



# **Rocky Mountain Deaf School**

**Student-Family Handbook  
2023-2024**

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*\*Specific changes to policy have been highlighted in italics for easy identification.*



Dear Families and Guardians,

On behalf of the Rocky Mountain Deaf School community, we are excited to welcome each of you to the 2023-2024 school year. We are ready and eager to greet students and to build a positive year filled with new friendships and engaging learning opportunities.

The Student-Family Handbook contains important information for you to refer to throughout the school year. It outlines the policies and procedures that guide both student learning and student conduct at RMDS. These policies and guidelines help ensure a positive learning environment for each of our students.

Please review this handbook and the students' code of conduct with your child. Also, please keep this copy handy and refer to its contents for guidance on policies and procedures. Staff will also review the handbook and code of conduct with your child at the beginning of the school year. This is a "living" document that is published annually.

Communication is key for the RMDS community, students, family, staff, and administrators, to come together as partners in the process of education. This handbook, the website, and monthly newsletters are not meant to replace the wonderful face-to-face discussions that we hope to have with you this year. We value your input and consider you an important member of your child's educational team. Please feel free to contact us if you have any questions, comments, or concerns. We look forward to our work together and are confident that each student will experience a most successful and fulfilling school year.

Sincerely,

RMDS Administration Team

## PURPOSE

*To inspire every deaf student to think, to learn, to achieve, to care.*

Rocky Mountain Deaf School is founded on the belief that deaf children can and should succeed. The driving force behind the school is a theme of excellence in research-based academic programs. In this intellectually stimulating environment, communication is totally accessible throughout the day from every person in the child's environment. Each student's potential is maximized as teachers continue to instill in each child the joy of living and learning.

## VALUES

**High Expectations.** We expect the best work from our students, faculty, administrators, board, and family.

**Family Atmosphere.** We create a welcoming and intimate environment where students, family, and educators feel comfortable and can work productively together through respectful open communication.

**Exceptional Teamwork.** We work collaboratively and inclusively to help each other be successful and to ensure that our collective efforts result in more than what we could accomplish individually.

**Continuous Innovation.** We seek out and find creative new ways to be more effective in everything that we do, including thinking outside of the box.

**Zest.** We maintain high motivation to be the best.

## VISION

As a high-performing, innovative educational program for students who are deaf, we are deeply committed to providing a rigorous, standards-based curriculum. We prepare each deaf student to be literate, academically successful, and technologically competent. We provide a linguistically rich learning environment through the acquisition of American Sign Language and English both inside and outside the classroom.

Through strong collaboration with students, family, the Deaf community, the educational research community, the school community, the business community, and other interested stakeholders, we are a model of best practices and an exemplary resource in the field of Deaf Education both nationally and internationally.

# CREDO

We recognize that:

- ❖ “deaf” means individuals who have varying hearing acuity (deaf, Deaf, and hard-of-hearing);
- ❖ each deaf child is unique, important, and inviolate;
- ❖ each deaf child is the child of his or her family, not the product nor the property of any culture theory, or establishment;
- ❖ families are partner(s) in each deaf child’s educational program;
- ❖ each deaf child’s home and culture (language, values, and lifestyle) must be respected;
- ❖ being deaf is a positive state of being;
- ❖ deaf children need school personnel who are competent in and knowledgeable about the current trends of education, deafness, and research;
- ❖ deaf children deserve, and are capable of, an American education and English literacy on par with non-deaf children;
- ❖ deaf children should be educated in the company of other deaf children;
- ❖ deaf children need an education that uses and develops accessible language and communication methods and respects the child’s visual skills and strengths;
- ❖ deaf children deserve a rigorous curriculum and fair assessments;
- ❖ deaf children can succeed with innovative instructional methods, materials, and leading-edge technology; and
- ❖ the world is the classroom.



## 2023-2024 FAMILYCALENDAR

School Hours:  
Monday-Thursday  
8:30 am to 3:45 pm  
Friday 8:30 am to 1:15 pm

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Holiday/Vacation-No School
	Orientation Day
	First/Last Days of School
	Family Conferences
	Early Release 11:30
	Registration 2-5 pm

January '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 10	Students Return
Jan 15	MLK Day-No School

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 23	Registration Day 2:00-5:00 pm
Aug 24	Orientation/Back to School Celebration
Aug 25	First Day of School

February '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 8	Family Conferences/Early Release
Feb 16	No School
Feb 19	President's Day-No School

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sep 24	Labor Day-No School
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March '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 26	End of 3Q
Mar 27	Spring Break
Mar 28	Students/Staff Return

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 13	End of 1Q
Oct 19-20	Fall Break-No School

April '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 20-21	Thanksgiving Break
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May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 24	End of 4Q
May 25	HS Graduation
May 27	Memorial Day-No School
May 28	Last Day of School/Early Release
May 29	Students/Staff Return

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 21	End of 2Q
Dec 22	Winter Break

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3-14	Summer Camp
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updated 18-May-2023



# INFORMATION

## Main Office Number

(VP) 720-961-9200 | (Voice) 303-984-5749 | (Text) 303-263-6800

## School Hours

**Monday - Thursday:** 8:30 am - 3:45 pm

**Fridays:** 8:30 am - 1:15 pm

## Office Hours

**Monday - Friday:** 8:00 am - 4:00 pm

## After School Program

**Monday - Friday:** 3:45 pm - 5:00pm

## **Communication**

Communication is important to student success. RMDS welcomes the thoughts and opinions of family members. Families should feel free to meet with any staff member. If an interpreter is wanted (spoken language or sign), email a request to [interpreters@rmds.co](mailto:interpreters@rmds.co) or call the school.

All family suggestions and concerns are considered valuable and will be addressed. Ideas and feedback help to make continuous improvements in the education program. RMDS works actively with family in resolving problems that may arise. Family should direct their concerns by speaking with and/or scheduling a conference with their student's teacher(s).

## **Academic Progress**

Evaluation and progress monitoring is a daily process as teachers and families monitor the learning of each student. Report cards or progress reports will be sent home each quarter or semester.

Report cards will be sent home four times a year for ECE, Elementary, and Middle School students. Report cards will be sent home twice a year for High School students. Conferences will be held with all families in October and February.

## **Events and News**

RMDS distributes a weekly news bulletin as well as a monthly newsletter. These are distributed via email unless a paper copy is requested.

These newsletters include information about important events, the school schedule, and student life.

## **RMDS Advertisement**

We will share advertisements that promote community involvement (without alcohol) for our families via social media. To keep up to date, we encourage you to follow our Facebook page: [RMDSCO](#).

School-related news, such as our Weekly News, Monthly Newsletter, Letters from the Director, and other school updates will be shared via email blast.

## **Communication on Campus**

RMDS is a bilingual school that values both American Sign Language (ASL) and English equally. The language of instruction will be delivered through American Sign Language. RMDS recognizes the importance of communication that is accessible to everyone. To achieve this goal, ASL is used as the primary mode of communication in public areas, with some special exceptions. It is recognized that not all persons on campus will be fluent or skilled in ASL. A hierarchy of options has been developed for communicating with a deaf person, if one method fails, move down the list.

1. American Sign Language
2. Written notes on paper or cell phone
3. Request that someone serve as an interpreter

## Family /Student Concerns, Conflict Resolution/Grievance Policy

### **Jefferson County District Policy J11**

*Adopted and Revised: June 11, 2015*

It is the policy of the Rocky Mountain Deaf School to honor a student's right of inquiry and to express matters of concern. Students shall be encouraged to settle their grievances at the school level.

Complaints of discrimination or harassment of a student based upon the student's race, color, religion, national origin, ancestry, sex, sexual orientation, or disability should be referred to the local schools initially and addressed through the procedures provided by Policy JBB, Harassment of Students. Sexual Orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

When a student feels that he or she has experienced unfair treatment from school staff members or needs further information to determine whether an injustice has been committed, the student may submit a request for an inquiry into the matter of concern. The request shall be submitted in writing to the teacher or staff member with the most direct responsibility for the individual student's instruction or performance in the matters at issue. The letter shall state the injustice or unfairness experienced by the student with a clear description of the events that occurred including dates, locations, and the persons who were involved.

The responsible staff member shall have ten school days to conduct the necessary inquiry and respond to the matter of concern. If the student has reason to believe that all appropriate information has not been considered or that a fair resolution to the grievance has not been achieved, an appeal, explaining its rationale, may be made in writing within ten school days to the school Director following the decision about which appeal is sought for further inquiry or review of the previous decision. The Director must issue decisions in writing within twenty school days following the receipt of the appeal.

In most cases, the potential adverse party (teacher or administrator) will not need to be present with the student. Rather, all versions of events shall be obtained separately at each level.

The respective levels of review are as follows:

**First Level** - Submit a written request to the teacher or staff with most direct responsibility in the matter of issue.

**Second Level** - Submit a written request to the director with the original letter and letter of rationale for appeal.

**Third Level** - If the student continues to believe a fair resolution has not been achieved, they can submit a letter indicating the grievance process has not been met, and request the RMDS Board members to hold an executive session to resolve the grievance.

### Reporting Procedures for Child Abuse

If a family member suspects their child is being abused by any staff member, Colorado state law requires that the school address the complaint by filing an official report with the Department of Social Services as well as the local Police Department. If at any time a family member suspects abuse, they should come to the school and speak with the Director. Official reporting forms are maintained in the office. Once the complaint has been registered and the forms filled out, the proper authorities will be contacted.

# FAMILY/STAFF RESPONSIBILITIES

## Family /Guardian Responsibilities

Families at Rocky Mountain Deaf School are expected to cooperate with all school policies, especially in the areas of dress, discipline, and academics. Families should encourage students with all of their academic endeavors and should give assistance when deemed necessary.

RMDS students are expected to be on time and prepared for class when the bell rings at 8:30 am. Punctuality is a valuable skill. Please ensure that your child is on time every day. Attendance is also a critical part of success in school. It is crucial that families ensure that their child has regular and punctual attendance.

The responsibility for good behavior rests on the individual student and their family. It is critically important that families assist the school in promoting, developing, and maintaining good behavior from each student.

Families are responsible to check their child's grades with their child on a regular basis utilizing Infinite Campus.

Families are expected to obtain a copy of the Jefferson County Conduct Code online at [www.jeffcoweb.jeffco.k12.co.us](http://www.jeffcoweb.jeffco.k12.co.us) or use the RMDS website, [www.rmids.co](http://www.rmids.co). It is the family's responsibility to read and discuss the contents of this book with their child. Families may obtain a copy of the Code at the front desk upon request.

## Staff Responsibilities

Staff members are expected to communicate directly and regularly with families about student progress or concerns.

Staff members are expected to treat students, each other, and families in a respectful, constructive manner.

Staff working directly with children are required by Colorado State Statute to report any evidence or suspicion of child abuse or neglect. Behavioral concerns will be discussed when necessary with families and/or with the teacher.

## Family/Teacher Conference & Communication

Conferences with the teacher are helpful in keeping families informed of their student's progress and ways in which they might be of assistance to him/her at home.

*Family/Teacher conferences will be held **twice** each year.* In addition, families can contact their student's teacher for a phone conference or arrange for a meeting if they feel it is needed.

## Out of School Activities

Sleepovers and birthday parties are great social events for students to interact after school; however, invitations are expected to be exchanged outside of school. Party invitations should not be sent to school to be distributed in class unless the entire class will be invited to the event.

## Personal Property

Each student has a cubby or locker, depending on grade, to keep personal items in. All personal items brought to RMDS should be labeled. The school is not responsible for lost or damaged personal belongings. Please do not send toys, except for "show and tell" for pre-kindergarten and kindergarten students. If a student brings a toy, it will be held by the teacher and returned to the student at the end of the day. If the problem persists, the office will keep the toy until the family can come to pick it up.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Rights

Students have the right to...

- Receive high-quality academic and student development instruction, communication, and student support.
- Have family/guardians or other appropriate people involved in their educational and student development programs.
- Ask for information about RMDS policies and procedures, including the right to appeal disciplinary decisions to the Director.
- Share and discuss their views and opinions.
- Be respected as a student and a developing person.
- Organize, meet for discussion, and express their thoughts and feelings about any issue with students, administrators, faculty, and staff.
- Request and expect privacy with regard to their school records in accordance with Federal and State laws.
- Have access to their records and control over the disclosure of their records in accordance with Federal law.
- Learn in a safe and healthy environment.

## Student Responsibilities

Students are expected to...

- Understand their role as a learner.
- Know, understand, and ask questions about RMDS policies and procedures.
- Respect and obey RMDS rules.
- Accept the consequences of their actions, behaviors, decisions, and choices.
- Accept criticism when they are wrong, and praise when they are right.
- Develop their skills and abilities as fully as possible.
- Respect the views and opinions of other people, even when they do not agree.
- Respect other people's rights and property, including RMDS property.
- Respect and value themselves as well as other people.
- Check their grades on a regular basis using Infinite Campus.
- Show mature and appropriate behavior on and off campus.
- Improve themselves through participation in class, after-school activities, and sports.
- Display self-control and ask for help when necessary.
- Dress appropriately at all times

# SCHOOL GUIDELINES

## Attendance

For student safety reasons, it is required by JeffCo that timely and accurate attendance records are maintained every morning and the location of each student is known throughout the day. The goal at Rocky Mountain Deaf School is to offer students the knowledge and skills required to succeed in higher education, and in life. A good attendance record of 95% or better will help students meet their learning goals. Rocky Mountain Deaf School students are expected to follow the RMDS calendar.

### Absences Reporting Procedure

Student attendance is CRITICAL for their learning and development. Families, students, and RMDS staff are responsible for supporting positive attendance practices as established by the JeffCo School District's policies. The procedures outlined below must be followed when a student is absent.

If a student is absent, the family should email [attendance@rmds.co](mailto:attendance@rmds.co), or call and leave a message at 720-961-9200 by 8:30 A.M. **It is the family's responsibility** to notify the front office of the absence (whether or not they have notified the teacher or transportation already), including the reason, within 24 hours. If the office is not notified within 24 hours, the absence will be considered unexcused.

*A student is allowed to have four absences a month or ten absences a year without being considered truant. After this, the student is considered truant and RMDS will follow up with the student's family to ensure that the student attends school, including meeting with the*

*Director and creating a plan to improve the student's attendance.*

Reasons for excused absences:

- Illness - a doctor's note is required.
- Medical, dental, or court appointments
- Religious observances
- Death in the family
- Inclement weather (as approved by the Director)

### Tardy Policy

Teachers will take attendance at 8:35 am. Students who are tardy will check-in at the front desk and receive a Tardy Slip, which they will give to their teacher. If a student arrives late to class without a Tardy Slip, they will be sent back to the front office to obtain one.

If a student is tardy due to a medical appointment, they should bring a note from their doctor's office and turn it in at the front to excuse their tardy.

Middle School and High School students: Three unexcused tardies between classes will result in detention hall.

### Unexcused Absence, Tardy, or Early Release

An unexcused absence or tardy is defined as an absence or tardy that is not covered by one of the above criteria. Unexcused tardies and absences will result in lower grades, less success in meeting learning goals, and a personal letter to the family from the director.

To obtain excused status for a pre-arranged absence that is not covered by the criteria, a pre-arranged absence form can be picked up at the front office, filled out, and given to the Director no later than three days prior to the

absence for approval. The student must meet one or more of the following conditions for the Director's approval: 1) be in good academic standing, 2) have no unexcused absences or 3) have four or fewer absences in a semester or seven or fewer in a school year. Approval must be obtained before the absence occurs for the excused status to apply.

### Make-up Work

A student with an excused absence from school will be given the opportunity to complete missed schoolwork to receive credit. The student must make arrangements with each teacher the day that they return to school and will have two days to make up the work for every one day that they miss. The student is responsible for completing all make-up work as scheduled with teachers. Extenuating circumstances must be approved by the Director in consultation with the teacher and the student.

### Early Release

Families must call or email the front office by 8:30 a.m. to request that their student be dismissed early. Families must come into the school to sign their student out before leaving. If the student will be driving themselves, they must sign out before they leave.

### Dress Code

The Rocky Mountain Deaf School Dress Code is designed to foster a learning environment free from unnecessary distractions. It is also in support of the belief that school is a place of business, and thus staff and students are expected to comply with the dress code during the school day. Special care should be taken to represent RMDS with dignity and pride at all

school-sanctioned events inside or outside of the building.

Students who are not in compliance with the dress code will be referred to the Assistant Principal's office. Students will be provided with acceptable clothing while the offending clothing is held until the end of the school day. Families may be called to assist the student in obtaining appropriate attire. Habitual violations of the dress code may result in disciplinary action.

Appearance and dress that is disruptive to the educational process, that constitutes a health or safety hazard, has the potential to cause personal embarrassment, displays derisive, vulgar, or derogatory comments, or causes any kind of classroom disruption is prohibited.

All clothing should be respectful, modest, and appropriate for the school environment. The following list, along with good common sense, should be used by students, staff, and families.

Students must wear:

- A shirt (with fabric that touches the waistband in the front, back, and sides under the arms)
- Pants/jeans or equivalent (ex: skirt, sweatpants, a dress or shorts)
- Shoes

Not Allowable dress:

- Items that expose private parts of the body
- Items with sexually suggestive language or message
- Items that promote illegal or violent conduct including but not limited to drugs, alcohol, tobacco, weapons, and/or gang affiliation

- Items that depict hate speech, intimidation, or intolerance toward protected groups
- Hats, headwear including hoods and bandannas, sunglasses or anything that makes the face unidentifiable (with exception of a protective mask, clothing/headgear worn for religious and medical purposes with leadership team approval)

\*Some course and school-sponsored extracurricular activities may require specific attire. Ex: safety gear, athletic attire, uniforms, hair tied back, etc.)

\*Some school-sponsored activities will allow costumes or special clothing. These include Spirit Week and uniforms for sports. Prior approval from administration must be obtained for any exceptions to the above guidelines.

## Use of Technology

Students are prohibited from accessing the internet without a signed permission form; both families and student are required to sign the form. RMDS intends that students will use the internet only for appropriate, school-related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

The middle and high school programs primarily use laptop computers within a wireless environment and related technology to support coursework (IPads, etc.). Various software programs and open source applications are also used throughout projects and assignments.

*To ensure student safety, RMDS uses Securly Software to monitor student use of the internet while using school owned technology.*

The receptionist's telephone is for business and emergency calls only. Students will not be permitted to answer the telephone unless it is an emergency. A videophone booth is also available in the community lounge area. These phones are to be used by students before and after school only. Emergency phone calls during the day may be made from the receptionist's office.

## Personal Electronics

Because of the potential for loss or damage, it is preferred that students keep personal electronics (IPads, cell phones, and gaming devices) at home. If used on the way to or from school, students should keep these items in their backpacks during the school day, including free time on the playground before school begins. High school students are allowed to check their devices during break time and lunch period. Students may use the RMDS guest Wi-Fi on personal electronics.

RMDS takes no responsibility for the loss or damage of personal electronics. Devices used against the rules during the school day and after a second warning will be confiscated and held in the office for the remainder of the day. If there is a third attempt, the device will be held in the office for a week, and the family will be notified.

### **Personal Technology Devices Policy:**

Middle school students are expected to leave their devices in designated baskets in classrooms during class or leave them in their lockers. High school students can have their phones but they should not be visible. Students need to show respect to peers and staff when using their technology devices. They can use their phones between classes and during lunch time.



Middle school students must leave their personal electronics at school on field trips. High school students are permitted to bring them but must not allow them to interfere with their learning and must show respect to all when using them.

## **Sexual Activity/ Public Displays of Affection**

The effective education of RMDS students requires a school environment which promotes responsibility, respect, civility, and academic excellence in which students are safe and secure. RMDS encourages the healthy social development of students. Public displays of affection and sexual activity are not appropriate at school or when under RMDS supervision such as off campus activities, transportation to/from RMDS, and other events.

### **Inappropriate Public Displays of Affection**

All students are prohibited from engaging in inappropriate public displays of affection which include: prolonged or passionate hugging or kissing, extremely close physical contact or any physical expression of affection that is sexual in nature. Staff members will guide students in learning appropriate physical boundaries.

### **Dating**

It is recognized that dating is a developmentally appropriate social activity for students in the high school and middle school departments. RMDS continues to promote appropriate social interactions between students.

1. Elementary students are not allowed to date.
2. Dating between Middle School and High School students is prohibited.
3. Dating must abide by the rules above regarding sexual activity and public displays of affection

## **Lunch and Snacks**

RMDS realizes that proper nutrition is an important part of learning. If a student is hungry, it is very difficult for them to concentrate on their school work. A specified time has been established during the day for students to have a snack. It is strongly encouraged that families provide healthy snacks for their students. Soda and candy are not permitted. Students may not share food at any time, as other students may have food allergies.

RMDS policy prohibits any staff member from using food as a reward or disciplinary measure.

A vending machine with healthy snacks is available in the building. Elementary students can purchase snacks after school hours. Middle and High school students can purchase snacks before and after school hours. Students may bring and eat soda or candy during after school times and events.

### **Lunches**

Refrigeration is not available for bag lunches. A microwave is not available to heat lunches.

### **Hot Lunches**

Hot lunches are provided by Jefferson County Public Schools Food Service. Families must set-up an account with SchoolCafe (<https://www.schoolcafe.com/JEFFCOSD>). Note that lunch menus can be found on this site.

*This year, all Colorado students will be provided access to free school meals thanks to Colorado voters who supported the passage of Prop FF, Healthy School Meals for All (HSMA). More details will be coming from the state and district soon.*

## Breakfast

Breakfasts are provided by RMDS free of charge. Breakfast is available in the cafeteria for all students starting at 8:20 AM.

## School Holiday Celebration

Rocky Mountain Deaf School is a diverse community that includes families with different beliefs and customs connected to holidays, celebrations, and other cultural traditions that occur throughout the year. It is our intent to honor this diversity of beliefs in our community as well as the diversity of beliefs around the globe. Therefore, we approach holidays primarily from an educational perspective, using holidays to teach about topics such as history and culture while not taking time away from education to celebrate holidays and non-holiday celebrations such as birthdays, Halloween, etc.

**Religious Holidays:** We recognize but do not celebrate religious holidays such as Christmas, Diwali, Easter, Halloween, Hanukkah, Kwanzaa, St. Patrick's Day, and Valentine's Day. It is up to grade-level teams to determine how that level will recognize each particular holiday consistent with educational objectives and this policy.

**Non-Religious Holidays:** We recognize non-religious holidays such as Martin Luther King Jr. Day, Memorial Day, New Year's Day, Presidents' Day, Thanksgiving, and Veterans Day. Teachers should provide information regarding these holidays and provide appropriate educational activities.

### **Guidance:**

Halloween: Costumes should not be worn by students or staff during school hours.

Birthdays: We recognize students' birthdays at the classroom level but those recognitions should not include treats or presents.

## School Wellness

RMDS recognizes the importance of healthy eating having a significant impact on students' learning. The goal is to promote healthy lifestyle choices, life skills, and attitudes among students, staff, and families. RMDS follows the best practices in promoting school wellness, including sharing information and updating the RMDS wellness policy. We will adhere to these best practices.

### **Best Practices:**

- Healthy Celebrations
- Healthy Fundraisers
- Healthy Rewards
- Health and Wellness Fairs
- Reduced Food Waste
- Adequate Time to Eat

**Fundraisers:** Food fundraisers that meet the standards or are exempt may be sold on the campus during the school day EXCEPT during meal service and at other specified times. Pre-ordered foods that are not intended for immediate consumption such as Girl Scout Cookies are excluded. Foods sold only to adults are excluded also.

**Holiday Celebration:** School must follow district policy and provide food that takes student food allergies into consideration, religious exemptions and dietary needs.

**Birthday Food Standards:** Student birthdays should only be recognized with non-food celebrations. No food will be accepted from families.

**Rewards:** School will not use food or beverages as rewards for academic performance or good behavior. Exemptions are allowed for individual students based on the approval of the Director.

**Vending Machine:** The machine provides healthy snack choices that students may purchase before, during and after school hours (depending on grade level).

**Marketing of Food:** Any food or drink marketed or promoted on school property must meet the smart snacks standards and cannot be produced within the school building.

**Snacks:** Students should be sent to school with healthy snacks on a daily basis. Soda and candy are not allowed during school hours.

Healthy foods and beverages may be provided by the school for occasional classroom celebrations and parties during school hours. Families should refrain from bringing food and snacks for their student's birthday celebrations. Families are welcome to celebrate birthdays and share trinkets if they would like.

### School Meals

Meals served through Jeffco Lunch program will:

- meet a minimum nutritional requirement established by local, state, and federal statutes and regulations
- served in a clean and pleasant setting

**Breakfast:** to ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn. Breakfast will be available at 8:20 a.m. at no cost.

**Free and Reduced-priced meals:** School will make every effort to eliminate any social stigma

attached to and prevent the overt identification of students who are eligible for free and reduced price school meals.

### Managing Students with Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, families and physicians to minimize risks and provide a safe educational environment for students.

**Sharing of Foods and Beverage:** School will discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

#### Family Responsibility

- Notify the school of the child's allergies.
- To ask for meal modification- a requirement to complete Medical Statement for Meal Modification for the child's needs throughout the school including classroom, cafeteria, after-school program, during school-sponsored activities and on the school bus.
- Provide written medical documentation, instructions and medications as directed by a physician.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergies.
- Provide emergency contact information

## School Responsibility

- Be knowledgeable about and follow applicable federal laws.
- Review the health records submitted by family and physicians
- Include food-allergic students in school activities.
- Provide alternative food choice
- Assure that all staff who interact with the student on a regular basis understands food allergy, and to eliminate the use of food allergens in the classroom including educational tools, arts, and craft projects or incentives.
- Provide families with 48 hours notice in advance if it includes a food option in the classroom or school event (for the families with non-allergic student with time to send in alternative choice if preferred.)

## Student Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

### Pets at School

No pets are allowed at school without prior approval from the Director.

### Smoking

RMDS is a drug-free campus. No alcohol, drugs, marijuana, or tobacco are permitted at any time.

# TRANSPORTATION

Transportation is an arrangement between each family and their home school district. It is the family's responsibility to notify the transportation department of their district if their child will not be riding the morning or afternoon vehicle. Families should also notify the front office of RMDS of transportation changes/absences/early releases.

If the student is not at the pickup point for their vehicle within five minutes of the designated time, the vehicle will leave without them. If the family does not arrive within five minutes of the designated drop-off time, policy states that the student will be taken to the nearest police station.

If there are concerns regarding a student's transportation or driver, families should contact their district's transportation office or the Director. The front office of RMDS can be contacted for assistance in finding the right contact information for transportation.

Students using transportation through a school district are responsible for knowing and obeying all transportation rules.

## Riding a Different Bus

On those occasions when it is necessary for a student to ride in a different vehicle that is provided by a school district, a permission note from the family must be brought to the office. The note should include the name of the student, which district vehicle/route they will join, the name of the other student they are accompanying, and the date(s) they will ride. The family of the student they are riding with should contact their transportation department to let them know another student will be joining them.

## Closure/Delay Due to Weather

If RMDS is closed due to weather, the information will be posted through several outlets. If it is posted that Jefferson County Public Schools are closed, this includes RMDS. Media outlets to check for closures are Television Channel 9 News, RMDS' Facebook page, and RMDS' website.

Even if RMDS is open during weather that could cause dangerous road conditions, families should evaluate whether it is safe to bring their child to school based on the road conditions and temperature near their home. Everyone's safety is a high priority.

In the event of extreme weather conditions that do not warrant canceling school, JeffCo may call a 2-Hour Delay Schedule. *If Jeffco declares a 2 hour delay schedule, Rocky Mountain Deaf School will also have a 2 hour delay, beginning school at 10:30 am.*

## What Families Need To Do

- We encourage all families to follow RMDS' Instagram and Facebook pages. This is the first place we post information, as it is the easiest and fastest way to communicate. Also, be sure to bookmark our RMDS webpage, as we post emergency notices there as well.
- Families should ensure the school always has the most current contact information for them and any emergency contacts, through Infinite Campus. Anyone picking up a student from school during school hours or

under special circumstances, will always be asked to present a photo ID before the student will be released.

Additionally, the family should designate within Infinite Campus any individuals they wish to have pick up your child. The pick-up box must be checked for all such individuals.

- In cold weather, students should be dressed appropriately. No one can predict when a fire alarm might go off or when buildings might have to be evacuated due to an emergency.
- All families should make advance arrangements for their children in case of school closures and for the rare situation when it is necessary to close an individual school under specific circumstances.
- Children should know where to go if a family member will not be home and how to contact their family or guardian.

### **How to Find Out About Closures/Alerts**

#### **District/RMDS Social Media Channels**

As mentioned above, families should follow RMDS' Instagram and Facebook pages in order to receive information quickly, then turn on notifications for the channels once they are being "followed".

#### **E-mail from School**

RMDS uses e-mail to inform families about upcoming events, cancellations and unplanned circumstances. Our emails are also used for snow closure announcements. Contact information families submit in Enroll Jeffco is what RMDS will use for sending messages to families. Please keep this information up-to-date at all times.

#### **Local News Media**

Watch the news media, particularly local TV stations, for these messages: "Rocky Mountain Deaf School is closed" and/or "All JeffCo Public Schools are closed."

### **Length of an Emergency School Closure**

Unless otherwise announced, school weather-related closures are for one day only.

If there is NO further announcement after one day, then schools will operate as usual.

### **Event Cancellations or Postponements**

Check with RMDS regarding the cancellation of events and activities. The school will utilize e-mail and/or social media to share this information; families are encouraged to follow RMDS' social media channels for the fastest information.

### **Make-Up Days**

RMDS' policy mandates a specific number of days each year teachers must work directly with students. When a school falls below this level, make-up days, which will be announced. This will be communicated directly with families.

### **Drop-Off and Pick-Up Policy**

Student safety is of high priority at RMDS. In order for students to be appropriately supervised at all times, the following policy has been established.

Students should not be dropped off prior to 8:20 A.M..

### **Elementary Students**

A staff member will be supervising either on the playground (if weather permits) or in the gym beginning at 8:20. Students will go to the

playground or to the gym unless they are tardy. Tardy students will use the front doors.

### Middle and High School Students

Students can come in the front doors at 8:20 am and go to the cafeteria where breakfast is made available.

### Release

Students enrolled in after-school programs can go directly from class to their program. Students not enrolled in a program must be picked up or get on their transportation directly after school. Families should communicate if they are going to be late to pick up their child. Elementary students not picked up by 3:45 will be supervised. If the family does not come to pick up the student within one hour to the close of the school day, the student will be taken to the Denver Police Mounted Patrol at 4350 S. Pierce Street Littleton, CO.

If a family needs to pick up their student early, all family members or persons authorized to pick up students must come to the front office and sign the student out.

There are five ways in which a student may be released at the completion of the school day:

1. The family may pick up the student.
2. The family may notify the front desk that someone other than a family member or those persons listed on the "permission to pick up" list is picking up the student. The staff may ask for a description of the person and to see their ID for verification.
3. Authorized transportation service from JeffCo or the home district may pick up the student.
4. Students who drive themselves to and from school and need to leave early must bring a permission note signed by

the family to the front desk that morning.

5. Students who drive themselves and leave early on a scheduled basis must sign out at the front desk before they leave each day.

**\*If there are any changes in release plans, the front desk must be notified by 3:00 p.m.**

### Students with a Driver's License

Parking on school property is a courtesy extended to students and others by RMDS. Rocky Mountain Deaf School assumes no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Students driving to school must obtain a free parking permit from the front office. To get a parking permit, students will need to sign the parking contract and submit proof of insurance.

Students may be disciplined for inappropriate behavior or erratic driving to or from school. Any violation of the rules may result in either the revocation of a student's parking permit or other disciplinary measures that are deemed necessary. Students may maintain their parking privilege by obeying the rules listed below:

1. Be a licensed driver.
2. Accept the responsibility to be on time to their first-period course.
3. Issues related to students choosing to drive to school are not excuses for late arrival. It is recommended that students use the bus service during inclement weather. Tardiness to school can result in loss of parking privileges.
4. All students must be covered by insurance. The school is not liable for the automobile or its contents.



5. Operators of motorcycles must wear a helmet on school property and passengers are not permitted.
6. Students are not allowed to loiter in the parking lots or in vehicles before, during, or after school hours.

*\*Student passengers are expected to have written family permission.*

### **Visiting RMDS**

All persons entering RMDS must first check in at the front office and obtain a visitor's pass.

Families are encouraged to make an appointment to visit their student's classes. Classroom visitation not only gives an opportunity for the family to observe their student's work, but also their personal relationships in a group setting with other students of the same approximate age. Short visits are usually of more value than one prolonged visit. Families should schedule a time with their student's teacher that would be most meaningful to them and their student.

### **Family and Visitor Access to Classrooms**

For safety reasons, RMDS is required to know who is in the building at all times and where each person is going. Therefore, it is mandatory that all families and visitors sign in and out at the front desk. All visitors are required to wear their badge at all times while in the building.

RMDS values the education of the students and wants to minimize disruptions in the classroom. RMDS asks that families not interrupt teachers while they are preparing for class or teaching students. If a family member would like to meet with the teacher, they should make an appointment to meet with him/her at a convenient time. Teachers want to be available to families, but must balance their time with

preparing and teaching classes. If an immediate concern arises, please see the Director.

### **Exclusion from Physical Ed.**

Students should have a note from home for temporary exclusion from gym activities for health reasons. Permanent exclusion from gym classes requires a written request from a doctor. Students are required to wear appropriate gym shoes during physical education for their own personal safety and the safety of others.

### **Field Trips**

Field trips are an important part of the RMDS instructional approach. In order to ensure the safety of all students on field trips, the school must receive the signed permission slip from family prior to departure. If the student is 18 or older, they are considered independent adults and may sign their own permission form. Any student who does not have a signed permission slip will remain at school. If a family member wishes to join their student's field trip, they will be expected to function as a chaperone. Chaperones will be selected on a first come, first served basis. The teacher will share his/her expectations of chaperone duties on the trip. Families are welcome to join on field trips, but should pay the teacher in advance and provide their own transportation if necessary.

As part of our safety measures during field trips, a head-count is taken prior to the start of the trip, regularly throughout the trip and then again prior to the return to school to ensure that each student is accounted for. If a student is unaccounted for during the field trip, the local authorities will be notified immediately.



# SAFETY AND HEALTH

## Safety Procedures

RMDS has six pre-planned safety procedures to initiate should any potentially dangerous situation arise. They are referred to as fire, evacuate, shelter, secure, and lockdown.

### Fire

When the fire alarm is activated, students calmly follow their teacher to the soccer field according to the route posted in each classroom until the situation is clear.

### Evacuate

If a situation were to occur that made the staff feel the safety of the students would best be protected by evacuation from the school site, the students will be walked to the D'Evelyn Jr./Sr. High School. Students will be retained at the site until their family can pick them up. Students will only be released to their families or other persons who are listed on their contacts in Jeffco Connect with authorization to pick up. If this occurs, families will be notified of the situation.

### Shelter

If the weather is such that there is a need to seek shelter, the students will shelter in the academic spine in the position indicated on the map in each classroom.

### Secure

If a secure is initiated due to a potential threat outside the building, all doors and windows must be locked. No one may enter or leave the building. Secures occur when the police advise of a dangerous situation in the area (e.g. criminal activity). The building will remain locked until the police send notification that the situation is clear. During the secure, activities continue as normal inside the building.

### Lockdown

If a lockdown is initiated, there is an intruder in the building. Students and staff will hide from sight in locked classrooms until the situation is clear.

### Hold

*A hold occurs if there is a situation within a certain part of the school and students and staff need to stay in the classroom until the situation is resolved. During the hold, classes should continue as usual.*

### Drills

Throughout the year, scheduled fire, shelter, secure, and lockdown drills will occur. This ensures that staff and students are familiar and comfortable with emergency procedures.

### School Resource Officer

*RMDS works closely with our JeffCo School Resource Officer to support student safety and education. The SRO is housed at D'Evelyn JR/SR high school but visits RMDS regularly to support students and staff.*

## Medication Procedure

Medication includes anything such as cough drops, vitamins, herbs, lotion/ointments, sunscreen. For the safety and protection of the students, medication policies must be followed by school personnel when dispensing medication to any student. Medication can be administered at school only under the following conditions:

A fully completed and signed school district Medication Agreement Form (Form 924) must accompany the medication.

For prescription medication, non-prescription medication, and over-the-counter medication, the family and health care provider must sign the Medication Agreement Form.

Prescription medication must be in the original pharmacy container with the prescription label. Any prescription medication can be given only as directed on the prescription container. Changes to the medication cannot be implemented until the school receives a fax from or note signed by the health care provider.

Non-prescription, over-the-counter, and all other remedies must be in the original box or package. Dosage must be on the original box or package. Dosage must correlate with the pharmaceutical company's stated guidelines unless a statement from a physician indicates otherwise.

School district personnel cannot be responsible for cutting any medication (scored by the pharmaceutical company or unscored). Most pharmacies will cut the pills if asked.

Changes in medication or new medication require a new completed and signed Medication Agreement Form.

Medication is kept in the office so that it cannot be misplaced or misused, and other students do not have access to the medication. Students may not carry their own medication at school unless otherwise indicated by a note from a health care provider.

Under unique circumstances and requirements, a student of twelve years old or older may carry their own medication. If the family and health care provider both agree this is appropriate for the student, they should contact the school nurse for further information. Examples of medication that could be self-administered are asthma medication, anaphylaxis medication, insulin, etc.

## **Student Emergency Information**

Each year families must update their information via their Infinite Campus account. It is very important that the school has current information in order to contact families in case of an emergency. If a student has a medical emergency and staff are unable to contact the family, they must call 911. If this occurs, families may be billed for the cost.

## **Student Illness at School**

If a student becomes ill or injured at school, the office will attempt to notify the family immediately. Family members/Guardians will be expected to pick up the child as soon as possible from the health room. If the student is injured, an accident report will be filled out by the supervising adult, signed off by the Director, and then sent to Risk Management at the district offices within 48 hours of the accident. If a student is seriously injured and requires immediate emergency care, 911 will be called and the student will be transported to the nearest hospital.

Students will be sent home under the following circumstances:

- Students who do not feel well enough to participate in the school day.
- Oral temperature at or greater than 100 degrees Fahrenheit
- Possible contagious disease
- Respiratory distress/congestion
- Severe coughing
- Excessive nasal discharge/ change in color of nasal discharge
- Excessive/increased sputum
- Infection of eyes- redness, itching, or discharge from eye
- Behavior changes, persistent crying
- Gastrointestinal distress- nausea, vomiting, diarrhea
- Skin rashes with or without itching

- Severe, unrelenting headache
- Ear pain, discharge from ear
- Complaints of toothache, swollen gum or jaw areas
- Excessive fatigue
- Head injury with symptoms
- Intense/ excessive menstrual cramps

*\*Measle Awareness-* Please note, if there is a confirmed case of measles in your child's school (either staff or student) and we do not have proof of your child's immunity on file, your child will be excluded from school for a minimum of 21 days and quarantined by Jeffco Public Health Department.

Students can return to school after illness under the following circumstances:

- Fever from flu or other illness- Can return to school 24 hours after the temperature returns to normal
- If your child vomits during the night or in the morning, do not send him/her to school the next day. A 24 hour wait is required after a child vomits before sending your child back to school.
- Throat or ear infection- Can return after the student has been on antibiotics for 24 hours
- Head lice- Can return after being treated with medicated shampoo
- Pink eye or skin rashes- Can return after examination by a medical professional or after symptoms disappear
- Chicken Pox- Can return to school after all of the sores have formed crusts or scabs

# AFTER SCHOOL PROGRAMS

RMDS strives to promote academics as well as extracurriculars to support students' overall well-being. To do so, the after school activities available to students have been expanded. RMDS provides the Friday Afternoon After School Care, Elementary Sports, Elementary Clubs, Middle School Sports, Middle School Clubs, and High School Sports and Clubs.

## After School Program

Families are responsible for updating emergency contacts, phone numbers, and persons authorized to pick up their student.

Families are encouraged to contact their Assistant Principal or Front Desk for any pick up changes or early pick up from Friday Afternoon Care, Sports and Club activities.

If a family member or guardian has not arrived to pick up their child and cannot be reached by phone or text within 15 minutes of closing time, the emergency contacts listed on their registration forms will be called.

### Anytime before 3:45pm

#### **RMDS Front Desk:**

VP 720-961-9200 | Voice 303-984-5749

### After 3:45pm

#### **Assistant Principal:**

Text 720-660-4555 | VP 720-961-9211

**After School's Phone:** Text 720-525-9194

If a student becomes ill while attending the after school program, the family will be notified. It is expected that an ill student will be picked up within 30 minutes of contacting the family. If a student has missed a school day due to illness, they may not attend the program that day.

## Discipline

1. Respect fellow classmates
2. Keep hands and feet to yourselves
3. Respect and obey all supervising adults
4. Take care of supplies and equipment in use
5. Personal electronic devices (phones, iPads) may not be used.

If a student has not responded to warnings issued by a supervising adult, the student may be required to sit out. The family will be notified of the incident. A student may be unenrolled from the program at any time per RMDS' discretion

## Payments/Fees

Payments are due by the day before the program begins. Payments may be made in cash, credit, or through the family Infinite Campus account.

Registration and payment are due three days prior to the start of the quarter in order to participate in sports and clubs.

If payment is not received by on the first day of the after school program, the student cannot participate and will be sent home.

There is no reduction in fee or refunds for days missed.

A late pick up fee of \$1 per minute per child will be charged for children picked up after 5:00pm.

## **Friday Afternoon Extended Care**

**Fridays 1:15pm - 4:00pm**

**Students:**

**Ages 5-12 years old**

*Older students may be included, under special circumstances, as approved by the Director*

The program provides children with a safe, structured learning environment as well as a place to play and socialize. Students will have the opportunity to participate in organized activities. The overall goal is to promote student success in and out of the classroom. Friday Afternoon Care will be available on student contact days excluding early release days. Snacks will be provided.

Semester tuition for the Friday care includes the field trips and organized activities that the students can participate in. Participation in the Friday Afternoon Care requires separate registration and family permission. The scheduled field trip days during the Friday care are not available on a drop-in basis.

**Hours:** Friday Afternoon: 1:15pm - 4:00pm

**Rates:** Friday Afternoon: \$250 per semester

Drop-in Fees (Depending on availability, not available during field trip days): \$15/day

A late pick up fee of \$1 per minute per child will be charged for children picked up after 4:00pm.

## **Elementary Sports**

**Kindergarten - 5th grade**

The sports program includes coed and recreational sports where students will learn the rules for the games and sportsmanship. The program provides a different sports activity each quarter.

**Hours** Mondays & Wednesdays, 3:45-5:00 pm

**Rate** \$60 per quarter

## **Elementary Clubs**

**Kindergarten - 5th grade**

Clubs will be based on students' and families' needs, interests, and requests. Ex: Girl Scouts, Farm Club, etc. Students are encouraged to participate in the entire club hour to maximize the club experience and field trips.

**Hours** Tuesdays & Thursdays: 3:45-5:00 pm

**Rate** \$60 per club

## **Middle and High School:**

Middle school and High School students staying after school, not participating in any of our scheduled activities, will be unsupervised in the building after school hours. Families are responsible to have direct communication with their child after school hours.

Middle School and High School students are responsible to notify their transportation if they are staying after school. Students who are in the building after school must sign in with the front desk for security purposes. There will be no supervision available during after school hours.

## **Middle School Sports**

**5th - 9th grade**

This program participates in a coed recreational league for middle schools. Participants are taught the basic rules for the game along with sportsmanship. Practices are held at RMDS, games are held at different middle schools within the Lakewood area.

Students must be present all day at school in order to participate in the game on the same day. Students with previously scheduled appointment will be excused.

To participate in the after-school sports game, the student will need to be present at school for half of the day.

Notes must be provided for only the time period of the appointment.

Families are required to pick up their child at the game locations.

**Hours** 3:45-5:00 pm

**Rate:** \$75 per sport

## **Middle & High School Clubs**

RMDS encourages all students to become involved in the clubs and activities that the school has to offer. Clubs and activities also contribute to students self-respect, self-esteem and the value of teamwork.

Clubs will be created based on students' interest that also promotes their career & college readiness. Ranging from recreational classes to academics, clubs schedule and information will be shared with students and families in August.

Mondays clubs will be offered based on students' interests such as Farm Club, Photography Club, etc.

**Hours** Mondays: 3:45 - 5:00pm

**Rate** \$60 per club

## **High School Sports**

### **9th - 12th grade**

Students have the option to participate in public high school sports at a neighboring high school or D'Evelyn Jr & Sr High School.

### **Sports Rate**

Fees are determined by the attending high school sport (Family is responsible to pay the organization directly)

## **Teen Night Out**

### **6th - 12th grade**

Teen Night Out (TNO) is a monthly event hosted by Rocky Mountain Deaf School for middle and high school students for the purpose of socialization with deaf peers outside of school

hours. TNO is a school-sponsored, student-led activity. Jr. NAD will work together in planning monthly events with a staff member's support. All proposed activities must be approved by the Director. Examples of previous TNO events include bowling, going to the movies, arcade, escape rooms, miniature golf, restaurants, and more.

TNO is open to both RMDS students and deaf and hard of hearing students from neighboring schools. A minimum of two chaperones is provided to supervise RMDS students only. Transportation from the school to the TNO event is provided. Families are responsible for pick up at the end of the event at the identified location. Students are responsible for bringing and managing funds to cover the cost of the event.

Participation in the Teen Night Out event requires separate registration and family permission. The registration and payment is due two days before the event, no exceptions.

Students must be present all day at school in order to participate in the event on the same day.

**Hours** Once a month, 3:45-8:00 p.m.

The consequences of repeated late pick-ups may include:

- 1st Time: Warning
- 2nd Time: Loss of participation of the next month's event.
- 3rd Time: Possible of exclusion from program.

**Rate** \$25 per month

## **Tutoring Program**

### **3rd - 12th grade**

Our after school tutoring is designed to help any student who is struggling with a specific subject and who has a 'C' or below in any of their content courses qualify for the tutoring program. The tutoring will help eliminate failures and help students get back on track and

maintain academic success. Students will have opportunities to improve their grade and learn missed material by completing appropriate missing assignments, by completing additional assignments that review classroom material, and/or by redoing some assignments assigned by their teacher(s).

Students interested in the tutoring program must contact their Assistant Principal to schedule the after school tutoring program

## ACADEMICS

<b>Early Childhood Education Curriculum</b> <i>A high quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. The curriculum follows national early childhood education standards and the Colorado Quality Standards. The instruction is led by the children's interest and their inquiries which formulate the thematic units throughout the school year.</i>	
	<b>Curriculum:</b>
Developmental Areas:	Linguistics, Cognitive, Social, Emotional and Physical
Content Areas:	Literacy & Math

<b>Elementary Curriculum</b>	
<b>Subject:</b>	<b>Curriculum:</b>
Reading and Writing	Houghton Mifflin Harcourt Into Reading
Social Studies	Standards from JeffCo Bridge to Curriculum Project Based
Science	Standards from JeffCo Bridge to Curriculum Project Based
Math	Envision Math
ASL	RMDS ASL Curriculum Map Bilingual Grammar Curriculum

<b>Middle/High School Curriculum</b>	
<b>Subject:</b>	<b>Curriculum/Resources:</b>
Reading	Chapter books, literature, and novels based on grade level and reading level Lucy Calkins 3 - 8   JeffCo Bridge to Curriculum
Writing	Lucy Calkins K-8 JeffCo Bridge to Curriculum Up the Ladder Lucy Calkins
Social Studies	TCI Social Studies Online Economics, History, Geography, Government Alive! Holt McDougal -American History
Science	Arbor Science Glencoe and AGS textbooks
Math	Envision Math, McGraw Hill Math,
ASL	Linguistics of American Sign Language By Gallaudet University Press

## Assessments

Formal assessments are done every three years based on the IEP cycle for each student. These can include cognitive, social/emotional, physical, health, and academic. This is individualized based on the needs of the child.

All of these assessments are valuable in determining student achievement and growth in their learning. They guide teachers in their planning and focus on student learning. It is highly recommended and requested that all students take these assessments when given.

Academic assessments are also done two to three times a year to show specific growth in academic areas. These assessments include TS Gold for ECE; VCSL, language development lists and P level for ASL; Developmental Reading Assessment 3, MAP reading and Clay Concepts of Print for reading; Lucy Calkins Writing Rubric and MAP Language Usage for writing and

curriculum math assessments and MAP math for math.

## PLACE Program

### **PLACE Guidelines**

Rocky Mountain Deaf School offers an educational environment designed for students to benefit from an environment rich in American Sign Language (ASL); utilizing ASL as a primary form of direct interpersonal communication, acquire English as a second language, and develop literacy skills in ASL and English. All guidelines herein are to be interpreted with these essential characteristics of RMDS. These guidelines are not applicable to students in the Early Childhood Education Department.



Program of Language, Academic, Community, and Environment (PLACE) is designed to develop, strengthen, and improve students' skills for academic performance and achievement.

The goal of the PLACE Program is to provide services for the specific needs of an individual student to maximize their learning potential. The PLACE Program may provide or function as a resource classroom where the students are given direct, specialized instruction and academic remediation on an individual basis or in a small group setting. This program offers a learning environment with unique style and pacing. Flexibility in schedule is also available with participation in the program ranging from full time to on a subject area basis.

Elementary	1:4
Middle School	1:6
High School	1:8

Benefits of PLACE Program also include a low staff: student ratio that allows students to access the curriculum. A modified curriculum may also be addressed in this type of environment.

## Academic Enrichment Services

### **Gifted and Talented Services**

The primary goal of our Elementary and Middle and High School Gifted and Talented services are student growth, both academically and behaviorally. These goals require a learning environment and a partnership that supports individual success, fosters care and respect for all, and facilitates cooperation and teamwork.

All gifted students will accomplish challenging goals and become productive, creative citizens capable of succeeding in their area of strength.

### Body of Evidence

Three Pieces from any Two Categories Below

Test	Content	Age	Qualifying Score
<b>Tests of Cognitive Ability</b> *Only one of the tests required to qualify (Determination of Qualification for AES)			
Cognitive Abilities Test 7 (CogAT 7)	Reasoning and problem solving using verbal, quantitative, and nonverbal symbols	Grade 2 - <b>Req</b> Grades 3 - 8 <b>Available</b>	95 <sup>th</sup> Percentile (on one of the domains)
Differential Ability Scales- II (DAS-II)	Measures verbal, nonverbal, and spatial reasoning abilities; diagnostic subtests	Ages 3-18	Standard score of 125+
Kaufman Assessment Battery for children, Second Edition (KABC-II)	Various cognitive abilities based on CHC or Lauria Models	Ages 3-18	Standard score of 125+
<b>Achievement Tests</b> **Students who meet the qualifying score in any content area on the test will receive service in that content area			
Colorado Measures of Academic Success (CMAS)**	Standards-based summative assessment of English Language,	Grades 3-8	Score of 5 or Advanced or Exceeds

PARCC**	Arts, Mathematics, and Social Studies		
Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) (Norms 2015)**	Common Core State Standards	Grades 2-8	95 <sup>th</sup> percentile *2 or more data points within a calendar year *2 out of 4 consecutive
<b>Behavioral Observations</b> *Only one of the tests required to qualify			
Scales for Identifying Gifted Students (SIGS for teachers, normed)	The SIGS is composed of seven scales: (1) general intellectual ability, (2) language arts, (3) mathematics, (4) science, (5) social studies, (6) creativity, and (7) leadership	Ages 5-18	95 <sup>th</sup> percentile
15 Traits (for family, not normed) *online checklist through Jeffco's Gifted and Talented Department	Motivation, interests, communication skills, problem solving ability, memory, inquiry/curiosity, insight, reasoning, humor, imagination/creativity, intensity, sensitivity, visual/spatial, perfectionist tendencies, and leadership	Grades K-12	95 <sup>th</sup> percentile
<b>Performance Evaluation</b>			
State/National Academic Contest	Academic content area	Grades 3-12	Top place/Ranking
Expert Assessed Portfolio	Academic content area	Grades 3-12	Advances/Above grade level

The purpose of the program is to focus on students who are identified as gifted and talented based on their cognitive assessment results and to support students with their Advanced Learning Plan. The goal is to provide services to enhance their area of strength as identified in the body of evidence.

The identification process includes the agreement of the RMDS Academic Team, Jeffco's Gifted and Talented Resource Teacher, and family input to verify the three pieces in the body of evidence and to qualify the student for the Gifted and Talented services. Once the student meets the criteria for identification of Gifted and Talented, the RMDS Academic Team with the student and family will determine services and implement those services according to data from the body of evidence.

The design will be based on the student's strength as identified on cognitive assessment results and determined by the educational team. The service teacher and Assistant Principal will be responsible for developing and monitoring the student's Advanced Learning Plan. How the student's needs and goals are met will be determined on an individual basis.

### High School Honors Courses

Honors level core courses are specialized, advanced courses designed for grades 9-12 who have already completed foundation work in the subject area. Honor classes offer the same curriculum as regular classes but are tailored for high-achieving students by covering additional topics or some topics in greater depth. The honors courses proceed at a faster pace and cover more material than the regular classes.

Students who enroll in the honors program will earn .75 credits per course per semester.

Students must meet the following eligibility criteria to qualify for the honors courses:

- Enrolled as a student at RMDS
- Grade 9-12
- Grade level or above on achievement tests
- Teacher's recommendation
- Principal or designee approval
- 3.0 or above cumulative GPA

### High School Dual Enrollment Program

The Dual Enrollment Program is an acceleration program that allows students to take postsecondary coursework and simultaneously earn credit toward high school completion.

Students must meet the following eligibility criteria to apply for the dual enrollment program:

- Enrolled as a student at RMDS
- Grade 11 - 12
- 3.2 GPA
- Meet any additional eligibility criteria specified by the postsecondary institution
- Maintain a 3.2 high school GPA and the minimum required post secondary GPA specified in the Dual Enrollment Agreement
- The postsecondary course of study is consistent with the student's Individual Career and Academic Plan (ICAP)
- Principal or designee approval

# EARLY CHILDHOOD EDUCATION

RMDS is dedicated to providing an environment where teachers bring lesson plans to life in fun and imaginative ways, while supporting the nurturing and learning that children need to thrive. The program promotes positive self-esteem and active learning through theme-based lesson plans. Activity centers are carefully designed to be fun places for children to learn through play. Teachers are also committed to providing a stimulating learning environment for each age group that will promote a love for learning. Each child will experience a warm and nurturing learning environment specifically designed for his/her development level. Students within the Early Childhood Education program are between three and five years of age.

## Philosophy and Mission

RMDS strongly believes in the value and integrity of Deaf Culture, Community, and American Sign Language. Our mission is to create a compassionate place where deaf children come together within this community and receive high quality and enriching child care.

## Attendance

*Students are encouraged to attend 2.5 days a week to be considered and enrolled in the early childhood program.* Attendance is critical as it promotes learning and language development as inconsistent attendance will have a significant impact on connecting with the curriculum and routines.

From CDE website on Early Childhood:

It is not appropriate to have children attend a single day per week. Children need downtime to process new information between new learning experiences. They need opportunities to practice following predictable daily routines and to continue to play schemes across multiple days.

## Personal Belongings

Children often find comfort in special objects such as a blanket or stuffed animal. Therefore, children are allowed to bring that special item for nap time. However, children should not bring toys or other belongings from home as it may cause jealousy or tension among the other children. In addition, staff cannot be responsible for lost or damaged toys.

## Safety

All students will be accounted for at all times. They will be with staff either within the school building, outside on the school campus or on a field trip with staff.

## Clothing

At RMDS we feel that a child's work is play. Please dress your child in comfortable clothing on which you do not mind them getting paint, chalk or dirt. Tennis shoes or rubber soled shoes are the best footwear for our playground. Please label all jackets, sweaters, hats, boots, etc. You may find it frustrating if someone should take your child's clothing by mistake because of similarity. Your child will need to bring a complete set of clothes in their backpack to use in case of emergency, especially in warm weather when we use the water tables. In winter, please remember to dress your child in appropriate clothing for outdoor play. Since boots are often uncomfortable for indoor play, please bring a pair of comfortable shoes that your child can wear indoors during the winter months.

Families should write their child's initials on the inside of their jacket, hat, gloves, backpack, and a change of clothing. Families should send in a bag with a complete change of clothes at the beginning of the year to leave at school. Whenever this bag is sent home, please replace the clothes immediately.

## **Food & Drinks**

Please send in a water bottle with your child with the child's name labeled on it. We will send it back home weekly. Please send in at least two snacks for your child daily. If you want to bring in bulk snacks (such as a big bag of crackers), we can keep it here at school. Just be sure to label the boxes/bags with names. Please be sure your child has lunch; either provided by you or by the school.

The ECE department is a nut-free space so please do not bring in any snacks that contain nuts. Moreover, please adhere to RMDS' School Wellness policy, found in the School Guidelines section.

## **Supporting Positive Behavior**

At RMDS we believe children want to be responsible for themselves, and to be kind to others. With positive adult guidance, children will learn to cooperate and play with each other in a safe, friendly manner. If a conflict arises between children, or a child is hurt by another child, the children will be separated and comforted. With the assistance of an adult, we will peacefully resolve the disagreement while teaching children positive communication and conflict resolution skills. If the negative behavior continues or becomes consistent, a teacher will remove the child from the group, remain with the child, and a family will be called to pick up the child.

Constructive methods will be used to maintain group harmony and to handle individual behavior. Corporal punishment or other humiliation or frightening techniques are prohibited. Punishment will not be associated with food, rest, isolation, or toilet training.

If negative behavior continues, conferences will be requested and family participation is expected to deal with discipline issues that continue.

Another important component of good behavior is good role models; staff will

consistently demonstrate the behavior that they expect from the children.

## **Toileting**

While the preschool program prefers that children are toilet trained upon enrollment, it is recognized that this cannot always be accomplished. If a child is not toilet trained and requires pull-up changes (diapers are not permitted), families are expected to furnish an adequate supply of pull-ups, wipes, and extra clothing to use with their child. Each child's diapering supplies and extra clothing will be clearly labeled for that child's use. Staff utilize standard universal precaution measures when changing pull-ups (e.g. wearing latex gloves and washing hands immediately after a pull-up change). When families are notified that their child's diapering supplies are running low, they should be replenished in a timely manner. It is the goal that every child be potty trained before kindergarten.

## **Recess**

Recess will either be held on the playground, or in the gym. This determination is based on the weather. If it is raining, snowing, lightning, or extremely windy, recess will be inside. If it is reasonably comfortable when wearing a coat, boots, gloves and a hat, and the temperature is 32 degrees or above, recess will be outside.

Students who have asthma or other chronic respiratory problems may stay inside if the family requests it. Other students are expected to go outside for fresh air, movement, play, and a change of environment.

If a family feels their student should stay inside for a specific reason they should communicate their request in writing to the teacher. If the weather is cold, students should come to school with the proper clothing for outside recess.

## **Field Trips**

At RMDS, we love it when family and family members join us on our field trips. We will make every best effort to communicate about

planned field trips beginning of the year and any additional field trips at least two weeks in advance. Permission slips must be signed and returned before field trips.

If family members would like to join us on our field trips, they need to communicate with the teacher at least a week in advance. They will also need to transport themselves directly to the destination and join the school there. Family members will need to pay their own fees.

Since the field trips are school-sponsored, it is important to use ASL at all times when with students. If a child arrives late and the class has already left for a field trip, the child will stay at school with a staff member.

### **Dropping Off/Picking Up**

Families and transportation should drop off students either at the playground or ECE doors beginning at 8:20, depending on the weather. If the temperature is 32 degrees or above and dry, students will be outside. Families will need to use the Brightwheel app to sign their child in to school.

Pick up after school will be either outside or in the ECE pod if it is raining. Again, families will need to use the Brightwheel app to sign their child out of school.

If a student is dropped off by transportation, staff document in Brightwheel.

Any child dropped off after 8:30 AM or picked up before 3:30 PM should be brought to the front of the school and signed in or out of the student binder at the front desk.

### **Communication**

At RMDS we will do our best to give your child the best care and to make preschool an interesting, educational, and enjoyable place to be. It is important for you to let us know what is going on in your lives (vacations, visitors, a business trip, a death in the family, separation of family, illness of a loved one) for this will affect your child at home and at school. We will

keep these joys and sorrows confidential if you wish, and be there for you with a helping hand and hug if you need it.

Please check your child's backpack and folder, for notes that we will send home. *The teacher will communicate daily on Brightwheel. Information about Brightwheel will be shared at the beginning of the year.* You may schedule a meeting with your child's teacher anytime during the year to discuss your child's progress.

Consistent attendance is strongly encouraged to support the child's learning at school. In any case of absences, please communicate with the front desk office as well as the child's teacher. It is also critical that each child arrive to school on time. When a child is chronically late, it interrupts the learning of the other children and can impact the transition of that child.

### **Volunteering**

Sometimes a family member or friend would like to volunteer in the classroom. We welcome them if your child is able to continue to interact with their friends and can follow our routine and be comfortable with the volunteer. It is important to emphasize that all staff and students are expected to communicate in ASL. Everyone has a special talent; cooking, carpentry, art or medical background; storytelling, hobbies. Whatever it might be, please share with us, as we want to enrich the children's lives and expose them to a variety of experiences. Family members must pass a background check before volunteering in the classroom. Please contact our HR manager for more information.

### **Illness**

At RMDS, we take illnesses seriously and want to keep everybody healthy. If your child becomes ill while at school, your child will be comforted and isolated from other children and you will be notified immediately and asked to come pick up your child. Please refer to the guidelines listed in the schoolwide policy.

# ELEMENTARY SCHOOL

The Elementary program provides a language-rich environment in both American Sign Language and English where the students will receive learning in both languages throughout the day in all academic areas. The program is based on maximizing the learning of every student through a rigorous standards-based curriculum. Each student's potential is reached as teachers continue to instill on each child, the joy of living and learning. Teachers are also committed to providing a stimulating learning environment for each grade. Each student will experience a warm and nurturing learning environment as expected from the standards-based curriculum.

## Recess

Recess will either be held on the playground, or in the gym. This determination is based on the weather. If it is raining, snowing, lightning, or extremely windy, recess will be inside. *If the temperature is 20 degrees or above and it is reasonably comfortable when wearing a coat, boots, gloves and a hat, recess will be outside.*

Students who have asthma or other chronic respiratory problems may stay inside if the family requests it. Other students are expected to go outside for fresh air, movement, play, and a change of environment.

If a family feels their student should stay inside for a specific reason they should communicate their request in writing to the teacher. If the weather is cold, students should come to school with the proper clothing for outside recess.

## Elementary Report Cards

Kindergarten through fifth grade has a standards-based report card. Jeffco's standards-referenced reporting system provides

information about how the student is progressing toward meeting the Colorado Academic Standards. These standards specify what all students should understand, know, and be able to do.

Academic progress is reported four times a year using the performance levels described below. The student's individual performance is measured against the Colorado Academic Standards, rather than the performance of other students in his or her class. The codes for marking the elementary report card are as follows:

### **4- Exceeding Standard**

Student consistently exceeds academic standards and expectations

### **3- Meeting Standard**

Student consistently demonstrates academic standards and expectations.

### **2- Progressing Toward Standard**

Student is working toward academic standards and expectations but has not been able to consistently demonstrate learning.

### **1- Lacking Adequate Progress**

Student consistently does not demonstrate academic standards and expectations.

## Homework

Homework is important to reinforce lessons taught in class and practice skills related to the lesson. It also prepares students for a future lesson by reading, researching, collecting materials, or preparing for a presentation. Doing all homework assignments routinely, thoroughly, and accurately supports the building of independence, self-reliance, and



responsibility and has a positive impact on student success in school.

### Amount of Homework Time

Students should expect homework on a regular basis. The amount of homework and how often homework is given will vary based on grade level and classroom. All students are encouraged to read every night. Younger students are encouraged to read with their families. Most teachers will not assign homework on the weekends or holidays.

### General Guidelines

- Homework should be directly connected to the skill/conceptual development of the class content and will support the students' progress toward the standards.
- Students should check to make sure that their homework is accurate and complete.
- Students should submit their homework on time in order to participate fully in review, discussion, and correction of homework.
- If students are absent from school, they should check with their teachers when they return to make sure to get the homework assignment and make up the work in a timely manner.
- Students should use their classroom time wisely to ensure that they understand the homework assignments.
- Homework guidelines for students who need additional accommodations may be determined by the student's educational plan and should be specifically related to the student's IEP.
- It is the student's responsibility to understand what the homework assignment is and when the assignment is due. Students are also responsible for bringing home all required materials

and papers in order to complete the assignments.

### Citizenship and Learning Attributes

Students' involvement in academics and school activities, and their success and accomplishments are recognized at RMDS in multiple ways including certificates and opportunities to show their learning.

Along with the grading scale measuring students' academic performance on the standards based report card, the CASEL, the Collaborative for Academic, Social, and Emotional Learning, will also be used to measure and report students' citizenship skills, emotional learning and learning attributes. Students will have the opportunity to participate in social emotional learning in classes as well as throughout their day.

### Chromebook Policy: Upper Elementary

*Students in grades 3 through 5, are assigned a chromebook laptop for an entire school year. They are assigned a login to the laptop and a school email account. The laptop and email account are for school purposes only. The students are not permitted to bring their laptop home.*

*When students are done with their chromebooks, they need to be placed back into the technology cart and plugged in. Students are responsible for the care of their laptops. Laptops cannot be put in their cubbies, left in classrooms, or left on top of the laptop cart.*

*Families are required to pay a technology fee of \$100.00. If the laptop is damaged, families are responsible for paying to have it fixed.*

### Chromebook Guidelines

- Chromebooks must be plugged in when not in use.



- Chromebooks may not be placed in their cubbies.
- Students may not download anything onto their chromebooks.
- Chromebooks are for academic purposes only.
- Chromebooks are for use during class time only.
- Students are only permitted to interact with their peers within their department through e-chat and email.

### **Consequences for Violation of Laptop Policy**

1<sup>st</sup> time: The student will receive a warning.

2<sup>nd</sup> time: The student's laptop will be given to the assistant principal. To retrieve it, the student will need to meet with the assistant principal.

3<sup>rd</sup> time: The student's laptop will be given to the assistant principal, and the student will lose their laptop privileges for the day.

4<sup>th</sup> time: The student's laptop will be given to the assistant principal, and the student will lose their laptop privileges for an entire week.

Consequences for abuse or misuse of the internet and/or the school email account will follow the school internet usage policy.

### **Use of Technology**

Students are prohibited from accessing the internet without a signed permission form; both family and student are required to sign the form. RMDS intends that students will use the internet only for appropriate, school related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

### **Discipline**

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and

other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions. Please note: Careful consideration is given in individual situations, so that the response to the student is appropriate. The severity of consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school. If the disciplinary actions are not successful after the third time, a child study meeting with the administration, faculty, and family will occur.

Behavior violations have been broken down into four levels with an appropriate response to each level (including the consequence chart) as outlined below:

#### **Level I - Classroom Management Violation**

Violations are minimal actions that interfere with other students' ability to learn. The action interrupts the instructional process.

Classroom managed students will be separated from the group by in-class time-out, given a verbal warning, or in-class seating will be modified.

#### **Level II - Repeated Violations**

Violations are repeated actions that interfere with another student's ability to learn. The instructional process has clearly been interrupted. The team will document repeat violations, and appropriate consequences will be given.

#### **Level III - Office Violations**

Violations are behaviors that violate RMDS policies, state laws, or are chronic behaviors at level II. These behaviors require assistance from administrators, counselors, and/or law enforcement.

Students will be sent immediately to the office and family/guardians will be contacted. The behavior will be documented.

Level III violations will result in a significant consequence including, but not limited to, in school suspension, or out-of-school suspension.

#### **Level IV - Office Violations**

Violations are illegal acts.

Office managed disciplinary actions will follow procedures and consequences for all illegal violations. Any Level IV violation is considered a crime and will be subject to a police investigation. If the crime warrants, students will be subject to arrest and prosecution.

## **Consequence Chart**

*Consequences for each student may be changed based on administration team's discretion and individual needs of the student.*

Infractions:	1st Time	2nd Time	3rd Time
<b><u>Teasing, Verbal or Non-Verbal</u></b> This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.	Warning	Call Home 1 Lunch/Recess with Assistant Principal	Call Home 3 Lunch/Recess with Assistant Principal
<b><u>Inappropriate Use of the Computer Systems and/or Technology Equipment</u></b> This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.	Warning	Call Home 1 Lunch/Recess with Assistant Principal	Call Home 3 Lunch/Recess with Assistant Principal
<b><u>Disrupt Learning</u></b> <b><u>Not Respecting Teacher</u></b> <i>**after classroom discipline system has been used**</i>	Call Home 1 Lunch/Recess with Assistant Principal	Call Home 3 Lunch/Recess with Assistant Principal	In School Suspension One Day
<b><u>Threats and/or Verbal Abuse</u></b> This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.	Call Home 1 Lunch/Recess with Assistant Principal	Call Home 3 Lunch/Recess with Assistant Principal	In School Suspension One Day
<b><u>Inappropriate Language/Gestures</u></b>	Call Home	Call Home	In School Suspension

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.	1 Lunch/Recess with Assistant Principal	3 Lunch/Recess with Assistant Principal	One Day
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<b><u>Physical Aggression:</u></b> Play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. Involving two or more people. Any form of physical confrontation.	Call Home 1 Lunch/Recess with Assistant Principal	Call home 3 lunch /recess with Assistant Principal	In School Suspension One Day
<b><u>Physical Attack on Staff or Fellow Student</u></b> This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.	Call Home 5 Lunch/Recess with Assistant Principal	In School Suspension One Day	GO HOME In School Suspension Three Days
<b><u>Destruction of Property/Vandalism</u></b> This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.	Call Home 5 Lunch/Recess with IC	In School Suspension One Day	GO HOME In School Suspension Three Days
<b><u>Theft/Extortion</u></b> An act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.	Call Home 5 Lunch/Recess with IC	In School Suspension One Day	GO HOME In School Suspension Three Days

## **Behavior Expectations**

**Classroom Behavior:** Students are expected to listen and follow all directions from teachers.

**Behavior in Halls:** Students should walk safely in the hallways and show respect, so as not to interrupt students who are in their classrooms learning.

**Behavior in Restrooms/Locker Rooms:** Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing restroom facilities, and similar behavior, constitutes destruction of property.

**Behavior in Cafeteria:** The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, students are not allowed to share food of any kind with others.

**Behavior on Playgrounds and at Recess:** The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

**Behavior on District-Provided Transportation:** The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding, and exiting school buses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

**Behavior during School Sponsored Activities/ Field Trips:** Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs, and field trips. Behavioral expectations are consistent with school policies.

# MIDDLE SCHOOL

## Overview

The RMDS middle school program represents a very important phase in a student's educational experience. The goals of the middle school instructional program are to assist students in making the transition from elementary school to the high school curriculum. They learn skills in responsibility, organization, time management, and social development. Skills in reading, writing, ASL, mathematics, social studies, and science are further developed in the required sequence. Elective courses serve to broaden the student's educational background. Students continue to expand their ASL and English knowledge in a language-rich environment along with the integration of the state standards.

## Course of Study

	<u>English</u>	<u>Writing</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>	<u>PE</u>	<u>Art</u>	<u>ASL</u>
<b>6<sup>th</sup> Grade</b>	English 6	Writing 6	Math 6	Science 6	Western Hemisphere	Gym 1 semester	Art 1 semester	ASL 1
<b>7<sup>th</sup> Grade</b>	English 7	Writing 7	Math 7*	Science 7	Eastern Hemisphere	Gym 1 semester	Art 1 semester	ASL 2
<b>8<sup>th</sup> Grade</b>	English 8	Writing 8	Math 8*	Science 8	Early U.S. History	Gym 1 semester	Art 1 semester	ASL Public Speaking

**\*courses also offered: Pre-Algebra, Algebra I**

## Academic Requirements

### **Middle School Requirements**

- English- 3 years
- Math- 3 years
- Science- 3 years
- Social Studies- 3 years
- Physical Education- 3 years
- Art- 3 years
- Career - one semester
- Health Education - one semester

### **RMDS Requirements**

- ASL- 3 years

## Academic Grading Standards

Grades are assigned to help students and their family follow the student's progress in school. Grades are awarded on the alphabet scale: A, B, C, D, F, and I (incomplete). Whether a student qualifies for an incomplete will be determined

by the educational team. All incomplete grades should be made up by the end of the next year. An Incomplete that has not been converted will become an F. It is the student's responsibility to make arrangements to make up the work. A student either passes or fails each class. Below are the grading levels and the corresponding grade point average.

- 90-100% - A 4.0
- 80-89% - B 3.0
- 70-79% - C 2.0
- 60-69% - D 1.0
- 59-0% - F 0.0
- Incomplete - I
- Pass - P

## Report Cards

Report cards are issued at the end of each quarter (there are four quarters in a year). Report cards include both course grades and the

student's progress toward IEP goals. Mid-quarter reports will be issued for students at risk of failing (D or below), or by special request.

### Honor Roll

Students can earn one of three honor roll recognitions: honorable mention, honor roll, and highest honors. A student must earn a grade point average (GPA) of 3.0-3.49 to earn honorable mention, 3.5-3.74 to earn honor roll, and 3.75-4.0 to earn highest honors.

### Homework Policy

RMDS has high expectations for students and expects excellence from all students, which includes the completion of homework. Homework is assigned to allow students the opportunity to continue practicing lessons learned in the classroom, as teachers are limited to a few hours a week in class. Teachers expect that students will complete their assignments with the same level of diligence as they would in the classroom.

Homework policies vary from teacher to teacher, please refer to your child's teacher's syllabus for class expectations and procedures.

Students are expected to complete homework in the amount of time assigned. If a student struggles with completing an assignment, the family should notify the teacher. The student can utilize the community hour period to complete their homework when needed with the support of a teacher. This can also be discussed at the IEP meeting to determine if accommodations need to be made. Students will be penalized for late or incomplete work. The student is at risk of receiving a zero for the assignment. It is the responsibility of the student to complete their homework in the time frame given.

The student is responsible for making sure all work is made up and turned in after school

absences. They will need to refer to each teacher's syllabus for expectations. However, the assistant principal or the classroom teacher may extend the time allowed for the completion of make-up work in the case of an extended illness or other extenuating circumstances.

It is recommended that, if able, the student contact the teachers to get the work missed while the student is absent; if unable, the family can contact the teachers for missed assignments. Teachers will reply by the end of the day.

### Extra Credit

Extra credit work may be provided at the teacher's discretion.

### Plagiarism

At RMDS, students are expected to submit high-quality work. Using someone else's work, words, or ideas as if they are one's own is considered plagiarism and will not be tolerated. Plagiarism includes the following:

1. Using quotes and borrowed ideas without citing,
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The following consequences will occur:

First offense- Warning and a grade of zero will be given for the assignment.

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*It is now possible for students to use AI technology and Chat GPT to support their writing. Students are not allowed to use this to create their work but only as an assistive tool. If a student is determined to have used Chat GPT, a meeting will be held with the student and the family will be notified. Consequence will be given based on the situation and will follow the plagiarism policy.*

## **Discipline**

Teachers are responsible for establishing their own classroom rules and following through with them before any consequences on the list below are implemented.

Consequences will be determined based on accumulation of infractions noted by all teachers and staff, rather than on a per-classroom basis.. The team leader and assistant principal will keep track of infractions and consequences and the necessary parties will be informed. For infractions more severe than the following, RMDS will follow Jeffco's discipline policy.

Behavior violations have been broken down into four levels with an appropriate response to each level (including the consequence chart) as outlined below:

### **Level I - Classroom Management Violation**

Violations are minimal actions that interfere with other students' ability to learn. The action interrupts the instructional process.

Classroom managed students will be separated from the group by in-class time-out, given a verbal warning, or in-class seating will be modified.

### **Level II - Repeated Violations**

Violations are repeated actions that interfere with another student's ability to learn. The instructional process has clearly been interrupted. The team will document repeat violations, and appropriate consequences will be given.

### **Level III - Office Violations**

Violations are behaviors that violate RMDS policies, state laws, or are chronic behaviors at level II. These behaviors require assistance from administrators, counselors, and/or law enforcement.

Level III violations will result in a significant consequence including, but not limited to, in school suspension, or out-of-school suspension.

### **Level IV - Office Violations**

Violations are illegal acts.

Office managed disciplinary actions will follow procedures and consequences for all illegal violations. Any Level IV violation is considered a crime and will be subject to a police investigation. If the crime warrants, students will be subject to arrest and prosecution.

### **DH - Lunch Detention Hall**

## **Consequence Chart**

Infractions:	1st Time	2nd Time	3rd Time
<b><u>Teasing, Verbal or Non-Verbal</u></b> This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.	Warning	Call Home  1 lunch detention hall	Call Home  3 lunch detention hall

<p><b><u>Inappropriate Use of the Computer Systems and/or Technology Equipment</u></b></p> <p>This is defined as accessing inappropriate websites or using inappropriate materials, including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.</p>	Warning	Loss of use of laptop for 3 days.	Loss of use of laptop for 5 days.
<p><b><u>Disrupt Learning</u></b> <b><u>Not Respect Teacher</u></b></p> <p>This refers to the behavior or attitude of a student that disregards or shows a lack of regard for their teacher's authority, instructions, or position. It can manifest in various ways, such as being disobedient, disruptive, rude, or dismissive towards the teacher. Once the classroom discipline system has been used- the consequences will be the following:</p>	3 lunch detention halls	Communication with family,  5 detention halls	In School Suspension  One Day
<p><b><u>Threats and/or Verbal Abuse</u></b></p> <p>This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.</p>	Call Home  1 lunch detention hall	Communication with family  3 lunch detention hall	In School Suspension  One Day
<p><b><u>Inappropriate Language/Gestures</u></b></p> <p>This is the use of profanity, obscene language, hate comments, or gestures, which are unacceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.</p>	Call Home  1 lunch detention hall	Communication with family  3 lunch detention hall	In School Suspension  One Day

<p><b><u>Physical Aggression:</u></b></p> <p>Play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. Involving two or more people. Any form of physical confrontation.</p>	1 lunch detention hall	Communication with the family, 3 lunch DH	In School Suspension  One Day
<p><b><u>Physical Attack on Staff or Fellow Student</u></b></p> <p>This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.,) in an aggressive manner with the intent to do harm.</p>	Communication with family  5 lunch detention hall	In School Suspension  One Day	GO HOME  In School Suspension Three Days



<p><b><u>Destruction of Property/Vandalism</u></b> This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.</p>	<p>Communication with family</p> <p>5 Lunch detention hall</p>	<p>In School Suspension One Day</p>	<p>GO HOME</p> <p>In School Suspension Three Days</p>
<p><b><u>Theft/Extortion</u></b> An act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.</p>	<p>Communication with family</p> <p>5 Lunch detention hall</p>	<p>In School Suspension One Day</p>	<p>GO HOME</p> <p>In School Suspension Three Days</p>
<p><b><u>Refer to JeffCo Code of Conduct</u></b> Bring or Use of Drugs on Campus Sexting: refer to JeffCo Code of Conduct Cyberbullying, inappropriate use of social media Sexual Harassment</p>			

*Detention Hall is served during lunch because many students are unable to stay after school as a consequence. This is to ensure that consequences are consistent.*

## **Academic Intervention**

During every quarter, it is the responsibility of each teacher to communicate with both students and families/guardians regarding each student's grades and effort so as to help prevent a student from being on academic probation. Once a teacher notices that a student's grade is slipping, it is the teacher's responsibility to contact the family immediately and inform them of the grade and the interventions the teacher has put in place to help the student succeed in class. The teacher will continue to keep both family/guardians and the assistant principal informed as to the student's progress. If necessary, the assistant principal will meet with the student to further discuss the issues in class and support the interventions the teacher has established.

If a student continues to struggle in only one subject, the teacher and the assistant principal

will investigate to find reasons behind the struggles. If necessary, a meeting will be called including the family/guardians, and, if needed, other school specialists (reading, ASL, math, behavior). A plan will be put in place to help the student achieve at a higher level in that subject area.

## **Academic Probation**

When a student's GPA dips below 2.0 at the middle or end of a grading period or they have an 'F' in any class, interventions will be put in place to help the student achieve. The assistant principal will oversee all academic interventions.

If even after teacher interventions and communications with family, a student still earns a GPA below 2.0 or has a D or an F in any class by mid-quarter or end of quarter, that student will be put on academic probation. The

student's IEP case manager will be responsible for creating a contract with both the student and family that outlines the steps the student needs to take to get back on track. The contract will be signed by the IEP case manager, the student, the family/guardians, and the assistant principal. A copy of the contract will be given to the family/guardians, the student, their teachers, and the instructional coordinator. The teachers and IEP case manager will continuously monitor the student's progress and remain in communication with family/guardians and the instructional coordinator. It takes a team to help a student see their full potential, and it is the team's responsibility to help that student achieve it.

This process will occur each time the student struggles with grades. If all the interventions and extra support with school work still do not result in the student improving their study habits and class work, then the IEP case manager will request a child study meeting with all the student's teachers. The team will discuss specific areas of weakness and strengths, and the IEP case manager will share this information with the principal. The principal will then call a meeting with the family/guardians, the student, and the assistant principal to discuss other options for support.

Students who are on academic probation or have a 'D' or an 'F' in any class will be required to attend tutoring during Community Hour. The student will not be allowed to participate in clubs or sports, including student council and Jr NAD. If the student holds an officer's position, someone else will replace them until they are no longer on academic probation. Tutoring time is meant to support the student in the areas of weakness as well as help develop stronger study habits. Grades will be monitored weekly to ensure that students whose grades improve, are able to return to the club, activity, or sport.

## **Extracurricular Activities**

RMDS sponsors a wide variety of extracurricular activities, weekend activities, and a competitive athletic program. The intent is to provide students with opportunities to develop socially, physically, intellectually, communicatively, and emotionally. The opportunity to try-out for any and all sports and organizations is offered to all students. Students are subject to the same Code of Conduct and school-wide policies as with any other RMDS program or activity.

### **Student Eligibility for Extracurricular Activities**

Students earn the privilege of participating in athletic and extracurricular programs through academic excellence by achieving and maintaining an overall GPA of 2.0 and maintaining an attendance record of at least 90%. The 40 weeks of the school year will be divided into eight five-week intervals that will be used to assess each student's current GPA. GPAs at the end of the school year will be in effect for the start of the next school year. Athletes are expected to exhibit exemplary behavior at all times and have a positive attitude on a regular basis. Adherence to the code of conduct is to be maintained. Participants may be suspended or terminated from a team or organization as a result of serious or continuous violations of the Code.

### **Battle of the Books**

See this information about BOTB from the Gallaudet Website: "The Gallaudet's Battle of the Books is a middle school competition sponsored by Gallaudet University. There are three groups in the competition. The groups consist of students who read at the 2<sup>nd</sup>/3<sup>rd</sup> grade levels, 4<sup>th</sup>/5<sup>th</sup> grade levels, and the 6<sup>th</sup> and above grade levels. There are three parts to the competition: the Preliminary competition, the Playoffs, and the National competition.

The purpose of the Battle of the Books is to promote literacy amongst Deaf and Hard of

Hearing middle school students, promote a spirit of academic competition and good sportsmanship, and to encourage critical thinking skills amongst middle school students.”

### Math Competition

Math Competition is an annual math competition for middle school students who are deaf or hard of hearing sponsored by the National Technical Institute for the Deaf. It includes a Team Championship Countdown where the top teams compete to get the most points in a timed ten-problem round, an Individual Countdown, where students compete individually in a bracket-style tournament,, and a Team Problem Solving challenge where students in teams are given 45 minutes to complete ten problems.

### Lockers

School lockers are the property of RMDS and may be checked by school officials without any advance notice to the student. Students are not to keep any items in their lockers that they would not want to be inspected by a school official. Lockers should be kept shut. Lockers should be kept neat and clean at all times. Valuables and laptops should not be kept in lockers. RMDS is not responsible for lost or stolen valuables brought to school or taken from the lockers.

### Laptop Policy

Students are assigned a laptop for an entire school year. They are assigned a login to the laptop and a school email account. The laptop and email account are for school purposes only.

When students are done with their laptops, they need to be placed back into the laptop cart and plugged in. Students are responsible for the care of their laptops. Laptops cannot be put in

lockers, left in classrooms, or left on top of the laptop cart.

If a student needs to take their laptop home, they first need to have their family sign the Laptop Checkout Form and return it to the team leader. A student may take their laptop home for the purpose of completing their academic assignments, but not for personal use.

Families are required to pay a technology fee of \$100.00. If the laptop is damaged, families are responsible for paying to have it fixed.

### Laptop Guidelines

- Laptops must be plugged in when not in use.
- Laptops may not be placed in lockers.
- Students may not download anything onto their laptops.
- Laptops are for academic purposes only.
- Laptops are for use during class time only and **may not be used** during lunch time.
- Laptops may be used before school for schoolwork.

### Consequences for Violation of Laptop Policy

1<sup>st</sup> time: The student will receive a warning.

2<sup>nd</sup> time: The student’s laptop will be given to the assistant principal. To retrieve it, the student will need to meet with the assistant principal.

3<sup>rd</sup> time: The student’s laptop will be given to the assistant principal, and the student will lose their laptop privileges for the day, including taking it home.

4<sup>th</sup> time: The student’s laptop will be given to the assistant principal, and the student will lose their laptop privileges for an entire week.

Consequences for abuse or misuse of the internet and/or the school email account will follow the school internet usage policy.

## Use of Technology

Students are prohibited from accessing the internet without a signed permission form; both family and student are required to sign the form. RMDS intends that students will use the internet only for appropriate, school related applications and reserves the right to prohibit students from its use should non-school or unacceptable uses be detected.

The high school program primarily uses laptop computers within a wireless environment and related technology to support coursework (IPads, etc.). Various software programs and open-source applications are also used throughout projects and assignments.

The receptionist's telephone is for business and emergency calls only. Students will not be permitted to answer the telephone unless it is an emergency. A videophone booth is also available in the community lounge area. These phones are to be used by students before and after school only. Emergency phone calls during the day may be made from the receptionist's office.

## Personal Electronics

Because of the potential for loss or damage, it is preferred that students keep personal electronics (IPads, cell phones, and gaming devices) at home. If used on the way to or from school, students should keep these items in their backpacks during the day, including free time on the playground before school begins. Middle and high school students are allowed to check their devices during break time and lunch period. Students may use the RMDS guest Wi-Fi on personal electronics.

RMDS takes no responsibility for the loss or damage of personal electronics. Devices used against the rules during the school day and after a second warning will be confiscated and held in

the office for the remainder of the day. If there is a third attempt, the device will be held in the office for a week, and the family will be notified.

## Gym Class Dress Code

The purpose of the uniform policy is to establish an appropriate and supportive learning environment at Rocky Mountain Deaf School by reducing disruptions and peer pressures. Students are expected to dress in a manner appropriate for the gym class atmosphere. No clothing which is too short or too tight is allowed. A gym uniform is recommended for students in middle and high school.

\*Recommended: White T-shirt, navy blue shorts, and tennis shoes. If it is not possible to obtain those colors, students should bring an extra T-shirt and shorts specifically for gym class.

Uniforms will be stored in lockers in the locker rooms. Students will have five minutes at the beginning and end of class to change their clothes.

Uniforms are expected to be brought home on a weekly basis to be laundered.

Any student who comes into gym class in clothing that does not fit the dress code will not be allowed to participate in the class, which may impact their grade.

## Property Destruction

A student who destroys school property or the property of others will receive consequences based on the consequence chart or individual behavior program and shall be required to pay for or replace the damaged property.

## Stealing

Stealing is taking something that belongs to the school or another person without permission. This is considered a level III offense.

# HIGH SCHOOL

The RMDS high school program provides students with a language and technology-rich education in a small class size setting. Students expand on their ASL and English knowledge through application of the state and district required courses and chosen electives. High educational standards are set, whether preparing for college or the workforce, to ensure the students are confident, poised, and have the skills necessary to succeed.

## Academic Grading Standards

Grades are assigned to help students and their family follow the student's progress in school. Grades are awarded on the alphabet scale: A, B, C, D, F, and I (incomplete). Whether a student qualifies for an incomplete will be determined by the educational team. All incomplete grades should be made up by the end of the next year. An Incomplete that has not been converted will become an F. It is the student's responsibility to make arrangements to make up the work. A student either passes or fails each class. Below are the grading levels and the corresponding grade point average.

- 90-100% - A 4.0
- 80-89% - B 3.0
- 70-79% - C 2.0
- 60-69% - D 1.0
- 59-0% - F 0.0
- Incomplete - I
- Pass - P

## Report Cards

Report cards are issued twice a year. Report cards include both course grades and the student's progress toward IEP goals, Mid-semester reports are issued for all freshmen. Mid-semester reports will also be

issued for students at risk of failing (D or below), or by request.

## Homework Policy

RMDS has high expectations for students and expects excellence from all students, which includes the completion of homework. Homework is assigned to allow students the opportunity to continue practicing lessons learned in the classroom, as teachers are limited to a few hours a week in class. Teachers expect that students will complete their assignments with the same level of diligence as they would in the classroom.

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### Extra Credit

Extra credit work may be provided at the teacher's discretion.

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Students can earn one of three honor roll recognitions: honorable mention, honor roll, and highest honors. A student must earn a grade point average (GPA) of 3.0-3.49 to earn honorable mention, 3.5-3.74 to earn honor roll, and 3.75-4.0 to earn highest honors.

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Students who are on academic probation or have a D or an F in any class will be required to attend tutoring during Community Hour every Wednesday during club time. The student will not be allowed to participate in clubs or sports, including student council and Jr NAD. If the student holds an officer's position, someone else will replace them until they are no longer on academic probation. Tutoring time is meant to support the student in the areas of weakness as well as help develop stronger study habits. Grades will be monitored weekly to ensure that students whose grades improve, are able to return to the club, activity or sport.

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### **Level III - Office Violations**

Violations are behaviors that violate RMDS policies, state laws, or are chronic behaviors at level II. These behaviors require assistance from administrators, counselors, and/or law enforcement.

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Violations are illegal acts.

Office managed disciplinary actions will follow procedures and consequences for all illegal violations. Any Level IV violation is considered a crime and will be subject to a police investigation. If the crime warrants, students will be subject to arrest and prosecution.

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<b><u>Inappropriate Use of the Computer Systems and/or Technology Equipment</u></b> This is defined as accessing inappropriate websites or using inappropriate materials, including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.	Warning	Loss of use of laptop for 3 days.	Loss of use of laptop for 5 days.
<b><u>Disrupt Learning Not Respect Teacher</u></b> This refers to the behavior or attitude of a student that disregards or shows a lack of regard for their teacher's authority, instructions, or position. It can manifest in various ways, such as being disobedient, disruptive, rude, or dismissive towards the teacher. Once the	3 lunch detention halls	Communication with family,  5 detention halls	In School Suspension  One Day



classroom discipline system has been used- the consequences will be the following:			
<p><b><u>Threats and/or Verbal Abuse</u></b></p> <p>This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.</p>	<p>Call Home</p> <p>1 lunch detention hall</p>	<p>Communication with family</p> <p>3 lunch detention hall</p>	<p>In School Suspension</p> <p>One Day</p>
<p><b><u>Inappropriate Language/Gestures</u></b></p> <p>This is the use of profanity, obscene language, hate comments, or gestures, which are unacceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.</p>	<p>Call Home</p> <p>1 lunch detention hall</p>	<p>Communication with family</p> <p>3 lunch detention hall</p>	<p>In School Suspension</p> <p>One Day</p>

Infractions:	1st Time	2nd Time	3rd Time
<p><b><u>Physical Aggression:</u></b></p> <p>Play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. Involving two or more people. Any form of physical confrontation.</p>	<p>1 lunch detention hall</p>	<p>Communication with the family, 3 lunch DH</p>	<p>In School Suspension</p> <p>One Day</p>
<p><b><u>Physical Attack on Staff or Fellow Student</u></b></p> <p>This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.</p>	<p>Communication with family</p> <p>5 lunch detention hall</p>	<p>In School Suspension</p> <p>One Day</p>	<p>GO HOME</p> <p>In School Suspension Three Days</p>
<p><b><u>Destruction of Property/Vandalism</u></b></p> <p>This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.</p>	<p>Communication with family</p> <p>5 Lunch detention hall</p>	<p>In School Suspension</p> <p>One Day</p>	<p>GO HOME</p> <p>In School Suspension Three Days</p>
<p><b><u>Theft/Extortion</u></b></p> <p>An act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.</p>	<p>Communication with family</p> <p>5 Lunch detention hall</p>	<p>In School Suspension</p> <p>One Day</p>	<p>GO HOME</p> <p>In School Suspension Three Days</p>
<p><b><u>Refer to JeffCo Code of Conduct</u></b></p> <p>Bring or Use of Drugs on Campus Sexting; refer to JeffCo Code of Conduct Cyberbullying, inappropriate use of social media</p>			

Sexual Harassment			
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## Enrollment Requirements

Students in their freshman, sophomore, and junior years are required to enroll and complete six classes each semester. Seniors are required to enroll and complete five classes each semester. Students may take an extra elective class or consider internships and work-study opportunities. Students may request study hall in lieu of a class, but no credit will be earned.

## Schedule Changes

Schedule changes are granted only with the approval of the principal. Students should choose their classes wisely during registration because changes are often not possible at the beginning of a semester. Students must follow their original schedules until schedule changes are granted. Changes are only made for incorrect level, prior semester failure, or class conflict. Changes will not be made for teacher or period preference. Classes are offered based on initial registration requests. Changes can only be made within two weeks of classes starting.

## Grades and Credit

All classes are worth 0.5 credit per semester unless otherwise noted. Mid-semester reports

are issued for all students. Mid-semester reports will be issued for students at risk of failing (D or below), or by request. Only semester grades are recorded on transcripts.

## Grade Classification

All students are classified by grade level based on the number of years enrolled in school. The following credits earned are desired targets for each grade level:

- Grade 9- 6 earned credits
- Grade 10- 12 earned credits
- Grade 11- 18 earned credits
- Grade 12- 23 earned credits

## Make Up Course Opportunities

Students that have failed classes must meet with the principal to explore credit recovery options. Students may not be able to continue on in the required sequence of core classes unless they show effort in making up failed classes by retaking courses, attending summer school, or alternate options as discussed with the principal.

## Course of Study

### High School Course of Study

**Program of Language, Academics and Community Experience (PLACE):**

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<b>English Language Arts</b>	*Individualized English 9	*Individualized English 10	*Individualized English 11	*Individualized English 12

<b>Math</b>	Consumer Math	Consumer Math 2	General Math	
<b>Science</b>	* Earth Science	* Biology	*Chemistry/Phys	
<b>Social Studies</b>	*Government/ World Geography	*Modern US History	*World History	*Economics 0.5
<b>RMDS Electives (Required)</b>	Deaf Studies/ ASL Literature	Career Exploration	Work Experience	Independent Living
<b>P.E. (0.5) Art. (0.5)</b>	Some PE options include: Team Sports, Weight lifting, Teen Choices		Some art options include: Drawing and Painting, Creative Art, Art History	
<b>Elective Classes (8.5 req. credits)</b>	These electives vary year to year.			

### Career & College Readiness:

	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English Language Arts	English 9 Composition	English 10 Composition II	English 11 Creative Writing	English 12 Journalism
Math	Algebra 1	Geometry	Algebra II	Math Elective (optional)
	Integ. Math I	Integ. Math II	Integrated Math III	Precalculus
Science	Earth Science	Biology	Chemistry/Physics	
Social Studies	Government/ World Geography	Modern US History	World History	Economics (.5)
RMDS Electives (Required)	Deaf Studies	ASL literature		
P.E. (.5) Art. (.5)	Some PE options include: Team Sports, Weight lifting, Teen Choices		Some art options include: Drawing and Painting, Creative Art, Art History	
Elective Classes (8.5 required credits)	These electives vary year to year.			

\*RMDS students are encouraged to take the RMDS electives plus 4.5 elective credits of their choice.

### Encouraged Courses

- Deaf History/Deaf Studies/Deafhood 1.0 credit

- ASL Literature 1.0 credit
- Career Exploration 1.0 credit
- Work Experience/Job Shadow 1.0 credit
- Writing Courses 1.0 credit per course
- Math/Science – College-bound students

## **Graduation Requirements**

### **English - 4.0 credits**

- English 9 - 1.0 credit
- English 10 - 1.0 credit
- English 11 - 1.0 credit
- English 12 - 1.0 credit

### **Science - 3.0 credits**

Three years of science courses are required and may be any combination of Earth Science, Biology, Chemistry, Physics, or Environmental Science

### **Social Studies - 3.5 credits**

- American Government - 0.5 credit
- U.S. History - 1.0 credit
- World History - 1.0 credit
- Geography - 0.5 credit
- Economics - 0.5 credit

### **Mathematics - 3.0 credits**

One year of Algebra, one year of Geometry, one year of an additional course at or above the level of Geometry.

### **Physical Education - 0.5 credit**

### **Art - 0.5 credit**

### **Electives - 8.5 credits**

### **Total - 23 credits**

## **RMDS Graduation Guidelines**

(for graduation class of 2021 and beyond)

Menu of College and Career Ready Demonstrations. The RMDS Board approved this list of options that our high school students must use to show what they know or can do in order to graduate from high school, beginning with graduating class of 2021.

Menu of Options: This menu lists the minimum scores required.

### **ACT**

**English:** 18 on ACT English

**Math:** 19 on ACT Math

ACT is a national college admissions exam. It measures four subjects- English, reading, math, and science. The highest possible score for each subject is 36.

### **SAT: Scores updated for new SAT (2016)**

**English:** 470

**Math:** 500

The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.

### **Capstone**

**English:** Individualized

**Math:** Individualized

A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.

### **Industry Certificate**

**English:** Individualized

**Math:** Individualized

An industry certificate is a credential recognized by business and industry. Industry certificates are district determined, measure a student's competency in an occupation, and they validate knowledge base and skills that show mastery in a particular industry.

***For Students who qualify or have enrolled into Rocky Mountain Deaf School PLACE program.***

### **ACT WorkKeys - National Career Readiness Certificate**

**English:** Bronze or higher

**Math:** Bronze or higher

ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students who score at the bronze level (at least 3) in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.

### **Higher Education Admission Requirements**

In accordance with a policy passed by the Colorado Commission on Higher Education (CCHE), beginning in the fall of 2009, students who are admitted to any Colorado public four-year college or university will need to complete the following courses which make up a solid pre-Collegiate curriculum:

- Four years of English
- Three years of Mathematics at the level of Algebra I and higher
- Three years of Natural Science (two of which must be laboratory sciences)
- Three years of Social Studies (two of which must be U.S. History and World History)
- One year of a World Language

Please note: many colleges/universities have different course requirements; check with each college/university individually.

### **Valedictorian Requirements**

To ensure the top academic students become the valedictorian of Rocky Mountain Deaf School, the following process will decide who earns the title:

Valedictorian will be decided by the highest weighted ranked GPA over 3.5. Class rank for candidates will be based upon the cumulative GPA at the end of the final semester of their senior year. If none of the students meet the criteria, no Valedictorian will be awarded.

*The requirement for satisfying the valedictorian criteria includes:*

- *The highest cumulative GPA of all classmates. GPA must be over 3.5*
- *Attend RMDS for all four years of high school*
- *SAT score of 950 or higher*

Final Valedictorian selections will be at the discretion of the Director.

### **Senior Class Speaker at Graduation**

The speaker will be selected by the members of the senior class. The same student selected for Valedictorian may also be the class speaker. The class speaker must have a cumulative GPA of 2.75 or higher.

### **Community Service**

RMDS requires all high school students to engage in community service. This type of requirement will help students gain an understanding of giving back to the community.

Community service will not interfere with the school day or extracurricular activities. The expectation is that each student meets the community service requirement of 40 hours prior to their graduation. It is the student's responsibility to seek community service placement and to complete all required verification paperwork provided at school. RMDS staff will communicate various opportunities to students on a regular basis. Students with extenuating circumstances (including transfer students) will need to meet with the counselor.

It is recommended that students aim to complete 10 hours of service per year . Community service is a service that helps others without pay or any kind of compensation. Doing chores around the house or babysitting for the student's family is not considered community service. Suggestions for service include:

- PTO child care and events
- Local organizations and events (CAD RMDT, etc.)
- Churches
- Libraries
- Animal shelters
- Hospitals

## Warren Tech

Warren Tech provides services to support students' post-school transition needs. This program is the springboard to a multitude of careers. Students interested in gaining a competitive edge on the job market or in preparing for higher education can enroll in a variety of programs. Warren Tech is available to any student who is 16 years old and is on target with their high school graduation credits.

If a student is interested in applying to Warren Tech, they should speak first to the Assistant Principal so he/she can share with them the available programs. An application will need to be filled out and returned to the assistant principal. Warren Tech will notify the student by mail if they have been accepted. Registration information sent to them will include the next steps to take.

- Planning for Warren Tech should begin in the sophomore year.
- Prerequisites: By application. See the instructional coordinator.
- Grades: 11, 12 (16 years or older)
- One semester minimum.

Credit earned is usually 1.5 credits per semester. Warren Tech information can be accessed via the assistant principal. All Warren Tech programs qualify as an "academic elective" under the Higher Education Admission

Requirement guidelines. Some programs carry core academic credit. For more information, students should visit the Warren Tech website at [www.warrentech.org](http://www.warrentech.org).

## College Opportunity Fund

The College Opportunity Trust Fund, created by the Colorado Legislature, provides a stipend to eligible undergraduate students who are Colorado residents for tuition purposes. The stipend pays a portion of a student's total in-state tuition when they attend a Colorado public institution or a participating private institution.

Eligible undergraduate students must apply, be admitted, and enroll at a participating institution. Both new and continuing students are eligible for the stipend. The stipend will assist with the first 145 credit hours of the undergraduate degree program at a Colorado College.

Qualifying students may use the stipend for eligible undergraduate classes. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit hour amount will be set annually by the General Assembly.

The application is currently available at [www.collegeincolorado.org](http://www.collegeincolorado.org). Click on "College Opportunity Fund". All Colorado residents should apply for the College Opportunity Fund in order to offset the entire cost of tuition.

## High School Fund

The high school department has a fund to help with various expenses for students' extracurricular activities. Activities include, but are not limited to, transportation for trips, social events, international studies, and the senior class trip. All high school students are expected to participate in fundraisers throughout the year to help maintain the fund.

## Scholarships

High School students will have the privilege to apply for a college scholarship through the RMDS board their senior year. The scholarship will be awarded based on academic achievement, community involvement, leadership, and citizenship.

Students have the opportunity to apply for scholarships through the RMDS board for summer camps. Scholarships will be awarded based on the objective of the desired camp. Students are encouraged to attend summer camps that promote leadership skills, academic achievement, and athletic ability.

### **ACT and SAT Testing**

For ACT information, check the official website at [www.actstudent.org](http://www.actstudent.org)

For SAT information, check the official website at [www.collegeboard.com](http://www.collegeboard.com)

### **Six-Year Graduation Plan (ICAP)**

The mission of Rocky Mountain Deaf School is to provide a quality education that prepares all children for a successful future. Graduation requirements, adopted by the Jefferson County Board of Education, call for each student to have a Six-Year Graduation Plan beginning in the seventh grade. The plan will be the student's roadmap toward completing high school successfully and making good career decisions. Creating and following this plan will be a collaboration between the student, family, and staff. The plan is designed to provide families the tools they need to help their student select a career goal, pick classes that will lead to high school graduation, and plan for advanced educational opportunities.

### **ACE Program**

Students who are enrolled in Career and Internship based classes with our Transition Teacher have the opportunity to be involved

with a statewide program called ACE (Alternative Cooperative Education). ACE is Career and Technical Education that focuses on providing students with meaningful learning opportunities through working, project based learning, and gaining experience in the community as they explore their career interests. Being an ACE member means that students can participate in a competition against other ACE students across the state where students can showcase their skills in resume development, interviewing, event planning, entrepreneurship, business development, and more.

The purpose of ACE is to "create locally responsive, relevant work-based and school-based learning experiences. ACE CTE Students will demonstrate competency in Postsecondary Workforce Readiness (PWR) that lead to a technical skill attainment in any chosen occupation with a focus on high wage occupations in high skill or high demand industries that promote self sufficiency" (<http://coloradostateplan.com/educator/ace/>)

### **Extracurricular Activities**

RMDS sponsors a wide variety of extracurricular activities, weekend activities, and a competitive athletic program. The intent is to provide students with opportunities to develop socially, physically, intellectually, communicatively, and emotionally. The opportunity to try-out for any and all sports and organizations is offered to all students. Students are subject to the same Code of Conduct and school-wide policies as with any other RMDS program or activity.

### **Student Eligibility for Extracurricular Activities**

Students earn the privilege of participating in athletic and extracurricular programs through academic excellence by achieving and maintaining an overall GPA of 2.5 and maintaining an attendance record of at least



90%. The 40 weeks of the school year will be divided into eight five-week intervals that will be used to assess each student's current GPA. GPAs at the end of the school year will be in effect for the start of the next school year. Athletes are expected to exhibit exemplary behavior at all times and have a positive attitude on a regular basis. Adherence to the code of conduct is to be maintained. Participants may be suspended or terminated from a team or organization as a result of serious or continuous violations of the Code.

### Academic Bowl

The Academic Bowl for Deaf and Hard of Hearing High School students began at Gallaudet University with the goal of encouraging academic excellence, promoting a spirit of academic competition and sportsmanship, and providing social opportunities for the development of collegiality and lifelong friendships. Quiz tournaments, in which teams of high school students compete against each other on a national level have gained wide popularity among high schools throughout the country. Academic Bowl for Deaf and Hard of Hearing high school students practice from September until the national tournament held each spring in Washington, D.C. for a period of five days, RMDS also competes with area high schools for the Deaf in practice competitions held prior to the regional/national competition.

### International Trip

International trips can occur bi-annually and can be to any country in the world with a focus on Europe, Asia, or Central/South America. These trips provide students with international travel experience and a supplemental educational and social learning experience. Trips are all done with the help of a tour guide group. Sometimes the trips can be combined with other Deaf schools in America. All RMDS high school students are welcome to join these international trips with the understanding that

they remain in good academic standing and participate in fundraising to help earn funds for the trip.

### Close up

Close Up is a week-long program in Washington, D.C. that allows students to come together from all across the nation to learn more about their rights and responsibilities as U.S. citizens. During this program, students participate in multiple activities, such as workshops and debates, and get the chance to explore the ins and outs of Washington, D.C. including the memorials and seeing Congress in action. The students will have the opportunity to participate in "Deaf Week" with many other deaf schools participating during the first week of May. This program is for Juniors and Seniors at RMDS who are in good academic standing.

### Jr. NAD/ Student Council

The Junior National Association of the Deaf (Jr. NAD) is part of a national organization, the National Association of the Deaf (NAD). It is offered to high school students during extracurricular hours.

Student Council is a student-led organization for middle and high school students, with representatives selected from each grade level and officers selected by the representatives.

### Varsity Athletics

The Varsity Athletic Program has been established for the purpose of interscholastic competition. These competitions will center on good sportsmanship, ethical behavior, and integrity, as advocated by the National Federation of State High School Athletics (NFSHAA). All students who intend to participate in the Varsity Athletic Program must meet standards established by these organizations in addition to academic and behavioral expectations at RMDS.

### National Honor Society



The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, the NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. At RMDS, the chapter inducts students on an annual basis in the spring. Students are considered and chosen by high school teachers and the administration. To qualify and be considered for induction into the RMDS chapter, students must maintain a cumulative 3.0 GPA, have no suspensions in the current school year, be an officer or chairperson in a leadership organization, commit to community service hours, and display good character to their peers and adults. Students must also be in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade to be considered. Members of the RMDS NHS chapter who are still in school are required to continue to meet the expectations of membership. Membership status can be removed from members if the chapter expectations are not met at any time through their school years. Current students who are members are also expected to develop and lead one service project per year.

### Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event. Family members are welcome at social events. The school will continue to provide adequate supervision for all students who are participants in a school activity.

### Lockers

School lockers are the property of RMDS and may be checked by school officials without any advance notice to the student. Students are not to keep any items in their lockers that they would not want to be inspected by a school

official. Lockers should be kept locked. Lockers should be kept neat and clean at all times. Valuables should not be kept in lockers. RMDS is not responsible for lost or stolen valuables brought to school or taken from the lockers. If valuables must be brought to school, they should be checked in at the Principal's Office.

### Laptop Policy

Students are assigned a laptop for an entire school year. They are assigned a login to the laptop and a school email account. The laptop and email account are for school purposes only.

When students are done with their laptops, they need to be placed back into the laptop cart and plugged in. Students are responsible for the care of their laptops. Laptops cannot be put in lockers, left in classrooms, or left on top of the laptop cart.

If a student needs to take their laptop home, they first need to have their family sign the Laptop Checkout Form and return it to the team leader. A student may take their laptop home for the purpose of completing their academic assignments, but not for personal use.

Families are required to pay a technology fee of \$100.00. If the laptop is damaged, families are responsible for paying to have it fixed.

### Laptop Guidelines

- Laptops must be plugged in when not in use.
- Laptops may not be placed in lockers.
- Students may not download anything onto their laptops.
- Laptops are for academic purposes only.
- Laptops are for use during class time only and **may not be used** during lunch time.
- Laptops may be used before school for school work.

### Consequences for Violation of Laptop Policy

1<sup>st</sup> time: The student will receive a warning.

2<sup>nd</sup> time: The student's laptop will be given to the instructional coordinator. To retrieve it, the student will need to meet with the instructional coordinator.

3<sup>rd</sup> time: The student's laptop will be given to the instructional coordinator and the student will lose their laptop privileges for the day, including taking it home.

4<sup>th</sup> time: The student's laptop will be given to the instructional coordinator and the student will lose their laptop privileges for an entire week.

Consequences for abuse or misuse of the internet and/or the school email account will follow the school internet usage policy.

### **Gym Class Dress Code**

The purpose of the uniform policy is to establish an appropriate and supportive learning environment at Rocky Mountain Deaf School by reducing disruptions and peer pressures. Students are expected to dress in a manner appropriate for the gym class atmosphere. No clothing which is too short or too tight is allowed. A gym uniform is recommended for students in middle and high school.

\*Recommended: White T-shirt, navy blue shorts, and tennis shoes. If it is not possible to obtain those colors, students should bring an extra T-shirt and shorts specifically for gym class.

Uniforms will be stored in lockers in the locker rooms. Students will have five minutes at the beginning and end of class to change their clothes.

Uniforms are expected to be brought home on a weekly basis to be laundered.

Any student who comes into gym class in clothing that does not fit the dress code will not be allowed to participate in the class, which may impact their grade.

### **Property Destruction**

A student who destroys school property or the property of others will receive consequences based on the consequence chart or individual behavior program and shall be required to pay for or replace the damaged property.

### **Stealing**

Stealing is taking something that belongs to the school or another person without permission. This is considered a level III offense.