teacher and parents work collaboratively as a team in discipline matters. Our discipline system is based on providing a positive class climate for all

students to learn, while not diminishing the need for students to understand and respect the rights of others.

Incident Reports may be given to a student for a number of reasons and include, but are not limited to: disruptive or disrespectful behavior, being late for class, inappropriate language, not being prepared for class, etc. These reports provide a way for teachers and administration to keep track of disciplinary measures that occur with individual students over time. Incident Reports are kept on file by the Principal so continual disruptive behavior is tracked. A parent/guardian is required to sign the document and return it to school the following day. In addition, a telephone conversation between the school and parent may result.

Dress code violations will result in a phone call home and an opportunity to have the proper school attire brought to the student. An RMAE shirt will be issued to the student until proper dress code attire can result. The cleaned RMAE shirt will be returned by the student to the main office. Violations of dress code by middle school students will result in a student losing the privilege of a Free Dress Friday.

All students are eligible for suspension or expulsion at any time, depending upon the severity of the situation and in keeping with the Jefferson County Public Schools Code of Conduct and Related Policies.

All students at Rocky Mountain Academy of Evergreen are also expected to follow and be in compliance with the expectations detailed in the Jefferson County Code of Conduct. The Code of Conduct, available through the RMAE website, includes all JeffCo School District policies related to student conduct and discipline.

**Behaviors Which Cause A Child To Be Sent Immediately To The Principal Include But Are Not Limited To:**

- Fighting
- Physical or sexual abuse
- Cheating
- Stealing
- Defacing School or others' personal property
- Possession of any weapon
- Possession of any drugs (even over-the-counter) unless medically authorized
- Possession of alcoholic beverages
- Leaving school grounds or a classroom without permission

**Bullying** against any student, staff, parent, volunteer or guest for any reason is prohibited. Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited on school property, at school-sanctioned events, when students are being transported to or from school or a school-sanctioned event, and off-campus when it is reasonably foreseeable that the bullying conduct may cause a substantial disruption in the educational mission of the school or interfere with the ability of other school students to learn or to be secure. Any incident of bullying or perceived bullying should be reported to the relevant staff member or to the Director/Principal.

## **DRESS CODE**

Dress code clothing may be purchased from a variety of vendors on the internet as well as at local department stores (department store availability is centered on 'back to school shopping' in the fall). Any questions regarding the dress code should be directed to the Principal.

### **General**

- All clothing must be neat, clean, and in a condition of good repair.
- Outdoor coats/jackets may not be worn in the classrooms. You may want to consider

purchasing approved sweaters, vests, sweatshirts, or other warm clothing items for colder days.

### **Shirts**

All references to shirts apply to both male and female students.

- Shirts must be solid red, white, navy or hunter green. Solid colors only, no stripes, patterns, lacing, piping, or sheer fabrics
- Middle school students only will be allowed a wine color option.
- Shirts may be long, short or  $\frac{3}{4}$  length sleeved. Sleeveless and capped sleeved shirts are not allowed.
- All shirts must have a collar, of the same color as the shirt.
- All K-8 students are required to purchase one red, short sleeve, polo shirt with an embroidered school logo for field trip and special event purposes, such as Veteran's Day celebrations, special guest visits to the school, etc.
- Any lace or piping on shirts must be the same color as the shirt. No emblems, except the school logo.
- No mesh shirts, tight fitting shirts, spaghetti straps, or peasant style. Shirts must be long enough to be tucked in.

### **Pants**

All references to pants apply to both males and female students.

- Pants must be navy or true-khaki "uniform" color.
- Pants must be twill, chino, polyester or corduroy. No spandex or Lycra.
- No sagging, bagging or dragging pants will be allowed. Girls may wear Capri-style pants if purchased from the approved dress code selections.
- **No leggings may be worn instead of pants.**

### **Shorts**

All references to shorts apply to both males and female students.

- Shorts must be navy or true-khaki "uniform" color.
- Shorts must be twill, chino, polyester or corduroy. No spandex or Lycra.
- Shorts must be mid-thigh in length or longer. No sagging, bagging or dragging shorts.
- Shorts, including the side slit, must be longer than the student's longest fingertip when their arms are fully extended at their side and the shorts are worn above the hips. Shorts must be shorter than the bottom of the knee cap. No sagging, bagging or dragging shorts.

### **Dresses/Skorts/Jumpers/Skirts**

- Dresses/Skorts/Jumpers/Skirts must be navy, true-khaki, or school plaid color.
- Dresses/Skorts/Jumpers/Skirts must be twill, chino, polyester, corduroy or knit stitch material. No spandex or Lycra.
- Appropriate undergarments must be worn when wearing a dress. Shorts must be worn under jumpers, dresses and skirts on Physical Education days.
- Dresses/Skorts/Jumpers/Skirts must be mid-thigh to knee-high in length
- Dresses/Skorts/Jumpers/Skirts, including the side slit, must be longer than the student's longest fingertip when their arms are fully extended at their side and the shorts are worn above the hips. Dresses/Skorts/Jumpers/Skirts must be shorter than the bottom of the knee cap.

### **Sweaters/Vests/Cardigans/Sweatshirts**

All references to these items apply to both males and female students.

- Sweaters/Vests/Cardigans/Sweatshirts may be navy, white, Khaki, hunter green or red solid colors. Spirit Wear Sweatshirts must be in these exact colors to be worn on non-spirit days.
- Style may be v-neck; turtleneck or mock turtleneck or rounded neck. Cable sweaters are allowed if the sweater is a solid color.
- All items mentioned in this section must be worn with an approved collared shirt.
- Hoods on these items are permitted.
- The only writing/picture allowed is an RMAE approved logo or RMAE Grizzly.
- No oversized garments are allowed in the classroom.

### **Shoes**

- Shoes must have a closed toe and heel. The heel should not exceed 2 inches in height. No clogs, mules, shoes with wheels, slides or sandals.
- K-5 snow boots must be worn on snowy days with a change of shoes for the classroom.
- Sneakers or appropriate closed toed shoes should be worn for PE.

### **Socks, Pantyhose, Tights**

- Colors for socks and tights are red, white, khaki, hunter green and navy blue. All socks and tights must be plain with no emblems, designs or embellishment. Pantyhose may be flesh colored, beige, white, hunter green, or navy blue. Pantyhose may not have a seam, design or any other type of adornment.
- Socks, tights, or pantyhose must be worn with all shoes and boots.

### **Belts**

- All students are encouraged to wear belts but are not required.

### **Body Piercing**

- No visible body piercing other than in the ear will be allowed. No tongue rings/bars, nose rings, chin, eyebrow or lip rings are allowed. No gauge ear rings allowed. No visible tattoos.

### **Hair**

- Hair must be neat and properly maintained, not disruptive to the learning environment. No extreme fads, hair hanging in the face, gang-related haircuts, hairnets or hair stenciling is allowed. No unnatural hair coloring, such as green or orange is allowed. Head bands, barrettes, scrunchies are all permitted.

### **Cosmetics**

- Cosmetics must be conservative (i.e. no black lipstick or extreme makeup of any type will be allowed).

### **Recess Clothing**

- Weather appropriate, outdoor clothing must be provided. RMAE students are outside every day in all types of weather and are expected to have appropriate outerwear for all weather conditions. Any type of winter jacket or coat is acceptable.

### **Physical Education**

- Appropriate Physical Education clothing will be worn for scheduled outdoor activities as specified by the instructor. Dress in weather appropriate clothing, i.e. on cold, snowy days wear jacket, gloves, hat, warm pants, snow boots or appropriate footwear.

### **Undergarments**

- Clothes must fit appropriately so as not to expose undergarments.
- Clothing must be sufficiently opaque so that undergarments are not easily seen through them. Undergarments must be of muted colors.

### **Enforcement**

- Dress code violations will result in a phone call home and an opportunity to have the proper school attire brought to the student. An RMAE shirt will be issued to the student until proper dress code attire can result. The cleaned RMAE shirt will be returned by the student to the main office. Violations of dress code by middle school students will result in a student losing the privilege of a Free Dress Friday.

### **Exceptions**

- Exceptions to the dress code policy are: special event days that have been prescheduled and published and/or students who are participating in scouting programs are permitted to wear their scouting uniforms on meeting days.
- Special event days may include, but are not limited to, Spirit day and Free Dress day. These days will be published in the calendar and/or the weekly newsletter from the office. Students may wear RMAE Spirit T-Shirt with dress code pants, shorts, or skirts for Spirit days. If not wearing the RMAE Spirit T-Shirt, then the dress code must be followed. Spirit Wear is available through the RMAE PTO.
  - Students may wear tasteful and appropriate clothing on Free Dress days. Students wearing clothing deemed inappropriate by the school Principal or teacher will have their parents contacted. Parents will be responsible for bringing an appropriate change of clothing to school. Please refer to the Jeffco Code of Conduct for additional guidelines.

## **DROP-OFF/PICK-UP LOCATIONS**

All picking-up and dropping-off of students is to be done in the drive-way circle. K-5 students planning to go home with another carpool should bring a note to their teacher indicating their pickup change for that day. Please make every effort to make these arrangements prior to the school day to minimize interruptions to classrooms.

**Pick-up and Drop-off REMINDERS** – If everyone follows these guidelines, we can all enjoy a smoother and quicker departure from school. As you can imagine, this is a hectic time for our staff and the children's safety is paramount. Your help and consideration are very much appreciated.

### **Drop-off and Pick-up Procedures:**

- Pull up in the right lane **as far forward as you can**. Please do not drop off/pick-up in the first part of the circle as it forces back up onto the street. Drop-Off and Pick-up only in the circle.
- Use the inside (left) lane only for exiting after you Drop-Off or Pick-up.
- If you pick-up 6<sup>th</sup>-8<sup>th</sup> graders, do not arrive until 3:15p.m.
- At pick-up, you will be asked to continue to move forward until your student arrives.
- If you reach the Pick-Up area and your rider(s) is/are not ready, you will be asked to return to the car line by moving into the inside lane and re-entering the circle in the right lane.
- Do not leave your car. There are adults on duty to help with doors if needed.
- NO CELL PHONES – Please!

## **EARLY DISMISSAL FROM SCHOOL**

If your student must be excused early in the day, you must come to the office and sign him/her out. Please do not go directly to the classroom. If he/she returns to school the same day, he/she must also be checked back in at the office. **Students will only be released to their parents or to parties authorized by parents and if the individual is unknown to school staff, identification will be requested.** Middle school students may sign themselves out and in. We request that early dismissals at the end of the day be for emergencies only, in that it is very disruptive to our carpool and the front office.

## **EMERGENCY INFORMATION, STUDENT**

The **Jeffco Student Information Card** is completed at registration through the Jeffco Connect online system. It contains information for emergency care of your child. Please update this information via Jeffco Connect throughout the year with changes that may occur for your family so that you can be reached in an emergency situation.

## ENROLLMENT

RMAE is mandated by our Charter to follow the Jefferson County's School Board Policy JFBA and Regulation JFBA-R. For more information: <http://jeffcoweb.jeffco.k12.co.us/enrollment/forms/>

Parents who are interested in having their child(ren) attend RMAE as a new student for the following year must complete an open enrollment application through EnrollJeffco which is available in January each year. All information regarding enrollment procedures and requirements can be found on the RMAE website under **ENROLLMENT**.

## FEES

**Kindergarten Tuition** - RMAE offers Half Day Kindergarten from 8 am to 12:00 pm, M-F. Half Day is free. RMAE also offers Full Day Kindergarten from 8 am to 3:00 pm, M-F. Full Day Kindergarten has a cost associated with attendance. Contact our Financial Secretary for details.

**Student Fees** - Student Fees apply to all grade levels. Fees are billed in compliance with Colorado State Law (CRS 22-32-117) and are an important source of revenue for RMAE. Fees allow RMAE to provide adequate materials to implement and supplement our curriculum. Waivers of non-optional fees are granted for families eligible for free and/or reduced status, and this information is confidential. Payment plans are available for all families. To exercise a waiver or payment plan option, please contact the RMAE Financial Office. Fees must be paid in full or a payment plan must be established in order for students to participate in field trips and outdoor education opportunities.

## FIELD TRIPS

RMAE authorizes and encourages field trips for educational purposes provided such trips are properly planned and have been approved by the Principal. Parents will be notified about all trips. **Online permission forms are made available on our website and must be completed and signed prior to the trip.** If the permission slip is not returned, the student will remain at school.

**Overnight field trips** must be planned one month prior to the trip and all forms must be completed and returned to the office no later than 2 weeks before departure (excluding middle school start of school retreats). A mandatory informational parent meeting will be scheduled to coordinate all paper work in advance (excluding middle school start of school retreats). Any overnight field trip should be paid in full 2 weeks prior to trip and any outstanding student fees should be paid.

### **Middle School Class Trips**

RMAE values the one of a kind experience middle school students can have through a comprehensive trip program. Trips offer students access to personal growth and academic understanding that a classroom cannot provide. RMAE believes that middle school class trip attendance is a privilege, yet voluntary, and is earned by students' exhibiting the school's values in their everyday lives. Student behavior may prohibit a student's participation in trips. All student fees and past due fees/trips must be paid or a mutually agreed upon payment plan in place. Payment for trips should be paid in full 2 weeks prior to trip. Student GPA should be taken into account for trip attendance.

The Middle School Trip Program will traditionally be:

#### **All Middle School Grades 6-8 Fall Retreat**

When: First week of school / 3 days, 2 nights

Where: 100 Elk Outdoor Center, Buena Vista, CO

Why: Begin each year with community building, ropes course challenges, and a bevy of activities in a beautiful outdoor setting. Portions of the day are spent within grade level for grade specific activities and themes. Other activities are mixed grade level.

Cost: Approximately \$250

### **Grade 6 Keystone Science Center**

When: 1<sup>st</sup> week of May/ 3 days, 2 nights

Where: Keystone, Colorado

Why: Investigative science to support our Core Knowledge curriculum

Cost: Approximately \$230

### **Grade 7 Sea Camp**

When: 2<sup>nd</sup> week of May / 5 days, 4 nights

Where: Sea Camp, San Diego, CA

Why: Programs incorporate studies within marine science, scientific research and many hands-on field activities to bring to life the Core Knowledge science program.

Cost: Approximately \$1,100

### **Grade 8 - To Be Determined**

**Trip Fundraising/Grants** - RMAE recognizes the inherent costs of offering a vital trip program. Several fund raising programs are made available (pizza sales, snack sales, etc.) to take place during school days / hours. These programs are designated for specific grades (such as 7<sup>th</sup> grade hosting pizza due to the revenue it generates and the cost of their trip). The PTO provides assistance in organizing some of these fundraisers. RMAE cannot offer enough fundraising to cover the entire cost of trips and encourages families to consider their own measures of fundraising for their student as well. RMAE staff will aggressively pursue relevant grants/sponsors to help supplement the cost of the trips. Scholarships are also available to assist with families facing financial challenges.

## **GRADING POLICY**

The grading scale for grades **Kindergarten through 2nd grade** is:

- 4** Exceeds Expectations, Excellent Progress
- 3** Meets Expectations, Satisfactory Progress
- 2** Needs Improvement
- 1** Unsatisfactory

The grading scale for grades **3rd – 8th Grade** is:

- A** (90-100) Exceptional Achievement
- B** (80-89) Above Average Achievement
- C** (70-79) Average Achievement
- D** (60-69) Below Average Achievement
- F** (Below 60) Unsatisfactory Achievement

**Note:** RMAE has developed performance expectations that meet or exceed Jefferson County's performance expectations for each subject and grade. All students are expected to meet RMAE's expectations by the end of the school year. Student grades are based on their success in meeting quarterly objectives for each category. The curriculum is aligned with the Core Knowledge Sequence, Jefferson County, and Colorado performance expectations.

## **GRIEVANCE RESOLUTION**

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES FOR STUDENTS AND EMPLOYEES**

#### **Federal Requirement**

Title IX of the Educational Amendments of 1972 (prohibits discrimination on the basis of sex) and Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of handicap) provide that schools shall adopt and publish grievance procedures providing for prompt and equitable resolution of any complaints alleging any action which would be prohibited by Title IX and Section 504. The complete procedure and forms are available in the office.

### **NON-DISCRIMINATION STATEMENT**

Jefferson County School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, nor on the basis of age against persons whose age is over forty (40). Inquiries concerning any of the above should be directed to the Office of Civil Rights, US Department of Education, 1961 Stout Street, Third Floor, Denver, Colorado 80294; phone (303) 844-5695.

The contact person for filing a complaint will be the school Principal.

RMAE supports voluntary resolution of conflicts, problems and concerns. It is our firm belief that most of these issues can be handled quickly and appropriately to everyone's satisfaction. To address concerns at the root level, **parents** are encouraged to raise their concerns with the appropriate teacher first, as our teachers are the most immediate and knowledgeable managers, overseeing their individual students' needs and classroom environment. We also encourage **students** to go directly to their teachers or to their parents for assistance with resolving conflicts, problems or concerns if they are having trouble. In Middle School, we work with the students to encourage independence, communication and asserting of needs cooperatively and effectively. Younger or newer students may feel more comfortable having their parents facilitate.

**If the concern remains unresolved**, the parent or student should bring the concern to the attention of the Principal. If the concern is unresolved at the Principal level, then the parent or student should request time in front of the Board of Directors at one of their scheduled monthly meetings. Generally, requests to be placed on the Board agenda must take place five days prior to the meeting and should be addressed to the President of the Board. Board meetings are posted at the school and are generally held the second Thursday of each month. We encourage all parents and staff to attend at least one Board of Directors meeting each year in order to feel comfortable and familiar with our Board members and processes.

Unresolved grievances and concerns can be further escalated to Jeffco (Jefferson County Public Schools). Their procedure for responding to disputes can be found on their website at [www.jeffcopublicschools.org](http://www.jeffcopublicschools.org). Respecting that the most effective and satisfactory resolutions come when problems are resolved as close to the root level as possible, Jeffco will generally refer complaints back to the school Principal until or unless it can be demonstrated that RMAE's steps to resolve outlined above have been exhausted.

### **HONOR ROLL**

Beginning in **middle school**, RMAE will recognize academic achievement of students with a designated honor roll status:

Certificates will be awarded for a semester grade point average of 3.5 to 4.0, with special recognition of any student with a 4.0.

Certificates will be awarded at the conclusion of each quarter. All grades, including specials, will be included in determining honor roll status.

Each of the elementary grades (**K-5**) will select one student each to receive the Citizenship and Principal awards.

### **HOLIDAYS**

RMAE acknowledges the importance of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious

holidays serves the academic goal of educating students about history and culture as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday. *Reference RMAE Board Policy 7.5 Religious Expression*

## **HOMEWORK POLICY K-8**

Rocky Mountain Academy of Evergreen students are involved in a content rich and rigorous curriculum for seven hours each school day. The staff at RMAE believes that students should be well rounded individuals and involved in more than just superior academics. With this in mind, we hope that our students have the desire, ability, and time to develop their talents in family bonds, friendships, athletics and other healthy extra-curricular activities. Therefore, RMAE's philosophy regarding homework for students is two-fold.

First, homework is generally assigned to reinforce concepts and skills already learned in the classroom setting. Occasionally, students may be asked to explore new topics through homework. Students should be able to complete the assigned task successfully with little or no parent supervision and/or checking completed work only. This enables students to feel a sense of accomplishment while solidifying concepts and skills or suggesting ideas. Their completed work should always demonstrate their best quality.

Second, homework is assigned to help teach students responsibility. Students are able to accomplish this life skill by managing and organizing work in the home setting independently of their teachers. Part of their taking responsibility is allowing students to accept the consequences of forgetting their homework. Students will not be permitted to phone parents to have them bring in their forgotten work.

The following is a guide for homework practice. Special projects centered on the Core Knowledge curriculum will be assigned by grade level and may take additional home time. Project assignments will be given support by the classroom teachers. Individual teachers will develop classroom homework procedures that follow the philosophy of RMAE.

<b>Grade level</b>	<b>Time-nightly</b>	<b>Subjects</b>
Kindergarten-1 <sup>st</sup> grade	15 – 30 minutes	writing, math, *reading,
2 <sup>nd</sup> -3 <sup>rd</sup> grade	30 – 45 minutes	writing, math, *reading
4 <sup>th</sup> -5 <sup>th</sup> grade	45 minutes – 1 hour	writing, math, *reading
6 <sup>th</sup> -8 <sup>th</sup> grade	1 ½ - 2 hours	all

***\*All students are expected to read or be read to a minimum of 15 minutes nightly depending on grade level and ability. Without literacy, all academics are at risk.***

## **HOT LUNCH**

Hot lunches will be available to pre-order Monday, Tuesday, Thursday and Friday. After orders are submitted, the student's school account will be billed. Payments may then be made through Jeffco Connect, or payment may be dropped off at the front office.

Pizza is available on Wednesdays and are pre-ordered through PTO's A to Z Connect.

## **HOURS**

**School Hours** – Promptness is an important responsibility for students to learn.

**K – 5<sup>th</sup> Grades: 8:00 a.m.– 3:00 p.m.**

Students wait outside of their respective building, grouped by grade, prior to 7:55 a.m.

### **6<sup>th</sup> – 8<sup>th</sup> Grade 7:45 a.m. – 3:15 p.m.**

Students may enter the Middle School building at 7:35 a.m. Middle School students are expected to be in attendance, seated, and prepared for class by 7:45 a.m.

**Students should not arrive before 7:30 am nor stay after 3:30 p.m. Supervision on school grounds is only available between these times.** If you are unable to pick-up your student due to an unforeseen situation, you must make arrangements with someone from your emergency contact list to pick up your student from school on-time. If we do not hear from you in a reasonable amount of time, it may become necessary to call the sheriff's office to further handle the situation.

### **Administrative Office Hours**

The school office will be open 7:30 a.m. to 3:45 p.m. on scheduled school days.

The technology instructor shall have on file, a signed RMAE Student Technology Contract form from each student, prior to any student accessing the Internet. In addition, each year parents are required to sign the internet/BYOD agreements on-line through Jeffco Connect. A parent's signature on this agreement will serve as agreement to our guidelines as well.

## **RMAE Student Technology Contract**

### **Internet Acceptable Use**

While RMAE adheres to the internet and BYOD (Bring Your Own Device) policies outlined in the *Jefferson County Public Schools Student and Family Handbook* we have extended our policies to also include the following:

The technology instructor shall have on file, a signed RMAE Student Technology Contract form from each student, prior to any student accessing the Internet or using any school or personal technology. Each year parents are required to sign the internet/BYOD agreements on-line through Jeffco Connect as well as the RMAE student technology contract.

### **RMAE Student Technology Contract**

These rules have been designed to keep our computers and classroom functioning at the highest of standards. In order to have access to the Internet, laptops, and computers on campus, please read the following and sign below.

1. No food or drink allowed around any technology, i.e. computer, laptop, tablet, etc.
2. Technology is for educational use only. Students shall only access the programs and educational websites for which the teacher has given permission.
3. Students shall not bypass any school internet filter that is in use.
4. Students shall not under any circumstances install software onto the computers.
5. Students shall not hack, alter unauthorized files, or use the network in any other way than the intended.
6. Students shall not change the desktop, screensaver, mouse pointer, etc. of any school device.
7. Students shall not bring wireless access points to school.
8. Students shall not damage any component of the technology and shall be financially responsible for any repair or replacement required, as determined by the principal or his/her designee.
9. Each student is responsible for checking the school's technology prior to using. They should inform the teacher if anything is wrong. The student is responsible for the technology they are using.
10. Students may bring tablet/e-reader/computer to the classroom with permission of their parent and teacher. This technology may only be used for educational purposes during instructional time.

11. Students shall only connect to the wireless internet for educational purposes within the classroom and must receive the password from the teacher.
12. RMAE accepts no responsibility associated with loss, damage, or theft of a personal device.

I agree to follow the above policies and understand that violations may result in the loss of my privileges to use the school or personal information technology resources. Violations may also result in disciplinary action, up to and including suspension or expulsion depending on the degree and severity of the violation.

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

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

I have read and discussed the RMAE Student Technology Contract with my child.

Parent Name: \_\_\_\_\_

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

## **KINDERGARTEN**

RMAE offers Half Day Kindergarten from 8 am to 12:00 pm, Monday through Friday. There is no tuition for half-day kindergarten.

RMAE also offers Full Day Kindergarten from 8 am to 3:00 pm, Monday through Friday. The full day tuition cost is \$275.

## **LOCKERS**

Lockers are available to students in 5<sup>th</sup>--8<sup>th</sup> grades. The lockers are the property of Rocky Mountain Academy of Evergreen. No stickers, paint or any type of permanent marking will be allowed on the inside or outside of lockers. Students' lockers will be inspected periodically, including the last week of school. Any locker that has been purposely damaged will be the financial responsibility of the student/family. If financial retribution is required, the student's final report card will be withheld until compensation has been received. Normal wear and tear is exempted.

All locker assignments are made by school administration. No swapping of locker assignments will be allowed, without seeking permission from the office. Middle school lockers are equipped with combination locks. Students may use their own locks, but must provide the combination or a key to RMAE administration. His or her combination will be recorded on the locker assignment/agreement sheet for RMAE administration. The log sheet needs to be returned to the office on the first day of locker use. The purpose for the log sheet is to assist students who have forgotten their combinations. The information provided about combinations or keys will be kept confidential.

Lockers are to be kept locked at all times. This is a student responsibility. If a locker becomes jammed or broken, it is the student's responsibility to contact RMAE administration immediately. Students are also personally responsible for keeping their lockers clean and free of food. Leftover food will draw in unwanted rodents.

Money and valuables of any type should not be stored in lockers. RMAE is not responsible for lost or stolen items stored in a locker.

Items left in the lockers after the last day of school will be discarded or donated.

Lockers may be opened by RMAE administration at any time. Likely reasons may include but are not limited to: suspicion of contents within a locker or a broken or jammed lock.

Unauthorized entry into another student's locker is considered a major offense. Any student or group of students who tampers with locks or lockers will be subjected to the strictest disciplinary action up to, and including, suspension. This will also include being required to pay for any damage caused.

*All relevant sections of the Jefferson County Public School Conduct Code and Related Policies apply to RMAE lockers.*

## **LOST AND FOUND**

A collection of lost and found items is maintained in the school. It is the student's responsibility to check these items when an article is lost. We recommend that parents, for easier identification, label all articles of clothing. Parents are also welcome to check for lost items. Unclaimed items will be periodically disposed of at local charitable organizations.

## **PARENT TEACHER ORGANIZATION (PTO)**

RMAE enjoys outstanding involvement of parents in many ways. It is through this support that we are able to provide extra programs, projects, activities, etc. RMAE Parent Teacher Organization is a leader in organizing volunteers and supporting special projects and fundraisers for our school. Please contact the PTO to find ways for your family to get involved. Meeting information is posted on school bulletin boards and updated in the weekly Friday folder note.

## **PARKING**

Please park in a designated parking spot when visiting the school. Blocking access roads, gate entrances and exits or other vehicles will compromise traffic flow. Only vehicles with handicap stickers will be allowed to park in designated handicap parking spaces.

## **PARTIES**

Birthday and other parties should be handled in accordance with the classroom teacher's guidelines. Student birthdays will only be recognized with non-food celebrations. In addition, any celebration with food must have at a minimum 50% healthy choices. Healthy choices are defined in the Jeffco Wellness Policy [ADF](#).

## **PERSONAL BELONGINGS**

Children should leave personal belongings and items that take away from the educational environment at home. If personal items are requested or approved by a teacher and are brought for a special purpose, event, or demonstration, they must be clearly marked with the student's name. The school does not assume responsibility for lost, stolen or damaged items.

## **PEDS (Personal Electronic Devices)**

All small, personal electronic devices including wearable technology (iPods, Kindles, iPads, cell phones, smart devices, transmittable electronics, etc.) must be in the off position during a student's respective school hours. They may only be on with staff permission.

## **PETS**

Respecting that some students have allergies towards dogs or other animals; and in the interest of overall health and safety, it is requested that you not bring pets into school buildings unless arrangements have been made with a specific teacher.

## **PHONE MESSAGES**

The school uses a voice mail system to enable you to leave detailed messages for staff. Phone calls to teachers during school hours will be transferred to their voice mailbox only. Teachers will check their voice mailboxes daily or in the case of Specials teachers, on the days they are working. Teachers will make every effort to return calls within 24 hours of receipt. Please remember

that different teachers have different student loads, which may directly affect their ability to return calls. During school hours, every effort is made to answer incoming calls, however, this is not always feasible and your call may roll over to the school's voice messaging system. If you reach the school's voice message while school is in session please leave a message in the general delivery mailbox and the message will be forwarded to the person you indicate. PLEASE DO NOT ENTER A TEACHER'S/CLASSROOM'S VOICE MAILBOX NUMBER DURING SCHOOL HOURS. THIS WILL RING DIRECTLY INTO THE CLASSROOM AND WILL DISRUPT CLASSROOM INSTRUCTION.

## PHONE USAGE, STUDENT

Students may use the school telephone – located in the office - only in cases of emergency. Authorization from a teacher, a school secretary or the Director/Principal is required.

**Cell phones are to be in the off position during the school hours of each student's day.** Thank you for helping by not texting or calling your child on their cell phone during their school hours.

## PLAYGROUND

### STUDENT RULES - Playground

- Wood chips are to help protect you when falling – please leave them alone.
- No rough tag or tackle games
- Respectful language is expected!
- Snow is for snowmen and snow forts only. No throwing snow!

### Play Structure Equipment

- Swings: Only children swinging should be near the swings. No twisting, hanging upside down, or flipping out of the swings.
- Steering Wheel: Only 1 person at a time is allowed on the steering wheel. The student must wait until the person underneath is clear to swing out. Swinging is only done with hands – NOT BY THE LEGS.
- Chin Up Bars: No climbing from the red step bars to the chin up bars
- Slides: One person on a slide at a time (come down feet first)

### Boundaries

- Students must stay in the designated playground area.
- The upper parking lot (with basketball hoops) is off limits unless coned-off for games and/or PE.

## RECESS

Students are expected to remain outside during recess time except in extreme weather conditions such as lightning storms or temperatures below 20 degrees. **Please send your child to school properly dressed for the weather conditions.** Permission to go inside must be given by the recess monitor or teacher on duty. Please help familiarize your child with the above playground rules and discipline policy. These rules were designed for the children's safety.

## REGISTRATION

It is mandatory that current RMAE families register their child(ren) during Early Registration, which will be held in the spring prior to the upcoming school year. In the event of waitlists, all students **(new and returning)** who are not registered by the last day of Early Registration could forfeit their spot on the roster.

## REPORT CARDS

Rocky Mountain Academy is on a quarterly system with four separate grading periods. Report cards will be available through the Infinite Campus parent portal grades for 3 through 8. Kindergarten through 2nd grade report cards are sent home.

## RETENTION AND PROMOTION

Promotion is to be viewed and determined on two levels: Academic performance, and emotional and social readiness.

Students who show significant and documented deficiencies in both academic and social areas may be considered for retention. Retention decisions will be based upon:

1. Teacher's recommendation based on academic performance and social and emotional readiness.
2. Parent's recommendation.
3. Principal's recommendation.

If the teacher is considering retention of a student, the parents and Principal will be informed as soon as possible. In any case, this recommendation or consideration should come no later than the end of the third quarter. Notification should be made in writing as well as verbally during conferences.

## SNOW DAYS AND EMERGENCY CLOSURES

RMAE will follow Jeffco District in determining snow days. If winter weather or some unforeseen circumstance requires that RMAE close for the day, please tune into the following television/radio stations for announcements and updates. You will also be notified by the Jefferson County Campus Messenger via your home phone and/or e-mail.



The following radio stations will announce the closure from 6:00 a.m. throughout the morning: KHOW 630, KOA 850, KYGO 98.5, KOSI 101.5 FM, KBPI 105.9 FM, and KOOL 105.

School closures will also be announced on the following television stations: KCNC (Channel 4), KMGH (Channel 7), KUSA (Channel 9) and WB2 News.

## STUDENT DIRECTORY

The PTO will produce a student directory, which is available for our RMAE families to purchase from the PTO. If you do not wish your phone number or address to be included in the directory, you may indicate this by either; a) opting-out on the PTO membership form or, b) specifying your preference through the classroom google docs under the student information tab. The classroom google docs are maintained and distributed by classroom coordinators via email to families at the start of each school year. The PTO will also include your e-mail if provided and approved by you to do so. The directory will be compiled as soon as possible by the PTO and distributed to families who have joined the PTO. Details will be sent home in Friday Folders as information on sales is available.

## SUNSHINE LIST

In compliance with Sunshine Laws (a.k.a. Open Meeting Laws), RMAE keeps a Sunshine List of names of community members who wish to be alerted each time RMAE holds a public meeting. RMAE posts the Notice of Public Meeting 24 hours before each meeting on its front doors, but people may also ask to be put on the Sunshine List (in the office) so that they will receive an individual notice for public meetings.

## SUPPLY LISTS

Individual grade supply lists are posted on the RMAE website under the Enrollment/Registration tab. RMAE's PTO will be offering grade specific supply kits to families for online purchase. A link to order these kits may be found under the Enrollment/Registration tab.



## TREATMENT OF SCHOOL PROPERTY

The school may charge families and/or withhold diplomas and/or transcripts of a student who fails to replace damaged or borrowed textbooks or fails to compensate the school for damaged

school property. The school will make a reasonable effort to secure the return of school property or payment for lost and damaged textbooks.

RMAE may refuse to allow any student who completes graduation or continuation requirements to participate in any graduation or continuation ceremony if the student has failed to replace damaged textbooks, to return borrowed textbooks, or pay for damaged property. *Reference: C.R.S. 22-32-110(1)(jj) RMAE Board Policy 5.7*

## **VIDEO SURVEILLANCE POLICY**

Video cameras on RMAE property will be utilized to ensure the health, welfare and safety of all staff, students and visitors to RMAE property, and to safeguard RMAE facilities and equipment.

This policy is based on the presumption and belief that neither students, staff, nor guests have a reasonable expectation of privacy in those events that occur in plain view of other students, staff, and guests in those public areas of campus subject to video surveillance as described below.

If a surveillance camera records unlawful conduct or conduct in violation of the policies of RMAE, the record shall be admissible as evidence in any proceeding regarding the discipline of any student or staff member.

Video surveillance cameras may be used or placed in the following locations:

1. Outdoor facilities: such as parking lots, walkways, athletic fields and playgrounds.
2. Indoor facilities: foyers, lobbies, hallways, and other common areas.

## **VISITS TO SCHOOL**

Parents are always welcome at RMAE. Please contact the teacher in advance before visiting so that conflicts in schedules may be avoided. When visiting, parents should check in at the office upon arrival and wear a visitor's badge. Parent's must have the Parent Contract signed and on file in the front office. Your visit will be more enjoyable if preschool aged children do not accompany you. Students are not allowed to have other children as visitors during the instructional day. If a student would like to show RMAE to a friend, please call the office or a teacher to arrange a visit before or after school.

## **VOLUNTEERISM**

RMAE requires 60 hours of volunteer work per school year from each family. Volunteerism at RMAE includes providing classroom assistance (K-5), being a class coordinator, landscaping, facilities improvements/repairs, committee work, and so on. There really is no limit to the various ways parents volunteer. In fact, RMAE is highly dependent on this volunteerism.

## **WITHDRAWALS/TRANSFERS**

To insure a smooth transfer or withdrawal of students from RMAE, a withdrawal/transfer form designed by Jefferson County Schools must be completed prior to the withdrawal/transfer. The form is available in the office and on the RMAE website. Student records will be prepared for transfer as soon as possible following the receipt of the proper form.



## PARENT CONTRACT

All parents are asked to carefully read and sign this document to be kept on file in the front office. This agreement is just one part of ensuring a safe and secure environment for all students.

### VOLUNTEER EXPECTATIONS & CONFIDENTIALITY AGREEMENT

Thank you for the time you invest as a volunteer at Rocky Mountain Academy of Evergreen. Research shows that a school's success can be measured by how much parents are involved with their child's education. By working in classrooms, however, parents are exposed to confidential student information. For the security and safety of all students, we therefore ask all parents to sign this agreement prior to volunteering at the school.

#### **When you are volunteering, please keep the following in mind:**

- Communicate your intent to help out using the google doc sign-up created by classroom coordinators.
- Sign in and out at the Main Office. Receive and wear the required Visitor's Badge at all times while at the school.
- Your job is voluntary but the commitment is professional. You will be working in an environment of constant change. This will require an attitude based on mutual respect, flexibility and a willingness to work together.
- Limit your cell phone use while at the school to maintain the learning environment.
- Volunteers are **not** expected to administer discipline. If a student is disruptive, seek assistance from the teacher or other staff.

#### **Confidentiality**

- A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.

#### **Communication**

- Always direct parents' concerns to the classroom teacher. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate teacher.

#### **Dependability**

- The teacher relies on your support. Follow through on tasks by attending scheduled times and please give notice of absence whenever possible.

#### **Respect for Others**

- Children learn from watching you. Practice patience and understanding toward the children and staff which helps learners value and apply these qualities.

#### **Role**

- At all times a volunteer is there to support the needs of the teachers, students, or program. Tasks should be carried out according to the teacher's request.

### PARENT BEHAVIOR AGREEMENT

#### ***For My Student:***

- 1) I will help my child understand the need to respect the authority of school administration and teachers. I will teach my child to treat other students with courtesy and respect.
- 2) I will teach my child that he/she is responsible for their behavior. I will help him/her understand the Jefferson County School District Code of Conduct and RMAE's discipline policy. I recognize that unacceptable behavior will result in consequences and may be cause for suspension or expulsion.

- 3) I will insure that my child attends school regularly per school policy. Missed assignments during absences do need to be completed in agreement with the student's teacher(s) and school policy. I agree to read and understand the policy in the Family Handbook with respect to school missed outside of school vacation periods and abide by the school known-absence period request/approval process.
- 4) I will work with my child so they understand that it is his/her responsibility to complete his/her homework assignments in a timely manner. I will work with my middle school student to take responsibility for accessing Student Portal to check for missing assignments as well as track current grades in all subject areas.
- 5) I will insure that my child is dressed in clothing in adherence to the dress code.

**Areas specific to Parents:**

- 6) I understand that it is my responsibility to provide transportation and lunch for my child.
- 7) I will actively participate in RMAE by volunteering my time. This may include participation at Board meetings, committees, fundraisers, classroom projects, field trips etc. I understand that a 60 hour minimum for volunteering is recommended by all families.
- 8) I agree to read the school's weekly newsletter (Grizzly Growl), teacher newsletters and check my child's Friday Folder for pertinent information. I also agree to attend parent-teacher conferences with my child's teacher(s). I agree to view my children's Teacher Web Pages regularly, as well as Infinite Campus' Parent Portal for grades 3rd – 8th.
- 9) I understand that conversations with my child's teacher are important but need to be scheduled in advance. Drop-in visits to the classroom before, during, or after school are not allowed. Inappropriate contact with teachers will not be tolerated and will result in mediation with the Principal.
- 10) I understand that teachers will check their voice mail and e-mail each day and will respond within 24 hours. In any event, I understand that I can contact the Principal or the office for assistance.
- 11) I understand that I should not call my child's teacher at his/her home or other personal phone numbers to discuss my child or school situations unless my teacher has requested that I do so.
- 12) I understand that inappropriate behavior from parents is unacceptable and may result in a meeting with the Principal and a Board member. Inappropriate language by parents will not be tolerated.
- 13) I agree to read, and review with my student(s), the RMAE Family Handbook and adhere to the guidelines/procedures outlined therein.
- 14) I agree to pay my child's RMAE student fees or make arrangements with the Financial Manager to make timely payments.

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Student(s) Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**