



FAMILY HANDBOOK

Kindergarten - 8th Grade

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INTRODUCTION

DEFINITION OF ACADEMIC EXCELLENCE

Academic Excellence at Rocky Mountain Academy of Evergreen (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.

MISSION & VISION STATEMENTS

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.

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.

SCHOOL GOVERNANCE

The school is governed by a Board of Directors (Board) elected at an annual meeting of the membership. Board members have staggered terms resulting in every year approximately three Board seats are up for election. Nine members serve on the Board: eight parents and one community member.

- **Meetings**

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.

- **Board Committees**

The Board has several standing subcommittees that meet throughout the year. These committees include, but are not limited to: Facilities, Finance, School Accountability, Technology, Marketing, Capital Development, and Policy.

- **Governing Documents**

The Board is given direction through the vision and mission statements and the strategic plan. The strategic plan is the primary document the Board uses to give further definition to the vision and mission statements. It is reviewed and revised annually and reflects the short- and long-term goals of the school. Additionally, the Board implements the vision through establishment of policies and procedures for the administration, staff, and students. All corporate documents (e.g. by-laws, articles of incorporation, policies) are on the school website.

EDUCATIONAL PROGRAM

CURRICULUM

The Core Knowledge Sequence, a rigorous and challenging academic curriculum, will be used for all grades at RMAE. The curriculum, developed by E.D. Hirsch and the Core Knowledge Foundation, provides content guidelines for grades K-8.

RMAE has chosen the Core Knowledge Sequence to develop reading, writing, and critical thinking skills that children need for academic and personal success. Independent research has shown that subject matter is most effectively communicated when it is sequential, incremental and allows for practice and repetition.

The Core Knowledge Sequence was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build, broaden and deepen. The ultimate goal is to ensure that all children are given access to the same knowledge base that assures later educational success.

Thus, the Core Knowledge Sequence provides a detailed, explicit, and systematic sequence of grade-specific content that can be taught consistently year after year. This core content is organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade.

It has been the experience of those using this approach that students retain information much longer and develop skills more easily when meaningful content is combined with the teaching of skills.

Rocky Mountain Academy will implement the Core Virtues Program in our continual focus on developing student character. Each month a specific virtue will be identified, and classroom focus will center around that virtue. Teachers are expected to continually integrate the monthly virtue into the educational lives of their students.

INSTRUCTIONAL APPROACH

RMAE teachers employ a variety of instructional methods: small and large group instruction, interdisciplinary instruction, multi-age grouping, cooperative and collaborative learning, and inquiry-based learning. Hands-on application will be a key part of understanding abstract ideas. Teachers will ground abstract concepts by applying them to everyday situations, as well as encouraging inquiry and sharing points of view. Lessons will also be presented with attention to students' many different academic levels and learning styles (visual, auditory, tactile, kinesthetic, and analytical).

ACADEMICS

CONTENT STANDARDS

RMAE will meet or exceed the content standards adopted by the District and the State. At its discretion, RMAE may develop its own content standards and assessments, provided they surpass those employed by the District and State. This will allow RMAE faculty additional tools in assessing student development and progress.

CLASS PLACEMENT

Student placement in 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 – 2nd Grades Generally staffed at 22-25 students per teacher

3rd – 8th Grades Generally staffed at 25-26 students per teacher

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

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 Administration. If the Administration's response is unsatisfactory, the parent may bring their concern to RMAE's Board of Directors.

GRADING SCALE

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. With the exception of Spanish in grades 6-8, S.T.A.M.P. classes do not follow the above grading scales, and instead recognize students with the following designations: "Pass with Excellence," "Pass," and "Incomplete."

LATE WORK POLICY

To support students in developing time management, responsibility, and overall good work habits, grades four through 8 will follow the following policy for assignments turned in beyond the due date.

Grades 6-8

- 6th grade gets a 5 day grace period, 7th grade gets 3 days, and 8th grade gets 1 day. This is school days, not blocks or class periods or calendar days. For example, if an assignment is due Monday, it will be accepted until the following Mon for 6th, Thurs for 7th, Tues for 8th

- A one-time 20% penalty on that late assignment will be deducted. For example, a student earns an 8 out of 10 points on the late assignment. That student will earn 6 points as their score with a note in the comments of Infinite Campus that 20% was deducted for being late.

Grade 5

- 5th grade gets a 1 week (7 calendar days) grace period after the due date without penalty. Late work and assignment corrections will not be accepted once the grace period ends.

Grade 4

- 4th grade gets a 2 week (14 calendar days) grace period after the due date without penalty. Late work and assignment corrections submitted after the grace period will receive a maximum of half credit.

HOMework

Rocky Mountain Academy of Evergreen students are involved in a content rich and rigorous curriculum 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.

| Grade level | Time-nightly |
|--|---------------------|
| Kindergarten-1 st grade | 15 – 30 minutes |
| 2 nd -3 rd grade | 30 – 45 minutes |
| 4 th -5 th grade | 45 minutes – 1 hour |
| 6 th -8 th grade | 1 ½ - 2 hours |

**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.*

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 as follows: The Gold Honor Roll for receiving a GPA of 4.0; Silver Honor Roll for a GPA of 3.5-3.99 ; Bronze Honor Roll for a GPA of 3.0-3.49.
- Certificates will be awarded at the conclusion of quarters 1-3. All core class grades, as well as Spanish in grades 6-8, will be included in determining honor roll status.

REPORT CARDS

Rocky Mountain Academy is on a quarterly system with four separate grading periods. Report cards are available through the Infinite Campus parent portal for grades 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. Grades and behavior
2. Teacher documented anecdotal information
3. Parent anecdotal information.
4. Development and achievement test scores.

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.

SCHOOL DAY SCHEDULE

Promptness is an important responsibility for students to learn. Upon arrival, students will report immediately to their homeroom class. Below indicates the time class promptly starts for each grade.

| | |
|---|-----------------------|
| K – 2 nd Grades: | 7:55 – 2:55 |
| 3 rd -5 th Grades: | 7:50 a.m.– 3:05 p.m. |
| 6 th – 8 th Grades: | 7:45 a.m. – 3:15 p.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, arrangements must be made 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.

The school office will be open 7:30 a.m. to 4:00 p.m. on scheduled school days.

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.

All students are expected to be at school before school starts and may arrive as early as 7:30 am. If you have students in multiple grades, please arrive at the earliest time for your students and pickup at the latest time. For example, a family with a student in 1st and 5th grade would drop off both students by 7:45 and arrive no earlier than 3:05.

- 7:45-3:15 for grades 6-8
- 7:50-3:05 for grades 3-5
- 7:55 - 2:55 for grades K-2

Students will report directly to their homeroom class upon arrival.

Any student arriving after school has started 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 (6th-8th Grade) students are expected to be seated and ready to begin promptly at 7:45 a.m. In order to help middle school students learn to manage their time, a three-minute passing period is scheduled between each period. Students must be seated and ready to learn before the three-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
- 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).

ABSENCE

Unexcused absences 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 **three unexcused** absences, a remedial attendance plan may be developed and the Jefferson County Truant Office will be contacted. In addition, students with three or more unexcused absences may not be eligible for extracurricular classroom activities, parties / celebrations, and field trips.

Excused absences include illness, doctor visits and absences approved via the RMAE Known Absence Policy beforehand or those absences that 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. In addition, students with 15 or more excused absences may not be eligible for extracurricular classroom activities, parties / celebrations, and field trips.

Students may make up work from absences. Students have two school days for each missed day to make up work. They may collect the work on the first day of returning. For three or more consecutive absences, students have five school days from the day they return to school to turn in make-up work. If the five school days are within seven days of the end of the quarter, students will receive an “incomplete” on their report card. At the end of the five school days, the grade will be updated to reflect completed work and the “incomplete” adjusted to a final grade.

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). 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 or email 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.

PRE-ARRANGED ABSENCE POLICY & PROCEDURE

You may complete the Pre-Arranged Absence Form for pre-arranged absences when a student is going to miss more than one school day.

- The Pre-Arranged Absence Form must be completed no less than 3 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 Google Form is available on our web site under Parent Links. Students who are absent should go to the teacher’s Google Classroom for assignments.

CODE OF CONDUCT

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 for 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 Administration so continual disruptive behavior is tracked.

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 comply 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 will cause a child to be sent immediately to administration 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 Administration.

DRESS CODE

Dress code clothing may be purchased from a variety of vendors on the internet as well as at local stores. Any questions regarding the dress code should be directed to the Administration.

General

- All clothing must be neat, clean, well-fitting, free from offensive words or slogans, not disruptive to the school environment, and in a condition of good repair.
- Outdoor coats/jackets, hats, and gloves 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.
- Writing, picture, emblem, or logo (on any article of clothing) that cannot be covered with two fingers is not permitted, other than the RMAE school logos.

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 also have a burgundy 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-5 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 mesh shirts, tight fitting shirts, spaghetti straps, peasant style shirts, or shirts exposing shoulders. Shirts must be long enough to be tucked in.

Pants

- All references to pants apply to both males and female students.
- Pants must be solid navy, black, or true-khaki "uniform" color.
- Pants must be twill, chino, polyester or corduroy. No denim. No athletic/athleisure pants, whether spandex/Lycra or jogger style.
- No sagging, bagging or dragging pants will be allowed.
- **No leggings (tight, form-fitting stretch pants without traditional pockets) may be worn instead of pants.**

Shorts

- All references to shorts apply to both males and female students.
- Shorts must be solid navy, black, or true-khaki "uniform" color.
- Shorts must be twill, chino, polyester or corduroy. No athletic/athleisure shorts, 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 solid navy, black, true-khaki, or school plaid (plaid examples are available from Administration).
- Dresses/Skorts/Jumpers/Skirts must be twill, chino, polyester, corduroy or knit stitch material. No athletic/athleisure items, 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 solid navy, white, Khaki, hunter green or red. 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, but must not be up / over the head in the classroom.
- 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, sandals, or Crocs.
- 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

- Socks, tights, pantyhose (or leggings under dresses / skirts) must be worn with all shoes and boots.
- Colors for socks are solid beige/khaki, red, white, black, hunter green and navy blue.
- Colors for tights and pantyhose (or leggings under dresses / skirts) are solid flesh colored, beige / khaki, red, white, black, hunter green, or navy blue. Pantyhose may not have a seam.

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, including temporary tattoos.

Hair

- Hair must be neat, away from the eyes, properly maintained, and not disruptive to the learning environment. No unnatural hair coloring or patterns inconsistent with natural growth, such as primary colors, stripes, or stencils, are allowed, unless protected by applicable law.
- Head bands, barrettes, and scrunchies of any color or pattern are permitted, so long as they are not disruptive to the learning environment.

Cosmetics

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

Recess Clothing

- 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

- Appropriate undergarments are to be worn.
- Clothes must fit appropriately so as not to expose undergarments.
- Clothing must be sufficiently opaque so that undergarments are not seen through them.

Exceptions

- Exceptions to the dress code policy are: special event days that have been prescheduled and published and students who are participating in scouting programs who may 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 or RMAE field trip shirt (such as 100 Elks or Sea Camp) with dress code pants, shorts, or skirts for Spirit days. If a student does not wear a RMAE Spirit T-Shirt or RMAE field trip 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. Student dress should conform to standards of decency, safety, modesty and cleanliness. Modest will be defined as that which does not bring undue attention to one's self and areas such as derrieres, bellies, and chests are not to be visible. These areas are to be covered at all times. Sagging or low cut bottoms that reveal undergarments are not allowed. Appropriate undergarments should be worn at all times and must not be visible when in normal posture (sitting or standing). This includes boys' boxer shorts. Wearing shorts or tights under skirts and dresses are recommended.

Enforcement

- Students wearing clothing deemed inappropriate by the Administration or teacher will have their parents contacted. Parents will be responsible for bringing an appropriate change of clothing to school. An RMAE article of clothing may be issued to the student until proper dress code attire can result. The cleaned RMAE clothing will be returned by the student to the main office the next school day. Violations of dress code by middle school students will result in a student losing the privilege of a Free Dress Friday. Please refer to the Jeffco Code of Conduct for additional guidelines.

ELECTRONICS

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 and kept in the student's locker or backpack. They may only be on with staff permission.

Students using their cell phone or wearable technology during the day will forfeit their technology where it will be stored in the front office.

- Following the first occurrence, the student will meet with Administration then retrieve the item at the end of the school day.
- After the second occurrence, the parent/guardian must retrieve the item.
- If there is a third occurrence, the student will be required to check in their personal device to the office daily and retrieve it at the end of the day.

Thank you for helping by not texting or calling your child on their cell phone during their school hours.

GENERAL CONDUCT GUIDELINES

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)

HONOR CODE

At RMAE, our mission is to encourage all students to reach their highest academic and character potential. To do so, all students must pursue their academic endeavors with integrity and honor. The honor code of RMAE addresses academic dishonesty such as cheating, plagiarizing, lying, and stealing.

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.

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.

PLAGIARISM

Plagiarism is defined in the district code of conduct as “knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution” and is grounds for suspension or expulsion. For each offense, a minimum consequence of a “zero” for that work shall be instituted. Acts of plagiarism may result in disciplinary consequences up to and including suspension.

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in schoolwork belonging to other students or sources.
- Some examples are: deception; talking, the use of signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period; using technology, i.e. text messaging, IM, or camera phones for an unethical purpose.

Plagiarizing encompasses, but is not limited to, the following:

- Knowingly copying or using the academic work of another and presenting it as your own without proper attribution to the original author.
- Some examples are: having a parent or another person write an essay or do a project that is then submitted as one's own work; using another author's words or ideas and presenting them as your own; failing to use proper citation and bibliography.
- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are: lying or failing to give complete information to any school staff member; feigning illness to gain extra preparation time for tests, quizzes, or assignments due; forging notes; purposely accessing prohibited websites and unethical use of the internet.

Stealing encompasses, but is not limited to, the following:

- Taking, without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork or materials of another student.
- Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key; stealing another student's homework, notes, or handouts.

Consequences of Academic Dishonesty will result in administrative sanctions being applied.

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.

The recess expectations are designed for the children's safety.

1. Keep hands to self and be mindful of personal space regarding other classmates
2. No food on the playground or the field
3. All balls put it away when the whistle blows
4. Inform an adult if they need to use the restroom in building one or need to go to the office
5. No students are to use the porta potty
6. No contact sports/games - 2 finger touch only and on field
7. No hanging on tree branches
8. No touching of rocks, sticks, wood chips
9. Walk on the cement walkway
10. Everyone can play with anyone at anytime
11. Only go down, not up, the slide
12. K-2: no jumping off swings
13. No snow is to be airborne at any time

COMMUNICATION

BACK TO SCHOOL NIGHT

Back to School Night will be held in September for the purpose of meeting staff as well as learning about curriculum and classroom procedures.

CALENDAR

The RMAE school day calendar is 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, The Grizzly Growl, which is emailed to families. Campus Messenger will also be used to alert families of calendar changes.

For information on events and activities, refer to the event calendar published on the school website.

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. Students are encouraged to attend with their parents. S.T.A.M.P. teachers will be available at designated times and also by appointment.

EMAIL

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).

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.

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.**

SCHOOL MESSENGER

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

TEACHER WEBPAGES

All teacher webpages have a link to the grade level Google Classroom that includes assignments, class notes.

WEBSITE

It is recommended that you visit the school's website frequently at 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, and Office Administration.

WEEKLY MESSAGES

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.

STUDENT ARRIVAL/DISMISSAL

EARLY DISMISSAL FROM SCHOOL

If you are picking up your student early or if they are arriving late, you will need to sign them out or 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.

DROP-OFF/PICK-UP LOCATIONS

During scheduled pick-up and drop-off times, utilize Rocky Road. During school hours, parents need to park and bring their student to the front office for check in. Parents of K-5 students planning to go home with another carpool should either email or call the office or their teacher indicating their pickup change for that day. Please make every effort to make these arrangements prior to the school day.

Drop-off and Pick-up Procedures:

- On your phone, log into PikMyKid app. Classroom teachers will be notified of your arrival and your student will be released to the pickup area.
- Pull up along the left-hand curb *as far forward as you can* in the pickup area.
- Use the outside (right) lane only for exiting after you drop off or pick up. Do not drop off or pick up students in this lane.
- If you pick-up K-2nd graders, arrive at 2:55, 3rd – 5th graders do not arrive until 3:05, and 6th-8th graders, do not arrive until 3:15p.m. If you pick up multiple grades, arrive at the latest pickup time.
- 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 park.
- Do not leave your car. There are adults on duty to help with doors if needed.
- NO CELL PHONES – Please!

ENROLLMENT

ENROLLMENT PROCEDURE

Students new to RMAE

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 December/January each year. All information regarding enrollment procedures and requirements can be found on the RMAE website under ENROLLMENT.

Students returning to RMAE

Current RMAE families are required to re-enroll their child(ren) during Round 1 Open Enrollment through Enroll Jeffco. Any student who is not re-enrolled by the last day of Round 1 Enrollment could forfeit their spot on the roster.

EMERGENCY INFORMATION

The Jeffco Student Summary is completed through OLR (Online Registration) via Infinite Campus. Once you receive this link, please follow the online instructions to update your household and emergency information. If information changes, contact the office immediately so that you can be reached in an emergency situation.

SUPPLY LISTS

Individual grade supply lists are posted on the RMAE website under the Classroom 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 Classroom and Enrollment/Registration tabs.

WITHDRAWALS/TRANSFERS

To ensure a smooth transfer to another Jeffco school, an administrative transfer form designed by Jefferson County Schools must be completed. 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.

EVENTS

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.

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 trip fees must be paid 2 weeks prior to trip. Student GPA may be taken into account for trip attendance.

The Middle School Trip Program will traditionally be:

- All Middle School Grades 6-8 Fall Retreat
When: Second 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: Estimated at \$250

Grade 6 Keystone Science Center
When: Late Spring/ 3 days, 2 nights
Where: Keystone, Colorado
Why: Investigative science to support our Core Knowledge curriculum
Cost: Estimated at \$230
- Grade 7 Sea Camp
When: Late Spring / 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: Estimated at \$1,100; \$500 Non-refunded deposit is due in January to reserve your child's spot.
- Grade 8: Each year the 8th grade class will plan the end of the year event celebration to be held in late spring.

RMAE recognizes the inherent costs of offering a vital trip program. Several fund-raising programs are made available (pizza, yogurt, etc.) to take place during school days / hours. These programs are designated for specific grades (such as 7th 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. Scholarships may be available to assist with families facing financial challenges.

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. In order to make dances fun, safe, and enjoyable for all involved, students must remain in designated areas. Those choosing to leave early must leave the venue and may not return. If students are asked to leave for misconduct, they must immediately make arrangements to leave the event. Refunds will not be given. All district and school rules apply.

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](#).

HEALTH AND WELLNESS

CLINIC

Office personnel are certified by the American Red Cross in basic first aid and CPR. Office personnel also attend special Clinic Aide training through Children's Hospital. A contracted licensed nurse supports and monitors the clinic's compliance. The clinic is located in our front office. We have adhesive bandages, ace bandages, cold packs and other miscellaneous first aid items to offer.

Parents should bring special health problems to the attention of the teacher, the school clinic, school nurse and office personnel. The purpose of the clinic is to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up the student if it is determined that the student needs to be dismissed. Ill students must check in with the clinic BEFORE calling parents for pick up. This will enable the clinic to assess the degree of illness and determine if the student does, indeed, need to be dismissed from school. A sick student must be picked up within 30 minutes of the school contacting the parent or designated adult. The school has limited facilities to keep students who are contagious or are so ill that they need to be in bed. If your child shows signs of illness at home, please take the time to assess their situation. Any child with a temperature of 100 degrees or above should be kept home. Students may return to school after their fever has been gone for 24 hours without the aid of fever reducing medication.

It is imperative that your contact information is current in Jeffco Connect in order for us to 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.

- **Accidents**

All accidents that occur on the school grounds must be reported to the school office within 24 hours of the occurrence. Students will receive care consistent with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. Parents will be notified immediately when major accidents occur. Emergency personnel will be summoned in

serious situations at the parent/guardian expense when all efforts to make contact have been exhausted.

- **Concussion Policy**

1. Concussion Coordinator are notified of a student with a head injury or concussion with an official doctor's note indicating the diagnosis.
2. Concussion Coordinator notifies the RN, who contacts the family for dates & summary of medical diagnosis and present symptoms.
3. Concussion Coordinator will notify all teachers and necessary school staff.
4. A student who is recovering from a concussion and feels ill during the school day should go to the school clinic. A parent/guardian is contacted and the student's self-reported symptoms are reviewed with them to determine if the student returns to class or needs to go home.
5. Each student diagnosed with a concussion will have different symptoms and a different rate of recovery. Teachers check in with students frequently during the recovery period and provide the academic adjustments necessary.
6. The Concussion Coordinator will contact the RN with questions regarding concussion symptoms or recovery.
7. Accommodations are individualized, flexible and accommodate the student's needs during the recovery progression. Teachers review grading and course credit adjustments with the administration & counselor as needed.
8. 9. Concussion Coordinator is notified when the student is released by an official doctor's note.
10. Concussion Coordinator notifies the RN, all teachers and necessary school staff.

IMMUNIZATION (AND EXEMPTION) REQUIREMENTS

The immunization Parent Letter has been posted on CDPHE's Immunization Branch website at: <https://cdphe.colorado.gov/child-care-resources>

- SB20-163 "requires schools to actively and directly share school's measles, mumps, and rubella (MMR) rate with parents via CDPHE's annual parent letter by February 15th of each year."
- Additionally, schools will establish a "vaccinated child standard of 95% for all school-required vaccines."

You can access the vaccine exemption page at <https://cdphe.colorado.gov/vaccine-exemptions>

- It is important that you review the information regarding the Certificate of Medical Exemption as well as the Certificate of Nonmedical Exemption. The nonmedical exemption will require an immunizing health care provider signature at each submission.
- Please review the "Online Immunization Education Module" as this will be an exemption option in lieu of submission of a nonmedical exemption. After reviewing the 20-minute video, the exempting parent will be able to download a certificate of completion to submit to the school.

MEDICATION

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 2021-22 school year. For the safety of your student, **ALL** medications (prescription and non-prescription) must be accompanied by the medication agreement form which must be **completed and signed by both parent and 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 call the office if you have any questions or concerns. The nurse 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, seizure disorder or severe asthma. A message for our nurse consultant can be left at 303-670-1070.

POLICY

FEES

Student Fees-Student fees apply to all grade levels. Fees are billed in compliance with Colorado State Law (CRS 22-32-117) and are posted on the RMAE website. In addition to posted fees, replacement costs are assessed for RMAE property lost or damaged by the student. Waivers or reductions for non-optional fees and Payment Plans are available to all RMAE families. To exercise these options, contact the RMAE 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 experiences.

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*

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.

SECURITY

RMAE focuses on providing a safe and secure educational setting. To that end, we are requiring:

- All visitors stop and check in at the office to obtain a visitor's badge utilizing the Raptor Visitor Management software program. First time visitors will be required to present a driver's license or ID. All visitors will be screened for sex offenses.
- All perimeter doors are locked during school hours
- Monthly safety drills will be held for staff and students

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 the campus for the day. In this event, all students will report for learning remotely. Please tune into television and/or 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.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

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.

RMAE and the Jefferson County School District do not discriminate on the basis of race, color, religion, national origin, gender, sex, sexual orientation, gender expression, gender identity, disability, age forty or over, creed, ancestry, ethnicity, genetic information, marital status, political affiliation, or education. 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 either provide a written statement to or request time in front of the Board of Directors at one of their scheduled monthly meetings. 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.

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. 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.

HANDBOOK POLICIES, REVISIONS, AND DISCLAIMER

The policies in this Handbook may not cover every situation that may arise during a student's enrollment at RMAE, but are intended to assist families in and provide as much guidance as possible. The Handbook may be revised through Board action from time to time and an updated version posted, distributed, and/or made available to families for review. Nothing contained in this Handbook is intended to create, nor shall be construed as creating, an express or implied contract binding RMAE. To the extent families have any questions regarding the policies in this Handbook, verbal representations regarding those policies or their application from teachers or RMAE staff, or proposals for revisions, they are welcome to bring those to the attention of the Principal and/or the Board.

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:

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

REQUIRED SIGNED CONTRACTS

JEFFCO AGREEMENTS

All agreements required by Jeffco will be a part of OLR (Online Registration) process to be completed each year.

LOCKERS

Any student who wishes to use a locker during the academic year must agree and sign the electronic Locker Agreement. The agreement is located in Addendum C. This agreement must be electronically signed and is located under the Enrollment tab on our website.

PARENT CONTRACT

All parents are asked to carefully read and electronically sign the parent contract. This agreement is just one part of ensuring a safe and secure environment for all students. The agreement is located in Addendum A. This agreement must be electronically signed and is located under the Enrollment tab on our website.

STUDENT TECHNOLOGY CONTRACT

A signed RMAE Student Technology Contract is required prior to any student using technology or accessing the Internet. The agreement is located in Addendum B. This agreement must be electronically signed and is located under the Enrollment tab on our website.

VOLUNTEERING

EXPECTATIONS

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.

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 the school website and calendar.

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.

VISITS

Parents are 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. To eliminate disruptions, refrain from bringing preschool aged children. 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.

ADDENDUM A

PARENT CONTRACT

This agreement must be electronically signed and is located under the Enrollment tab on our website. However, in the event a signature is not obtained, by enrolling a child in RMAE, each parent agrees to the below provisions.

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 sign-up created by PTO, classroom coordinators, or teachers.
- 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.
- It will be necessary to successfully complete a background check prior to volunteering on campus / with students.
- Seek guidance from your student's teacher or the administration as to whether non-RMAE children may be present during your volunteer time. If permitted, they must remain with the volunteer parent at all times and be well-behaved. Non-RMAE children may never accompany the volunteer parent if suffering from a fever or any contagious illness.
- 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.
- 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.
- The teacher relies on your support. Follow through on tasks by attending scheduled times and please give notice of absence whenever possible.
- Children learn from watching you. Practice patience and understanding toward the children and staff, which helps learners' value and apply these qualities.
- 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 ensure 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 ensure 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 all grades.
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 Administration 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, and reviewed with my student(s), the RMAE Family Handbook and adhere to the guidelines/procedures outlined therein.
14. I understand that by sending my child to RMAE, I am agreeing to review, familiarize myself with, and abide by the Family Handbook.

15. I agree to pay my child's RMAE student fees or make arrangements with the Financial Manager to make timely payments within 2 weeks of the start of school.
16. If a parent has questions or issues relating to the classroom or a class, they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where the concerns can be discussed and the actions giving rise to such concern explained.
17. Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school but should be dealt with one on one with the person or persons whom the parent has an issue.

ADDENDUM B

RMAE STUDENT TECHNOLOGY CONTRACT

This agreement must be electronically signed and is located under the Enrollment tab on our website.

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. Students must sign in to this device at school using their RMAE account only, not any personal account.
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 for 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.

ADDENDUM C

LOCKER AGREEMENT

We understand and agree that the following conditions govern the use of school lockers assigned for all students in grades 4-8. This agreement must be electronically signed and is located under the Enrollment tab on our website. We understand that failure to follow these rules could result in the loss of locker privileges.

1. Each student must maintain the assigned locker all school year. Any change requires administrative approval and must go through the office.
2. Lockers are the property of RMAE and are subject to inspection at any time.
3. RMAE assumes no responsibility for lost or stolen items. Large amounts of money, expensive items of jewelry or other valuable possessions should not be brought to school. The school, its personnel, and the members of the school board assume no responsibility for items in the lockers.
4. Only students officially assigned to the locker have the right to use the locker.
5. Student assigned to a locker may NOT switch lockers without the prior approval of an administrator or the designee.
6. The student shall be responsible for the confidentiality of the locker combination.
7. Students shall be responsible for keeping the locker clean and free of food. Only masking tape can be used to attach material to the inside of the locker. No material is to be pasted or glued to the inside or outside surface.
8. Lockers will be checked periodically for damage. Any locker that has been damaged will be the financial responsibility of the student/family.
9. For grades 6-8, lockers are to be kept locked at all times. This is a student responsibility.
10. If a locker becomes jammed or broken, it is the student's responsibility to contact RMAE Facility Manager immediately.
11. Students must remove all belongings from the locker on the last day of school or upon unenrollment; or as directed by school administration. Students are responsible to completely clean the locker. The school is not responsible for items left in the locker.
12. 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.
13. Any locker may be searched by an administrator with reasonable cause. A second person shall function as a witness.

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