



FAMILY HANDBOOK

Kindergarten - 8th Grade

2007-2008

MISSION STATEMENT

Rocky Mountain Academy of Evergreen envisions a community working together to create a learning environment that encourages growth in character, academic achievement, and the love of learning.

VISION 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.

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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WELCOME FROM THE DIRECTOR

Welcome to Rocky Mountain Academy of Evergreen! Whether you are returning or joining the RMAE family for the first time, I hope the information in this resource will assist you and your child(ren) make the most of these important years. This year is an exciting time for RMAE—construction is currently underway on our new school buildings near Highway 74 and Bergen Peak Drive, and everyone is eagerly awaiting our first day on our new campus! A tremendous effort on the part of many parents has helped make the concept of our own campus into a reality. In fact, one of the reasons that families choose RMAE is our appreciation and desire for parent involvement. Our school was founded by parents, is governed by parents, and expects parents to take an active role in their children's education. RMAE families are requested to participate in a minimum of 60 hours of volunteer activities supporting the school, as outlined in the Parent Contract. There are many ways for families to help support the school from volunteering in the classroom to serving on various PTO and Board committees. Parents can participate in the Director's book clubs and help out with maintenance to earn hours as well. However you choose to enrich your child's experience, I look forward to working with you and your family to ensure that RMAE provides the best education possible!

Respectfully,
Ryan R. Lucas
Director

PRESCHOOL AT RMAE

The Preschool is located in the lower level of Congregation Beth Evergreen at 2981 Bergen Peak Drive, Evergreen, CO. 80439. Our phone number is: 303-670-3447 x5 or fax number: 303-670-6930.

The Preschool offers the following programs: **Preschool 1 and Preschool 2, Pre-kindergarten, and Jr. Kindergarten.** Our program follows the **Core Knowledge Curriculum** and uses Creative Curriculum, Active Learning Series Curriculum and other resources to offer enrichment activities. The Core Knowledge Curriculum encourages our teachers to be creative in their lesson plans and presentations, and involves children in planning their units of study. The CK Curriculum will teach children the necessary skills to help them grow emotionally and socially, while developing independent thinking and problem solving skills. Our literacy rich environment, which also includes a strong emphasis on oral language development, provides many opportunities so that young children will develop a strong interest in reading and writing. There is also a strong emphasis in mathematical reasoning at all levels, orientation in time and space, scientific reasoning, music and movement, physical education, and visual arts. Keeping our student to teacher ratio low is also our commitment to providing a positive learning environment. Currently our program is offered to children between the ages of 2-1/2 and 6 years old. Our nurturing environment is very family-like and one where children love learning and enjoy being in school. There are full kitchen facilities, a playground, and space to accommodate various special holiday celebrations and school events.

For further information regarding our preschool, please visit the RMAE website at www.RMAE.org Preschool link or call the Preschool to schedule a tour.

Physical Address: 2981 Bergen Peak Dr. Phone: 303-670-3447 (option 5)
Evergreen, CO 80439

Preschool Director: Debbie Caruso..... caruso@rmae.org

AFTER SCHOOL ACTIVITIES

School activities such as band, choir and other supplemental programs may be initiated throughout the year. These after school programs will depend on the level of interest from students and securing quality instructors to teach the classes. Details will be sent home or included in the Friday folder note. A RMAE staff member must sponsor all after school clubs.

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 (7:55 a.m. for grades 6-8 and 8:10 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 must report to the office for a late pass to class 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 Parent Portal. If your child 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. **Ten tardy entries equal ½ day of unexcused absence.**

In the Middle School (6th-8th Grade) students are expected to be seated and ready to learn promptly at 7:55 a.m. when school begins. Students arriving after 7:55 a.m. must report to the main office for a late pass to class. In order to help middle school students learn to manage their time, a 5-minute passing period is scheduled between each period. Students must be seated and ready to learn before the 5-minute pass period expires. The tardy policy for middle school is as follows:

- 1st tardy results in a verbal warning from the teacher.
- 2nd tardy results in a teacher detention (to be served before school, during lunch, or after school to be determined by the teacher).
- 3rd tardy results in a discipline referral and an all-school detention to be determined by the Director. Parents will be notified on the 3rd tardy.

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 – If your child has **3 unexcused** absences, a remedial attendance plan will be developed and the Jefferson County Truant Office will be contacted. If your student has **10 unexcused** absences, a compulsory court date is set by the Truant Office.

Excused Absences – Excused absences include illness, doctor visits, or absences approved via the RMAE Known Absence Policy. 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. If we do not hear from you and your student is absent, you will receive a call from the school to verify the situation and insure the safety of your child. Until we hear from you, the student will be marked **unverified absent (which is considered an unexcused absence).**

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 Director to form a remedial attendance plan, (3) work with the Director and teacher(s) to develop an academic recovery plan, or any combination thereof.

Known Absence Request Policy & Procedure – Fundamentally, it is very important for your student to be in class every day. Every time your child is away during class time, he or she misses the opportunity to learn the new material discussed in that class. In addition, upon returning, he or she will require the assistance of the teacher and potentially classmates to catch up on the missing material which causes an undue burden on both the teacher and other students.

However, we also realize that there are sometimes great opportunities for learning outside the classroom that may become available to your family. If such an opportunity occurs, then you can complete the Known Absence Request form for pre-arranged absences of one or more school days.

The Known Absence Request approval process must begin no less than 5 days prior to the absence and no more than 30 days before the requested absence period. Note that a key component in the decision for approval or denial of your request will be your student's current classroom performance. If your student is already struggling in the classroom, then adding more challenges by pulling the student out of the classroom is likely not the best choice for your child's educational well-being.

Known Absence Request Forms are available from the office or on our web site under Forms. The form provides a sign off approval (and comment) section for school personnel to communicate with your family. The form should be completed by the parents and then delivered to the student's homeroom teacher to start the approval process. Grades 6-8 will be required to have their core and specials teacher's approvals and are expected to keep the form with them and request teacher approval at the beginning or end of class. They can then bring the form to the office for routing. The last approval required is from the Director. When the Director makes his final decision he will forward the form to the front office staff. Copies are then made for the teachers, student records, and the family. If one or more teacher(s) or the Director denies the request and you choose to ignore the reasons for denial, the student's absence will be recorded as unexcused. This information is routed to Jefferson County and the Truant Office as required by law.

Please feel free to contact the Director if you have any questions regarding the policy or consequences. Thank you for insuring your child understands the importance of regular school attendance.

ATTENDANCE LINE

When your child is absent from school, we ask that you call the school phone number and either speak with the school secretary or leave a message on the attendance voicemail: **option 301**. Please leave your child's name, grade, date your child will be absent, reason for absence and your name. **You are required to call the attendance line each day your child is absent, and we will attempt to contact the parents of any student who is not accounted for by this process at home or work to assure the student's safety.** If we are unable to reach you, we will record your student's absence as unexcused or unverified until we hear from you. Again, this information is shared with Jefferson County and the Truant office as required by law.

BICYCLES

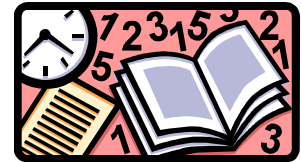
Due to the hazardous nature of Bryant Drive, students will not be allowed to ride or bring bicycles, scooters or skateboards to school. After we move to our new campus, information about riding a bike to/from school will be distributed

RMAE BOARD OF DIRECTORS

The RMAE Board of Directors is a part of our site-based decision-making and accountability model. This group is made up of parents and whenever possible, 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 are posted, as required by Colorado's Open Meeting Law. There are many ways parents can be involved with Board activities including serving on one of the RMAE Board sub-committees, one of which is the Accountability, Accreditation, and Assessment (AAA) sub-committee. Serving on the Board (by being elected) or volunteering for one of the Board sub-committees is a great way to contribute to the overall success of the school.

CALENDAR

The RMAE school calendar is provided at school registration; however **the calendar will change and parents will find the most up-to-date calendar on the school's Web site** (www.rmae.org). You will be notified of any changes in the Friday folder note calendar section which is sent home weekly with the youngest or only child in the family.



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. The Parent Teacher Organization (PTO) has sign-up sheets for carpools at our fall registration. A list of interested parents with phone numbers will then be distributed.

We also participate in the RideArrangers program. Information concerning RideArrangers is available through the school secretary.

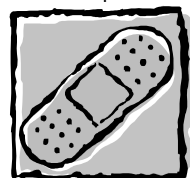
CELL PHONES/PAGERS, STUDENT'S USE OF

Students are not permitted to use personal cell phones or pagers at any time during regular school hours. Students who bring cell phones to school do so at their own risk and neither faculty nor RMAE are liable if phones are lost or stolen. Students who choose to bring a cell phone to school must turn off their device during school hours. Students who use their cell phone during school hours (including field trips) will have their phone confiscated. Confiscated phones will be returned after one week for the first offense, after one month for the second offense, and at the end of the grading period for subsequent offenses.

CLASS PLACEMENT

Student placement in grade level classrooms will be determined by the previous year's teachers (when applicable) and the Director. When determining class placement, the following factors will be considered: equal distribution of males and females and equitable placement of achievement levels of all students. Parental input will only be considered when there are multiple siblings, as in the case of twins or triples. Requests for specific teachers and/or placement with specific students will not be honored.

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 (JCS D). A District Area School Nurse Consultant supports and monitors the clinic's compliance of procedures set forth by JCS D. 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.

ALL MEDICATIONS MUST BE CHECKED INTO THE CLINIC. All medications (prescriptions and over the counter) must be brought to the clinic along with a Medication Agreement form that is completed by the parent. This form is available in the office and on our Web site. Students are not allowed to carry any medications (prescription or non-prescription) with them unless it has been pre-authorized by the Area Nurse Consultant and the student's physician. This includes cough drops, saline and medicated lip balm. RMAE employees are not authorized to dispense medications of any type (prescription or non-prescription) without written permission from a parent/guardian.

Non-Prescription Medication – Non-prescription medications must be provided by a parent/guardian ***in their original container with manufacturer's directions/dosages clearly marked on the label/box.*** We cannot accept any medication from a student or loose pills/capsules in a baggie. Non-prescription medications can only be administered for up to two consecutive weeks without a physician's authorization.

Prescription Medication – Prescription drugs must be provided by a parent/guardian in the ***original pharmacy container*** with the label specifying the child's name, type of drug, dosage instructions, dates dispensed, doctor's name and pharmacy name with phone number. We are not permitted to administer a different dosage than what the prescription reads. If the medication is to be given at school on a routine basis, or if the dosage increases or decreases, we ***must have a Medication Agreement signed by your child's physician.*** The office staff will help obtain the physician's signature if a fax number is provided. Some pharmacies will provide you with two containers so that you may keep one at home and the other at school.

Acetaminophen – A supply of Tylenol or similar brand of acetaminophen will be maintained in the clinic. At registration, parents sign their permission, on the backside of the Student Information Card, for their student to receive the appropriate age dose of Tylenol. A separate Medication Agreement form is not required.

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

Our Code of Conduct is meant to reinforce key points already articulated in Jefferson County Schools' Code of Conduct. The Rocky Mountain Academy will abide by the expectations and rules stated in Jefferson County's Code of Conduct. All families receive a copy of the JCSD Code on Conduct at registration and it is the responsibility of parents and students to understand its contents. Additionally, you will be asked to verify that you received the Code of Conduct and you understand the contents within. This signature sheet will be available at registration.

I – Statement of Community Values

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

II – School Rights

All students have the

- 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

Some of the most important lessons any student should learn are to respect authority, respect the rights of others, take care of his or her own and other's property, and accept responsibility for his or her actions. 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 make a proper choice to any given situation. In order to accomplish this, we must set discipline standards that are enforced fairly and consistently. Please refer to the discipline section in this handbook.

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 works closely with the parents in these matters and communications are open and honest. It is of utmost importance that the teacher and parents work together as a team in discipline matters.

COMMUNICATION

Friday Folder Notes -

Most communications will be sent home with students in their Friday Folders. It also contains information regarding activities at the school and other information of general interest.

Friday Folder Flier Criteria

Submissions for Friday folder distribution must adhere to the following:

- Fliers must be from non-profit concerns unless RMAE will benefit. The Director will determine if the potential benefit to RMAE warrants inclusion in the Friday folder.
- No fliers will be permitted in the Friday folder from any organization with religious purposes or any organization which excludes any groups from their membership.
- PTO sponsored fundraisers and community building events will be pre-approved through either the RMAE Board or the Director.
- All fliers must be approved before distribution.
- All copies must be made and brought to the office no later than 12:00 p.m. on Thursday.

The intent for communications via fliers in the Friday folders is to inform parents about community events and school related functions. If you have pre-approved fliers to be put into the Friday folders, please group them in stacks of 25.

If you would like to submit a notice for inclusion in the school's Friday Folder note, the office must receive this notice no later than 12:00 p.m. on Thursday.

E-mail

Most faculty members have an e-mail address, and we find this to be 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). If you need to contact a faculty member who does not have an email address, please feel free to call the school office. Generally, you can expect return communication within 24 hours.

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 (100)

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.**

A complete list of voice mail extensions is included in this packet. We encourage you to keep it available as a reference throughout the year.

RMAE Web site –

It is strongly recommended that you visit the school's Web site frequently at www.rmae.org. The Web site contains a wide variety of information including; useful forms, copies of Friday folder notes, information regarding the RMAE Board of Directors, the PTO, and Office Administration.

CONFERENCES

Parent Teacher Conferences are typically scheduled in mid-October and late March. Due to our late start this year only, our first Parent Teacher conference will be in November. 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.

K-5th Grades – Conferences will be pre-scheduled through the main office. The parent/teacher conference is for **parents only** and we ask that you not bring your child or other siblings to the conference.

6th – 8th Grade - Conference are not pre-arranged, but will be on a first come first serve basis in fifteen minute increments. Conferences will be arena style with all core teachers present. If you need additional conference time other than the allocated 15 minutes, you are encouraged to arrange this with the teacher. *Middle school students are encouraged to attend with parents.*

Specials – Specials 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 Director. The Director will attempt to accommodate the parent's concerns by investigating alternatives to the curriculum or making other arrangements. However, the Director reserves the right to uphold the curriculum being taught. If the parent is unsatisfied with the Director's accommodations or alternatives, the parent may bring their concern to RMAE's Board of Directors by requesting time on the agenda of the next Board meeting.

DISCIPLINE

All students (K-8) who engage any of the following behaviors will have their behavior documented on a Discipline Referral.

- ❖ Disruptive behavior in class
- ❖ Talking out without raising your hand (unless designated by a classroom activity/teacher)
- ❖ Student is out of their seat without a reason
- ❖ Student did not bring their homework to school
- ❖ Student does not have necessary school supplies (and has been asked to bring them previously)
- ❖ Not dressed in RMAE dress code.
- ❖ Inappropriate noise making of any kind in the classroom
- ❖ Consciously avoiding class participation
- ❖ Playing with toys in class

Discipline Referrals are distributed to the parents via the child. The intent is to notify parents whenever a situation arises that warrants your attention. A signed copy of the Discipline Referral needs to be returned to school on the following school day.

The following are behaviors which result in a student being sent immediately to the Director with a Discipline Referral:

- ❖ Bullying or harassing behavior
- ❖ Fighting
- ❖ Cheating
- ❖ Stealing
- ❖ Lying
- ❖ Defacing School or others personal property
- ❖ Inappropriate Language
- ❖ Possession of any weapon
- ❖ Possession of any unknown substance
- ❖ Possession of any drugs (even over the counter) unless medically authorized
- ❖ Possession of alcoholic beverages
- ❖ Leaving school grounds or a classroom without permission
- ❖ Disrespecting adults or peers

DISCIPLINE SYSTEM – GRADES K-5

The discipline system is a unified approach to discipline that all RMAE teachers (including Specials) will use for situations that require discipline.

The discipline plan will begin new each day. Teachers may, but are not required to give (1) warning before initiating a Discipline Referral.

Consequences for a Discipline Referral may include any of the following:

Recess time-outs will mean that the child must either stand at the side of the playground monitor for the time designated or in a location in direct view of the playground monitor.

If a Discipline referral results, 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.

Discipline Referrals follow the same process as currently exists and is mandated by the Jefferson County Code of Conduct. All families receive a copy of the Code of Conduct at the beginning of the year. On the 4th referral in an 8-week period the student is suspended at the discretion of the Director. On or after the 3rd suspension in a school year the student is eligible for expulsion at the discretion of the Director.

DISCIPLINE SYSTEM - GRADES 6-8

The discipline system in grade 6th through 8th 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. This document details the discipline process and possible related consequence(s). All RMAE teachers use the same system for situations that require discipline in the 6th-8th grades.

Teachers may, but are not required to give (1) warning before starting a Discipline Referral. The Discipline Referrals are a way for teachers and administration to keep track of disciplinary measures that occur with individual students throughout time. Discipline Referrals are kept on file by the teacher until escalated to the Director at which time they are kept on file by the Director so continual disruptive behavior is tracked.

Discipline Referrals may be given to a student for a number of reasons and include, but are not limited to: being out of dress code, no or late homework or assignments, disruptive or disrespectful behavior, being late for class, inappropriate language, not being prepared for class, etc.

Dress code violations will result in a phone call home and an opportunity to have the proper school attire brought to the student. A 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.

All students are eligible for suspension or expulsion at any time, depending upon the severity of the situation, regardless the RMAE strike system; 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. All families receive a copy of the Code of Conduct at the beginning of the year. The Code of Conduct booklet includes all Jeffco Schools policies related to student conduct and discipline.

DRESS CODE (K-5TH)

If your child is not dressed in compliance with the dress code, consequences will result. Please refer to the RMAE discipline system and dress code for details.

Any questions regarding the dress code for elementary school should be directed to the Director or Elementary Coordinator for clarification.

Shirts

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

- **K-5 Students are required to purchase one RMAE Red Shirt/Sweatshirt with the RMAE Logo for field trip and special event purposes.** Based on weather, you may find it helpful to buy more than one style of a logo shirt. (These shirts can be purchased at Lands' End.) You will also find an assortment of RMAE gently used clothing at Twigs Consignment store in downtown Evergreen.
- Shirts must be solid red, white, navy or hunter green. Solid colors only, no stripes or patterns.
- 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; oxford point collar, regular point collared, polo (button style only), turtleneck, mock turtleneck or rounded collar shirts.
- Any lace or piping on shirts should not exceed $\frac{1}{4}$ inch width and must be the same color as the shirt. No emblems are allowed except the school logo.
- Mesh shirts, tight fitting shirts, spaghetti straps, or peasant style are not acceptable. Shirts must be long enough to be tucked in.
- All shirts are expected to be tucked in.

Pants

All references to pants apply to both males and females.

- **K-5 pants must be navy or true-khaki "uniform" color and may be purchased from an approved dress code store.** Please check the swatch in the RMAE office if you have any questions. The stores where you will find the "uniform" pants include: Lands' End, The Children's Place, Foleys, JC Penny, Sears, Kohls, and Osh Kosh. **Only pants of this uniform style and color are acceptable.**
- Pants must be twill, chino, polyester or corduroy. No Lycra or spandex.
- No sagging, bagging or dragging pants will be allowed. Girls may wear Capri-style pants if purchased from the uniform selections. Leggings may not be worn in lieu of pants.

Shorts

All references to shorts apply to both males and females.

- **K-5 shorts must be navy or true-khaki “uniform” color and may be purchased from an approved dress code store.** Please check the swatch in the RMAE office if you have any questions. The stores where you will find the “uniform” shorts include: Lands' End, The Children's Place, Foleys, JC Penny, Sears, Kohls, and Osh Kosh. **Only shorts of this “uniform” style and color are acceptable.**
- 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.

Dresses/Skorts/Jumpers/Skirts

- K-5 Dresses/Skorts/Jumpers/Skirts **must be navy or true-khaki “uniform” color and may be purchased from an approved dress code store.** Please check your khaki swatch or the swatch in the RMAE office if you have any questions. The stores where you will find the “uniform” items include: Lands' End, The Children's Place, Foleys, JC Penny, Sears, Kohls, and Osh Kosh. **Only items of the “uniform” style and color are acceptable.**
- 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.

Sweaters/Vests/Cardigans/Sweatshirts

All references to these items apply to both males and females.

- Sweaters/Vests/Cardigans/Sweatshirts may be navy, white, hunter green or red solid colors. 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. Shoes must have a non-slip or non-skid tread. 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.**
- Suitable shoes approved by the teacher 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.

Undergarments:

- Care needs to be taken in the wearing of appropriate undergarments. Wearing dark undergarments under lightly colored clothing is not allowed.

Belts

- Belts are optional for all grades. Approved solid colors are black, brown and navy. No adornments on belts are allowed (i.e., no spikes, studs, jewels, glitter, hooks, fringe, etc.) Belts of woven or plain color fabric are acceptable. No sagging, bagging or dragging garments will be allowed.

Accessories

- No jewelry may be worn except one small ring, stud earrings and a watch (no beeping or chiming watches). Necklaces, beads, and pins are not allowed. Students will be asked to take off inappropriate jewelry and give it to the teacher or staff member. Parents will need

to pick up confiscated jewelry in the office.

Body Piercing

- No visible body piercing other than in the ear will be allowed. No tongue rings, nose rings, chin, eyebrow or lip rings are allowed. No gauge ear rings allowed. No visible tattoos. See under "Accessories" for types of earrings allowed.

Hair

- Hair must be neat and properly maintained, not disruptive to the learning environment. No extreme fads, gang-related haircuts, hairnets nor 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 and in good taste (i.e. no black lipstick or extreme makeup of any type will be allowed).

Outdoor Clothing

- Weather appropriate, outdoor clothing must be provided. RMAE students are outside every day in all types of weather. 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.

Exceptions

- Exceptions to the dress code policy are: special event days that have been scheduled and published and/or students who are participating in scouting programs are permitted to wear their scouting uniforms on meeting days. Uniforms for other groups will be allowed at the discretion of the Director.
- 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 the white RMAE T-Shirt with approved pants, shorts, skirts for Spirit Days. If not wearing the white RMAE T-Shirt, then the dress code must be followed.
- Students may wear tasteful and appropriate clothing on Free Dress days. Students wearing clothing deemed inappropriate by the school Director or teacher will have their parents contacted. Parents will be responsible for bringing an appropriate change of clothing to school.

Middle school students, grades 6-8 are allowed to have "free dress" day every Friday in accordance with the Free Dress guidelines. This privilege may be revoked at any time at the discretion of the Director.

Enforcement

- Dress code violations in K-5 will result in a Discipline Referral being sent home from the homeroom teacher notifying parents of the violation. If the dress code violation is disruptive to the class environment, parents will be contacted and responsible for bringing an appropriate change of clothing to school.

Parents are required to pick up confiscated dress code violation items such as jewelry in the front office.

PURCHASING CLOTHING

We have identified many approved retailers that provide dress code items. Uniform items may be purchased from the following locations' "uniform" sections.

Locally

Twigs Consignment Store, downtown Evergreen- carries various uniform items that are either new or gently used, all at discounted prices.

In Denver

The following stores carry dress code items - Lands' End, The Children's Place, Osh Kosh, Kohls, Sears, Foleys, JC Penny. You may purchase from any of these retailers as long as the colors and styles of the dress code are consistent. Most of the items are only available during the Back to School season (August - October). However, polo shirts, khaki pants and navy pants should be available during most of the school year.

The following stores carry dress code items - Target, Sears, Foleys, Children's Place, J.C. Penny's, The Gap. **There may be other stores that carry these items as well. You may purchase from any of these retailers as long as the colors and styles of the dress code are consistent. Most of the items are only available during the Back to School season (August - October). However, polo shirts, khaki pants and navy pants should be available during most of the school year.**

Catalog/Internet

Lands' End

- **Catalogs** can be obtained by either calling Lands' End or by stopping by the School Office where a limited number is available. If you purchase direct from Lands' End catalog, 3% of sales goes directly back to the school twice a year. For RMAE to receive this rebate, you must indicate at the time of ordering that you are with RMAE.
- **Internet** - When purchasing items using the Internet you must go to the schoolpop.com web site and enter "Rocky Mountain Academy of Evergreen" in order for the school to receive a 3% rebate of items purchased.

Schoolpop.com: (www.schoolpop.com)

There are several merchants listed on schoolpop.com in which purchases can be made and the school is given a percentage of sales. Please remember to check the schoolpop.com web site when purchasing items using the Internet. So far the school has received \$97.00 in rebates.

DRESS CODE (6TH – 8TH GRADE)

Any questions regarding the Middle School Dress Code should be directed to the Director or Middle School Coordinator for clarification.

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 or patterns.
- Shirts may be long or short or ¾ length sleeved. Sleeveless and capped sleeved shirts are not allowed. All shirts must have a collar; oxford point collar, regular point collared, polo (button style only), turtleneck, mock turtleneck or rounded collar shirts.
- Any lace or piping on shirts should not exceed ¼ inch width and 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.
- All shirts are expected to be tucked in.
- **Students will be required to wear a red dress code shirt for field trip purposes.**
- **Middle School students will also be allowed to wear a denim button style collared shirt with an approved RMAE logo. Please check with the PTO for further details.**

Pants

All references to pants apply to both males and females.

- Middle School pants must be Navy or Khaki Color (light or dark color khaki ok – no olive Khaki)

- Pants must be twill, chino, polyester or corduroy. No Lycra or spandex.
- Cargo style pants are acceptable. No sagging, bagging or dragging pants will be allowed. No zip-offs. No hip hugger or bell-bottom styles are allowed. Girls may wear Capri-style pants. Leggings may not be worn in lieu of pants.

Shorts

All references to shorts apply to both males and females.

- Middle School shorts must be Navy or Khaki Color (light or dark color khaki ok – no olive Khaki)
- Shorts must be twill, chino, polyester or corduroy. No spandex or Lycra.
- Shorts must be mid-thigh in length or longer.
- Cargo style shorts are acceptable. No sagging, bagging or dragging shorts will be allowed.

Dresses/Skorts/Jumpers/Skirts:

- Middle School Dresses/Skorts/Jumpers/Skirts must be Navy or Khaki Color (light or dark color khaki ok – no olive Khaki)
- 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 in length to mid-calf in length.

Sweaters/Vests/Cardigans/Sweatshirts

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

- Sweaters/Vests/Cardigans/Sweatshirts may be navy, white, hunter green or red solid colors. Style may be v-neck; turtleneck or mock turtleneck or rounded collars. Cable sweaters are allowed if the sweater is a solid color. Sweaters and vests 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. Shoes must have a non-slip or non-skid tread. No clogs, mules, shoes with wheels, slides or sandals.
- Suitable shoes approved by the teacher 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. Panty hose may be flesh colored, beige, white, hunter green, or navy blue. Panty hose may not have a seam, design or any other type of adornment.
- Socks, tights, or panty hose must be worn with all shoes and boots.

Undergarments:

- Care needs to be taken in the wearing of appropriate undergarments. Wearing dark undergarments under lightly colored clothing is not allowed.

Belts

- Belts are optional for all grades. Approved solid colors are black, brown and navy. No adornments on belts are allowed (i.e., no spikes, studs, jewels, glitter, hooks, fringe, etc.) Belts of woven or plain color fabric are acceptable. No sagging, bagging or dragging garments will be allowed.

Accessories

- No jewelry may be worn except one small ring, stud earrings and a watch (no beeping or chiming watches). Necklaces, beads, and pins are not allowed. Students will be asked to

take off inappropriate jewelry and give it to the teacher or staff member. Parents will need to pick up confiscated jewelry in the office.

Body Piercing

- No visible body piercing other than in the ear will be allowed. No tongue rings, nose rings, chin, eyebrow, cheek or lip rings are allowed. No gauge ear rings allowed. No visible tattoos. See under "Accessories" for types of earrings allowed.

Hair

- Hair must be neat and properly maintained, not disruptive to the learning environment. No extreme fads, gang-related haircuts, hairnets nor 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 and in good taste (i.e. no black lipstick or extreme makeup of any type will be allowed).

Outdoor Clothing

- Weather appropriate, outdoor clothing must be provided. RMAE students are outside every day in all types of weather. 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.

Exceptions

- Exceptions to the dress code are: special event days that have been prescheduled and published and/or students who are participating in scouting programs who are permitted to wear their scouting uniforms on meeting days. Uniforms for other groups will be allowed at the discretion of the Director.
- 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 the white RMAE T-Shirt with approved pants, shorts, skirts for Spirit Days. If not wearing the white RMAE T-Shirt, then the dress code must be followed.
- Students may wear tasteful and appropriate clothing on Free Dress days. Students wearing clothing deemed inappropriate by the school Director or teacher will have their parents contacted. Parents will be responsible for bringing an appropriate change of clothing to school.

Enforcement

- Dress code violations will result in an Discipline Referral. If the dress code violation is disruptive to the class environment, parents will be contacted and responsible for bringing an appropriate change of clothing to school.
- Additionally, the student will be issued a RMAE shirt to wear until the dress code attire can be changed. A cleaned RMAE shirt needs to be returned to the main office.
- Parents are required to pick up confiscated dress code violation items such as jewelry in the front office.

PURCHASING CLOTHING

We have identified many retailers that carry dress code items. It is at your discretion to utilize any one of these retailers or perhaps you may choose a different retailer as long as the colors and styles of the dress code are consistent.

Locally

Twigs Consignment Store, downtown Evergreen carries new and gently used RMAE dress code attire.

In Denver

The following stores carry dress code items - Target, Sears, Foleys, The Children's Place, JC Penny, Lands' End, Kohls. There may be other stores that carry these items as well. You may purchase from any of these retailers as long as the colors and styles of the dress code are consistent. Most of the items are only available during the Back to School season (August - October). However, polo shirts, khaki pants and navy pants should be available during most of the school year.

DROP-OFF/PICK-UP LOCATIONS

Please observe the following locations for car pool and individual driver pick-up and drop-off locations:

- **Kindergarten - 3rd grade** car pools are to pick up and drop off students on the South side of the building (by the flagpole).
- **Kindergarten - 3rd grade car pools that have older siblings** should drop off and pick up on the north side of the main building.
- **4th - 8th grade** are to pick up and drop off on the north side of the main building.
- **A new drop off/pick up procedure will be sent out when we move to the new site.**

Students planning to go home with another carpool should bring a note to their teacher indicating their pickup change for that day.

DROP-OFF/PICK-UP PROCEDURES

It is extremely important to keep the traffic flow moving around the building and congestion off Bryant Drive during the drop-off and pick-up of students. The following procedures are in place to reduce congestion and are important for the safety of all our students. Please familiarize yourself, and any other person(s) responsible for the drop-off and pick-up of your student(s), with the following traffic flow and parking procedures:

1. **The traffic must flow one way in a counter clockwise direction around the building (follow the arrow on pavement).**
2. **Parking - All vehicles must pull into a parking spot to pick-up or drop-off their children and carpool children.** You may use parking spaces anywhere around the building. When parking, pull all the way forward. Please do not back your vehicle in as it takes additional space and it becomes difficult to turn back into the traffic flow. Also, please do not park parallel to the playground.
3. **If no parking spot is available and only if the traffic in front of you is at a stand still, you may pick up your carpool while in the traffic flow. Please do not stop if the traffic in front of you is moving.** (When cars stop in the traffic flow to have their students 'hop' in the car, it causes everyone in the line to stop for up to a minute and wait. While a minute may not seem like much, this is significant when multiplied by 10 to 20 cars.)
4. **During drop-off,** a traffic monitor/crossing guard is outside every morning to help direct traffic and assist students safely into the building. Children should either be directed to walk to, or be escorted to the crossing guard if you have parked along the outer perimeter of the parking lot on the south side of the building (K-3 drop-off area).
5. **During pick-up,** please be sure to escort your children from the waiting areas across the parking lots (it is unsafe to wave them across to meet you). Parents gathering students from the south ramp are asked to wait by the flagpole and not stand at the bottom of the ramp. When parents stand at the base of the ramp, the traffic becomes blocked.
6. **All students should be grouped in their carpools and be waiting together for their parents or car pool to arrive.**
7. For all students to be safe, **we require that parents do not use their cell phones during drop off and pick up.**
8. Please place the **name placard** with the last name(s) of the child(ren) who you are picking up on the dashboard in front of the driver.

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 and the children's safety is paramount. Your help and consideration is very much appreciated.

E-MAIL

Most staff members have an e-mail address, and 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). If you need to contact a staff member who does not have an email address, please call the school office.

EARLY DISMISSAL FROM SCHOOL

If your student must be excused early in the day, we ask that you come to the office and sign him/her out. **Please do not go directly to the classroom as this not only disrupts the classroom instruction, but could result in your student being marked absent for longer than he/she were actually missing from school and effect their attendance records.** 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. If the individual is unknown to school staff, identification will be requested.***

EMERGENCY INFORMATION, STUDENT

The pre-printed **Jeffco Student Information Card** completed at registration, contains information for emergency care of your child. ***Please update this information throughout the year with changes that may occur for your family so that you can be reached in an emergency situation.***

ENROLLMENT AND WAITING LIST

CHOICE ENROLLMENT

Application Deadlines –

Applications for both First and Second Round Choice Enrollment Periods are available on our Web site (www.rmae.org) once Jefferson County Public Schools determines the dates. You may also obtain a copy from the school office. Generally, the First Round for Choice Enrollment Application Period begins the second week of January and ends approximately two weeks later. Applications for the Second Round Choice Enrollment Period (wait list after lottery) will be accepted in mid-February and the process continues until the last day of August of that year.

Application Process –

Applications during the first round shall be randomly prioritized by grade level within the categories listed below in step 1. Applications submitted during the second round application period shall be approved on a "first-come, first-served" basis, as specified in this policy. If space is not available, applicants shall be put on an annual prioritized wait list. The annual prioritized wait list for a given school year begins after class spaces have been determined in the first round process, and will be maintained through the end of August of that same year. All wait lists are cleared on the last day of August, and class openings will not be publicized for the remainder of the school year. **(DO YOU WANT ME TO INSERT HERE THAT PARENTS CAN CALL THE OFFICE TO CHECK ON OPENINGS UP UNTIL THE END OF THE FIRST SEMESTER, WHICH IS MID-DECEMBER)?**

Once students are admitted into the K-8 program, they shall be allowed to stay for all remaining grade levels served by Rocky Mountain Academy and are not required to reapply each year for admittance. If an applicant is not admitted for a given school year, the student must reapply under the RMAE choice enrollment process if admission is desired for the following year. ***It should be noted that at the middle school level (6th-8th grades) families will have option of returning to their designated home school without going through the choice enrollment process.***

In the event that any information is falsified or withheld in connection with the choice enrollment process, any approval for admission and continued enrollment may be immediately withdrawn.

Enrollment Criteria –

Enrollment is open and tuition-free to any child meeting student eligibility requirements in step 2 and residing in the Jefferson County Public School District. Rocky Mountain Academy will meet all Federal laws, and constitutional provisions prohibiting discrimination on the basis of disability, race, color, age, creed, gender, sexual orientation, national origin, religion, ancestry, or disability.

Age Requirements –

Students are required to reach the following ages on or before October 1st of the applicable school year for entry in that school year:

Kindergarten Entry: Age 5 on or before October 1st
First Grade Entry: Age 6 on or before October 1st

Required Documents –

Copies of the following must accompany the child's application:

1. Birth certificate
2. Proof of residency requires both:
 - (a) a copy of a utility bill **and**
 - (b) a copy of driver's license of parent/guardian

FIRST ROUND APPLICATION PERIOD –Exact dates are determined yearly, but usually begin the second week of January and continue for approximately two weeks.

Step 1: Prioritizing Applicants --

The school shall randomly assign a priority number to each applicant in each category for each grade level. Priority categories are listed below in the order of highest priority to lowest priority.

1. *Staff Children - may be allowed enrollment even if it means increasing the class size beyond our limit of 23 per class.*
2. *Founding Families are given preference up to 10% of the total school population.*
3. *Siblings of in-district students currently enrolled in RMAE*
4. *Siblings of out-of-district students currently enrolled in RMAE*
5. *Siblings of in-district students offered an opening for the upcoming school year (new students)*
6. *Siblings of out-of-district students offered an opening for the upcoming school year (new students)*
7. *All other in-district applicants*
8. *Out-of-district applicants*

Staff Children - There will be a limit of 23 children per class in grades kindergarten through fifth and typically 16 students in each academic section for grades six through eight. Children of staff members working more than 50% of full time employment shall be allowed into RMAE at the discretion of the Director even if it means increasing the class size up to 24 students. Children of staff working less than 50% full time employment shall be allowed into RMAE at the discretion of the Director with the approval of the Board even if it means increasing the class size to 24 students. Children of staff members wishing to enroll their child at RMAE after the class is full with 24 students, shall be placed on the waiting list using the letter of intent/parent hire date. The date the parent is hired becomes the letter of intent date. The staff child will be able to take the first opening in the class. Should more than one staff child be on the waiting list when an opening is available, the child with the first letter of intent/parent hire date will get the first opening.

Founding Family - The term "founding family" shall mean those families who have contributed a significant number of hours, 60 hours or more, toward the initial opening of Rocky Mountain Academy in various capacities. Founding families will be given preference up to 10% of the total school population, and if space is available at that particular grade level. If a founding family space is offered, but declined by the parent, the founding family student is no longer considered a founding family student for future years. Sibling priority status will be applicable to founding families.

Sibling priority for currently enrolled students – Siblings of currently enrolled students shall include students enrolled in RMAE's K-8 program as of the lottery date. However, if the sibling enrolled at RMAE withdraws prior to the new school year, the sibling will no longer have sibling priority. Eighth grade siblings graduating in the spring, will be considered currently enrolled for purposes of sibling priority. If a sibling space is offered, then declined by the parent, the student is no longer considered a sibling for future years.

Sibling Priority for students not currently enrolled at RMAE (new students) – Applications for all siblings should be submitted at the same time during the first round application period. Each sibling applicant in the first round application period shall be given a randomly assigned lottery number, and if one of the siblings is selected the others for whom applications were submitted shall have sibling priority.

Siblings of in-district students will be accepted first, followed by siblings of out-of-district students. If a sibling space is offered, then declined by the parent, the student is no longer considered a sibling for future years. If a student is offered a space due to the sibling priority policy and the initially enrolled child withdraws, unless the second child has already started class, the second child will be removed from sibling priority status and be placed back on the waiting list in the lottery order first assigned.

In all cases, a lottery in each category will be held if more students apply for these spaces than are available at a particular age or grade level.

Out-of-county families - Enrollment shall be open to any child who resides outside of the School District, subject to compliance with Colorado public schools of choice statutes.

Step 2: Determining Student Eligibility --

The school shall determine for each applicant whether the applicant meets established eligibility criteria for enrollment in the school including but not limited to: (a) age requirements; (b) whether RMAE is able to meet the applicant's special needs; or (c) whether the applicant has been expelled or is in the process of being expelled as a habitually disruptive student or for a serious violation in a school building or in or on school property.

Step 3: Accepting Applicants --

Eligible applicants at each grade level shall be placed where space is available according to their randomly selected priority number within the categories listed in Step 1. Where space is not available, "annual prioritized lists" are established according to the random number and priority category ranking. The annual prioritized list for a given school year stays in effect for the entire school year of the year for which enrollment is sought, and vacancies shall be filled from this list. If applicants are not accepted, they must reapply under the choice enrollment process for the following year.

Step 4: Notifying Applicants --

For the first round application period, the school shall provide notification of either a class placement or where they are on the annual prioritized wait list. The first round applicants shall have priority over those applicants applying during the second round. If an opening becomes available, applicants shall be notified by phone or email, and upon verbal agreement from the parent, a District Policy Confirmation letter will be mailed to the parent. Parents with students on

the annual prioritized list are welcome to check in with the office on a regular basis, regarding the movement of their student's names on the list.

Efforts to notify waiting list parents of an opening - The manager of the waiting list will call the phone numbers given on the application form (as well as attempt to email the parent) to leave messages if possible. If contact is not possible because all phone numbers provided are disconnected or otherwise out of order, the child will be presumed no longer to live in Jefferson County and therefore cannot be included on a class list, and the next person on the waiting list will be contacted. All offers for openings at Rocky Mountain Academy will also be presented in writing via email with a specified amount of time to respond.

Step 5: Acceptance --

Between October 2nd and July 15th, inclusive of each year, parents shall be given **seven days** in which to make a decision regarding the acceptance of an opening at Rocky Mountain Academy. However, between July 16 and August 31st of each year, parents shall have **three days** in which to make a decision regarding the acceptance of an opening at Rocky Mountain Academy.

Rejection of space availability - If a parent turns down or fails to respond to the opportunity to enroll their child, the child's name will be removed from the wait list. If the parent chooses to re-apply at a later time, the second round application procedures will apply.

SECOND ROUND APPLICATION PERIOD – Exact dates are not determined yet but usually begin the second week of February and continue until the last day of August of the same year.

Second round applications shall be processed in the same manner as specified in Steps 1-5 above for first-round applications, except that second round names will not be randomly prioritized, but instead will be added on a "first come, first serve" basis to the already established lists in each priority category. For example, when a family is offered and accepts an opening for one sibling during the second round application period, all other siblings will be added to the sibling priority wait lists for the desired grades.

After October 1st of each year, all students attending a Jefferson County School must submit both an enrollment application and an administrative transfer request. Reference "Administrative Transfers" below.

ADDITIONAL ENROLLMENT INFORMATION

ADMINISTRATIVE TRANSFERS

Mid year transfers (after October 1st and through the end of the first semester) from other Jefferson County Schools will be handled in accordance with the second round application period procedures. Along with the student's application, the student must also submit a Jefferson County administrative transfer form to RMAE and a copy to their current school. The principal of the current school must approve the outgoing transfer.

WAIT LIST IS PURGED ANNUALLY

On September 1st of each year, the current school year wait list will be purged.

ENROLLMENT FOR INCOMING KINDERGARTEN (I've reworded this whole section)

Rocky Mountain Academy of Evergreen will not notify parents as to the First or Second Round Choice Enrollment periods, but parents can call the office or visit the website to get this information It is strongly advised that if you have an incoming child for Kindergarten through eighth grades, you should come in during the First Round Choice Enrollment Period in order to receive the best chance for a class placement for the following year. Children who are enrolled

at Rocky Mountain Academy Preschool are not given priority and must fill out enrollment forms in order to receive class placement at Rocky Mountain Academy for kindergarten.

WAIT LIST EXCEPTIONS

A family having a child or children in attendance at Rocky Mountain Academy may request the Board to make an exception to the waiting list policy to allow their child back into Rocky Mountain Academy after a one-year absence. Any such exception shall be made on a case-by-case basis by the Board. During the year's absence, the parent must re-register their child/children or otherwise notify the school in writing of their intent to reenroll for the following school year. If the school has not received written notification from the parent by January 24th of the year the parents wish to reenroll their child, the opening will no longer be available.

GROUNDINGS FOR DENIAL OF ADMISSION

The following are grounds for denial of admission to students requesting choice enrollment:

1. There are no openings available.
2. RMAE does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student, or does not offer the particular program requested.
3. The student does not meet the established eligibility criteria for participating in a particular program, including but not limited to age requirements, and required levels of performance.
4. The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.
5. The student has been expelled at any time, or is in the process of being expelled, as a habitually disruptive student or for a serious violation in a school building or in or on school property.

CHANGES IN RESIDENCE

A student who becomes a non-resident after enrollment or between school years shall be allowed to remain at RMAE.

PARENT VISIT DAYS

Parent visit days will be scheduled beginning in December of each year. Please refer to the RMAE web site for the schedule (www.RMAE.org, parent visit days) or contact the school office.

PRESCHOOL ADMITTANCE TO THE MAIN SCHOOL

It is important to note that attendance at RMAE preschool does not automatically mean admittance to the main school. As preschool is not mandatory, the school district will not allow our preschool to directly feed into the main school. The same choice enrollment policies need to be followed as outlined above.

QUESTIONS?

The RMAE office staff will be happy to assist you in this process and answer any questions you may have. Office hours are from 7:45 am to 3:45 pm on school attendance days. Messages may be left at any time by pressing 100 at the outgoing message and someone will get back to you. Messages will be checked once or twice weekly through the summer.

Phone: 303-670-1070

Fax: 303-670-1253

NOTICE TO PARENTS CHOICE ENROLLMENT IN CHARTER SCHOOLS

Enrollment in a charter school is a choice enrollment under Jefferson County's School Board Policy JFBA and Regulation JFBA-R. Under the choice enrollment policy a student who is accepted into the school is accepted for the span of grades of that school, and is not required to reapply each year for admittance. The school in which the choice enrolled student is admitted becomes the "home" school of the student for the span of grades of that school. Should a parent and student wish to return to their "neighborhood" public school, they would have to apply through Jefferson County's choice enrollment to the neighborhood school for admittance. Mid year administrative transfers occurring after October 1st must be approved by the principal of both the school the student is currently attending and the principal of the receiving school. If the student is not admitted through choice enrollment and the administrative transfer is denied, the student would continue to be enrolled at Rocky Mountain Academy.

Adopted: July 17, 2001, September 18, 2001, November 20, 2001, January 29, 2002.

Revised: November 25, 2003

References: Jefferson County School District Regulation JFBA-R (September 2, 2003) Jefferson County School District Policy JFBA (September 2, 2003)

FIELD TRIPS

RMAE authorizes and encourages field trips for educational purposes provided such trips are properly planned and have been approved by the Director. Parents will be notified about all trips. **Signed permission slips must be returned prior to the trip.** If the permission slip is not returned, the student will remain at school with another teacher. A generic field trip permission slip and accompanying student emergency information for field trip forms are available on our website for your convenience.

- Parent vehicles are most often used for transportation and volunteer parent help is essential and greatly appreciated for field trips to occur.
- No student shall be transported in unauthorized vehicles. Seatbelts are required and will be used by all students. Car seats and booster seats will be used in accordance with state laws.
- An "authorized vehicle" is a vehicle the school Director or his designee has approved for use in the field trip. The Director or his designee shall take the following factors into account in approving a vehicle: the suitability of the vehicle for the intended purpose, the driver, the number of operational seatbelts, the date of use, and any other factors deemed relevant by the school Director.
- All parent vehicles are to drive directly to the event location and following the event directly return to school. For example, no detours to fast food locations, etc. are permitted.
- While many parents feel that they would like to "treat" the students in their car with special treats such as ice cream at the zoo, etc.. We ask that you please refrain from this activity. Often times the classroom teacher will have arranged for special treats and we want to be fair to all the students.

Overnight Field trips must be planned more than month prior to the trip and all forms must be completed and returned to the office no later than four weeks before departure. A mandatory informational parent meeting will be scheduled to coordinate all paper work in advance. If a parent is unable to attend this meeting, they must arrange a meeting either with the office or the teacher sponsoring the field trip. Forms will not be sent home for parents to complete.

GRADING POLICY

The grading scale for grades **Kindergarten through second grade is currently under review. More information will be sent home after the review process.**

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

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

Effort marks will also be awarded to students **K – 8th Grade**:

E	Exceeds Expectations, Excellent Progress
S	Meets Expectations, Satisfactory Progress
N	Needs Improvement

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 these expectations by the end of the school year. Student grades are based on their success in meeting quarterly objectives for each category. The full curriculum alignment's, encompassing the Core Knowledge, Jefferson County, and Colorado performance expectations, are available in the RMAE library.

HONOR ROLL

Beginning at the fourth grade and continuing on through eighth grade, RMAE will recognize academic achievement of students with a designated honor roll status:

- White certificate-awarded for a semester grade point average of 3.40 to 3.69.
- Green certificate-awarded for a semester grade point average of 3.70 to 4.0.

Certificates will be awarded twice a year at semester time. All grades, including specials, will be included in determining honor roll status. Specials grades combined will equate to one core grade in the formula.

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 assigned to reinforce concepts and skills already learned in the classroom setting. Homework should never be new learning but instead review. 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. 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 take 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 followed by the faculty and staff at RMAE. 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.

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

***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

RMAE offers a hot lunch program on a monthly basis. The lunches are provided by Jefferson County School district via the cafeteria at Evergreen Middle School. We do qualify for federally subsidized programs such as the free and reduced lunch program. Details about this program are available in the office and requests are held strictly confidential.

Every month a menu and order form will be sent home in Friday folders with the youngest and only child for you to place your order for the following month. The cost will be \$1.85 for an elementary portion, and \$2.00 for a slightly larger portion per day. *You must commit to purchasing lunches 5 days a week for one month at a time.* Payment must be made in advance and received by the deadline indicated on the order form. Payment may be made by credit card or check and if writing a personal check, please indicate in the memo section your child's name and that the payment is for lunch. **Checks should be made payable to RMAE.** An automatic monthly payment arrangement can also be made with a credit card.

The meal will be balanced and meet nutrition requirements as outlined by the Department of Public Health. The meal will include white or chocolate milk. Hot and cold items will be kept at proper temperatures via special food containers provided by Jeffco.

Currently, microwaves are available for students to use to heat up food from home on Mondays, Wednesdays, and Thursdays. Microwaves are not available for student use on Tuesdays and Fridays.

HOURS

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

K – 5th Grade 8:10 a.m.– 2:55 p.m.

Students need to report to the playground upon arrival at school. In the event of inclement weather, a sign will be posted on the main doors of the school with instructions as to where the students are to report.

6th – 8th Grade 7:55 a.m. – 3:10 p.m.

Students may enter their classrooms at 7:50 a.m. Middle School students are expected to be in attendance and prepared for class by 7:55 a.m.

Students should not arrive before 7:45 am nor stay after 3:35 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 have not heard from you or are unable to reach you we will attempt to contact your emergency contacts. However, as a last resort, if we are unable to reach you or an emergency contact we will contact legal authorities and request their help if necessary.

If a student arrives after their scheduled arrival time, he or she must be signed in at the office by an adult and will be counted tardy excused. If an adult does not sign in a tardy student, the student will be counted as tardy NOT excused. Students will not be permitted into their classroom after school has begun without a tardy pass.

Administrative Office Hours

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

HUT TRIPS

Middle school students (grades 6-8) will be participating in RMAE annual hut trips. Students who went on one of the trips last year explained that it was a great experience and the highlight of their year. Students have an opportunity to bond with each other and perhaps learn new skills along the way. Hut trips will be scheduled in advance and a mandatory parent informational meeting will be held prior to the trip for parents. At that time the details of the trip and safety measures will be covered and parents will have an opportunity to ask questions and complete the necessary paperwork. Hut trips are not mandatory but are strongly encouraged. If your child does not participate, they will still be expected to come to school.

INTERNET ACCEPTABLE USE

The Director shall review yearly, the Internet Acceptable Use Policy. Rocky Mountain Academy adheres to the "**Jefferson County Public Schools Conduct Code and Related Policies Book - A Guide for Parents and Students**". Please refer to this guidebook under the index heading "Internet Use" for overall guidance.

The technology instructor shall have on file, a signed agreement form from each student, prior to any student accessing the Internet. Both the parent and student must sign the agreement form. These agreement forms will be distributed to parents at registration and be in effect for that school year only. Further, the technology instructor shall communicate both the educational benefits and the potential dangers of the Internet to the staff and students.

All staff wishing to access the Internet while at school must also agree to and sign the Internet Acceptable Use Policy for Staff. A signed agreement form shall be on file with the technology instructor at the beginning of each school year in order for any staff member to access the Internet from Rocky Mountain Academy during that school year.

All classroom teachers and educational assistants shall review the Student Internet Acceptable Use Policy and work with the technology instructor to ensure compliance. Reference RMAE Board Policy 7.9

LOCKERS

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. There will be no sharing of lockers among students. Should a situation arise where a locker change is necessary, the student must talk with either the Director or Office administration to initiate this.

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 and liquids. Liquids may spill in lockers, and 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.

At the end of the school year, locker contents discarded.

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.

Lockers are not available to middle school students until we move to our new campus. Students are not permitted in the locker shed at our Bryant location.

LOST AND FOUND

A collection of lost and found items is located in the Yurt (lunchroom). 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 donated to local charities twice throughout the school year.

MAKE-UP SCHOOLWORK

When a student has an excused absence they are allowed the same number of days to make up the work that they have been absent, unless quarterly school calendar restrictions would not allow for grades to be completed. When a student has been absent for an approved Known-absence, it is expected that the student will return to school with all make up work completed on their first day back in class. Any exceptions to this will be noted by the teacher(s) on the approval form.

Students are responsible for checking with their teacher(s) regarding their make up work instructions. If your child has been absent for illness reasons and you would like to request make up work from your student's teacher, you must request the work 1 full school day in advance. It is not possible, for teachers to stop instruction during the school day to compile assignments for students who are absent. Compiled work for absent students will be forwarded to the office for parents to pick up after 8:00 am the following day you requested the assignments. (So, if for instance your child is likely only going to be absent for 1 day due to a cold or infection, you would not be able to request make up work be sent home on the same day.) It is your child's responsibility to ask the teacher for missing assignments if 1 day of school has been missed, and complete the work accordingly.

MEDICATION

Please refer to the Clinic section in this handbook.

OUTDOOR EDUCATION LAB SCHOOL (OELS)

The Outdoor Lab Office has scheduled RMAE's 5th and 6th grade students to attend OELS this year. Currently, these grades are scheduled to attend in September 2007. The Outdoor Education Program is an integral part of Jefferson County Public School's 5th and 6th grade curriculum and is frequently mentioned by Jeffco students and the highlight of these years. Outdoor Lab is considered school, and not a camp. All RMAE school policies and Jefferson County School District policies extend to OELS.

PARENT CONFIDENTIALITY AGREEMENT

Parents sign the following agreement at registration and by doing so, agree to abide by the contents herein.

First, thank you very much for the time you invest as a volunteer at Rocky Mountain Academy. Many educators believe that any school's greatness is often measured by how much parents are involved with their children's education. Certainly by that assessment RMAE would rank quite high. Because of your support we often have parents working with or exposed to confidential student information, which is in part the impetus for this agreement. Your understanding is very much appreciated.

As a parent volunteer for Rocky Mountain Academy I agree to abide by the following expectations pertaining to any information discussed, viewed, or observed at the school.

- I will not discuss any child's behavior, records, or personal situations with another parent or person outside of school faculty.
- I will go directly to the appropriate teacher or staff administrator with questions.
- I will not act as a school official towards students when it pertains to discipline, dress code or other behavior, unless specifically asked to do so, such as when serving as a playground monitor.
- I will not let my personal opinions interfere with how I treat individual children at RMAE.
- I will not bring siblings or younger children to school when I come to volunteer in the classroom.
- I will not expect that I work with MY child when I volunteer in the classroom.

Lastly, we ask that you work with your child's teacher to fit into volunteer times and areas that work for the teacher.

PARENT CONTRACT

Parents sign the following contract at registration and by doing so, they agree to uphold the following guidelines:

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 agree to read my child's Friday folder newsletters and attend parent-teacher conferences with my child's teacher.
- 5) I agree to have my child follow age-appropriate reading guidelines established by the school. 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.
- 6) I will insure that my child is dressed in uniform clothing in adherence to the dress code, is using good hygiene, and has adequate nutrition and rest.

Areas that are specific to parents:

- 7) I understand that it is my responsibility to provide transportation and lunch for my child.
- 8) I will actively participate in RMAE by volunteering my time per school policy (a minimum of 60 hours per year, per family). This may include participation on Board meetings, committees, fundraisers, classroom projects, field trips etc.
- 9) I understand that conversations with my child's teacher are important but should be scheduled in advance. Drop-in visits to the classroom before, during, or after school are granted on a case-by case basis. Inappropriate contact with teachers will not be tolerated and will result in mediation with the Director.
- 10) I understand that teachers do check their voice mail and e-mail each day, but do not necessarily have time to return phone messages or e-mail the same day. Teachers will attempt to return communication within one business day, but there will be times when that is not possible. In any event, I understand that I can contact the Director 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.

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. During school hours the gates that block access to the sides of the school and playground areas will be closed. If you have parked in an area that is on the inside of that gate, please request assistance from the office before you try to exit.

PARTIES

Birthday and other parties should be handled in accordance with the classroom teacher's wishes and school guidelines.

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. Students are not allowed to bring electronic devices including cell phones, electronic games, CD players or other recording/listening devices to school.

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 the school unless arrangements have been made with a specific teacher.

PHONE MESSAGES

The school uses a voice mail system to help you 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. 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.**

A complete list of voice mail extensions is included in this packet on page 4. We encourage you to keep it available as a reference throughout the year.

PHONE USAGE, STUDENT

Students may use the school telephone only in cases of emergency. Authorization from a teacher, a school secretary or the Director is required. Students may not make phone calls on personal cell phones during school time.



PLAYGROUND

Unsupervised use of the school's playground equipment will not be allowed at any time.

RECESS/PLAYGROUND EXPECTATIONS (updated 10/2003)

Purpose - To provide a safe environment where all students can play, exercise and interact with others.

RECESS MONITOR GUIDELINES/DUTIES

The Recess Monitor on duty should stop into the office first and sign in. They will collect the recess clipboard a walkie-talkie, and a whistle (or bring your own) from the office.

At the end of your shift, please pick up the balls or enlist the help of kids to do so. Also, please take any lunch boxes and jackets left on the playground to the Lost and Found in the yurt.

Please be sure to have parents *check in/out* at the office before picking up their student from recess or the lunchroom.

When a student is sent to the office, please call on the walkie-talkie to announce that the student is on their way to the office. Likewise, the office will call you when the student arrives or is sent back to you.

If you have a serious injury, please call on the walkie-talkie for help and someone from the office will come to you. If it is an emergency, another student should be sent to the office as well. If a serious injury should occur, you will be required to help office staff complete a detailed report about the injury that is then submitted to Jeffco Risk Management.

Please remember that all students are expected to respect you. This is part of our basic behavior expectation and covered in our discipline policy. Please help us enforce this by expecting respectful behavior when you are helping at the school. (See student rules)

Leaving so Soon? - Student Pass: All students are expected to stay on the playground and in the lunch area for lunch and recess. If a student is to return to class before their recess/lunch period is over, the student must have a pass from the originating teacher as to where and when they are to go. The Recess Monitor or Yurt Monitor will sign before the student can go anywhere. Their name will be put on a list in the Yurt so we know where all the children are.

Transition

The Recess Monitor will blow the whistle to transition the students into lunch or back to class. See schedule inside Yurt for exact times.

STUDENT RULES

- As students are excused from lunch they must wait behind the black boundary until other children are excused, and leave their lunches near the black boundary.
- Please watch your personal space
- No physical pushing, pulling etc.
- Balls must be kept low to the ground. No punting, or kicking balls high into the air.
- When children are walking through the basketball area, please cease play.
- Wood chips are to help protect you when falling – please leave them alone.
- No fast running, rough tag, dodge ball, or tackle games
- No arguing over or taking balls from one another.
- Respectful language is expected!
- No sliding on anything other than slides (i.e. Down hill side, on black top, or on black rails)
- Snow is for snowmen and snow forts only. No throwing snow!

Play Structure Equipment

- Swings: Only children swinging should be near the swings. If you are waiting for your turn to swing you must be outside of the green poles. 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)
- Cable Ride: No pushing at all on the cable ride

Boundaries

- Students must stay in the playground boundary, on the black top or the soccer field. Students may build rock paths immediately behind the yurt, but the steeper hillside area is off limits. The rock forts must be kept off the primary play areas.
- The parking lot, outside of the fenced in area is off limits to students in grades K-5. Middle school students are allowed to get a ball when under direct adult supervision.

Games we don't Play

- Sliding or climbing on the hillsides above the pathway to the yurt
- Horsey, where one student acts as a horse in a horse drawn carriage
- Tying students up, has never been a good idea, nor is it today
- Forts that interfere with the play ground equipment area

Games we allow, with adult supervision

- Terminator (now that he's the Governor...), played with soft ball, for older students, 4th and up, it's tag with a soft ball
- Hockey for middle school students with appropriate safety gear

CONSEQUENCES AND DISCIPLINE

- The RMAE discipline policy is to be used. Strikes can be given and recess consequences observed. There are also times when you do not use the strike system and will refer the student directly to the office (please see the discipline policy attached).
- When you send a student to the office, please call them on the walkie talkie to announce that the student is on their way to the office. Likewise, the office will call you when the student arrives or is sent back to you.
- Students who must first serve their strike discipline, are to sit on the black boundary of the playground five feet apart with no talking. You are responsible for watching them and to ensure they serve their time. They are only excused when you excuse them.
- Each teacher is to send the strike clipboard with a student to lunch. It will hang just inside the Yurt and the same student will return it to class.

RECESS

For Recess/Playground rules, please reference playground section above. Students are expected to remain outside during recess time except in extreme weather conditions such as lightning storms. **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 and must be adhered to.

REPORT CARDS

Rocky Mountain Academy is on a quarter system with four separate grading periods. At the end of the first and third grading periods, parent/teacher conferences will be held (please reference the conference section in this handbook). Both parents are requested at these conferences if possible. Report cards and SMART Goals will be reviewed at these conferences. Report cards for students in Kindergarten through 5th grade will be sent home in the Friday folders at the end of each quarter.

Report cards and mid-term progress reports for the middle school will be mailed home in the middle and end of each quarter. These mailings will also be used to update families on the curriculum and upcoming major assignments.

Parents should regularly check the Parent Portal to stay abreast of their child's academic progress.

RETENTION AND PROMOTION

Rocky Mountain Academy faculty and administration will decide promotion and retention of students. 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 should 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. Director's recommendation.

If the teacher is considering retention of a student, the parents and Director should be informed as soon as possible. In any case, this recommendation or consideration should come no later than the third quarter. Notification should be made in writing as well as verbally during conferences. Rocky Mountain Academy reserves the right to determine final placement of any student.

Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

SNOW DAYS AND EMERGENCY CLOSURES

Generally RMAE will follow the District in determining snow days. However, RMAE has the prerogative to call a snow day when necessary even if the District has not. Administrators shall be sensitive to RMAE parents who drive a considerable distance to the school campus.



If winter weather or some unforeseen circumstance requires that RMAE close for the day, or begin at a later time than normal, please tune into local television/radio stations for announcements and updates.

Closures and start delays will be announced by 6:00 a.m. on: Radio station KOA 850 and on the following television stations: KCNC (Channel 4), KMGH (Channel 7), KUSA (Channel 9) and WB2 News. You may also phone the school's general mail box (303.670.1070 x100) by 6:00 a.m., as we will post a message regarding the school closure or start delay.

Due to the preponderance of carpooling and the lack of public transportation at RMAE, a parent shall have the option, in his or her discretion, to bring their children to school late due to weather conditions. Parents may also choose to pick up their children early in the case of inclement weather. We will delay recording a student as tardy on inclement weather days.

SPECIAL PROGRAMS (ENCORE)

ART

RMAE's art program teaches students fundamental art skills through the use of a variety of different mediums, and art history. These two components are meant to instill in students an appreciation of art. Our art instruction is guided by the methods of the Monart School of Art. This is a structured approach that encourages students to understand the fundamentals of line, shape, color and texture. Finally, we want to make art part of the history of humanity by discussing and showing historical art works as they correspondent to each class's course of instruction.

LIBRARY

RMAE's Library supports our Core Knowledge curriculum and delivers hands on learning opportunities to reinforce our curriculum. The library will also be used to provide remedial instruction for students of all ages. Students will have the opportunity to check out books from the Library during their scheduled Library class time. It is the student's responsibility to see that the book is returned timely and in good condition. Lost, damaged or stolen books must be replaced or paid for.

MUSIC

The music program integrates the Core Knowledge music appreciation curricula with an emphasis on learning how to use a wide variety of instruments including singing, rhythm instruments and movements. A recorder, keyboard and guitar are taught in a progression that begins in the Kindergarten. This cooperative approach encourages the students to develop music on their own from small motives, phrases and sections to evolving complexities in music. Music taught with this in mind promises to be flexible and adaptive to student's abilities and motivations.

PHYSICAL EDUCATION

The Physical Education program is meant to teach students widely used athletic skills and to provide students with a structured environment in which they can "play" different sports. An emphasis will also be placed on teaching respect and building teamwork within each class.

SPANISH

Our foreign language program in Spanish, an essential World Language, will enable our students to not only increase their language acquisition at a prime language learning time but will also enhance their knowledge of world history and culture. They will experience an increased global awareness that will benefit them throughout their lives. Furthermore, the enthusiasm for language learning through early success that our students receive will be transferable to all languages. Our communication-based curriculum will make it possible for students to develop skills necessary to produce and receive understandable messages at various levels of expertise. Receptive skills (listening, mimicking and simple reading) as well as language production practice (conversing and writing) will be developed in our school setting with the aid of music, art, rhymes, games and other hands-on activities. Our program also benefits students in other areas of study including the acquisition of English language arts.

SPECIAL EDUCATION

Jefferson County Schools provide a continuum of services for its students ranging from the regular classroom through a variety of support services. The team that will assess a need for services consists of our special education consultant, curriculum coordinator, school Director, and classroom teacher. Students determined to be in need will have access to a variety of services some of which include: speech and language therapy, instructional support and/or counseling services. Please contact your child's teacher or the Director if you think your child may need additional support beyond the regular classroom.

TECHNOLOGY EDUCATION

RMAE is very committed to a high quality technology education program that includes a computer lab and computers in every classroom. An emphasis will be placed on integrating the use of technology into student's core curriculum.

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, please indicate this on the Student Information Card (filled out at registration) and at the PTO registration table. 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 available for sale at school. Details will be sent home in Friday Folders as information on sales is available.

SUPPLY LIST

Individual grade supply lists are posted on the RMAE website, are available in the office, and at registration. Instructions for marking school supplies with your students personal information vary by class, so please check each individual supply sheet for this information.



TEACHER IN-SERVICE DAYS

Professional development provides teachers with time to enrich their understanding of curriculum, instruction and assessment. In-service days also permit teachers to maintain good communication with teachers among and between grade levels and to share information about student needs. Please check your calendar for this year's In-Service dates.

TRAFFIC

For traffic flow procedures during the drop-off and pick-up of students please reference the drop-off and pick-up section in this handbook. Safety remains a major focus for all of us. With this in mind, please drive slowly on school grounds and use extra courtesy with pedestrians and other drivers. Please also pay extra attention when you are backing up or driving around the school. Accidents happen so quickly!

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. 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.

WITHDRAWALS/TRANSFERS

To insure a smooth transfer or withdrawal of students from RMAE, 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.

WITHHOLDING DIPLOMAS/GRADES/TRANSCRIPTS

The school may withhold grades, diplomas, or transcripts of a student who fails to replace damaged textbooks or to return borrowed textbooks. The school will make a reasonable effort to obtain the return of or repayment for lost textbooks and payment for damaged textbooks.

When the Director determines a student is unable to pay for damage or loss, the school may obtain payment through other methods such as a payment plan or a plan established whereby the student performs services for the school. Rocky Mountain Academy 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 or to return borrowed textbooks. *Reference: C.R.S. 22-32-110(1)(jj) RMAE Board Policy 5.7*