

FAMILY/STUDENT HANDBOOK



GRIZZLY



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“Achieving Excellence with PRIDE”

ROCKY TOP MIDDLE SCHOOL

HOME OF THE GRIZZLIES

14150 York Street | Thornton, CO 80602 | 720-972-2200

WELCOME TO ROCKY TOP MIDDLE SCHOOL

This handbook will help you become accustomed to Adams 12 Five Star Schools' policies and procedures as well as our school philosophies as we begin the school year. If you ever have any questions, please do not hesitate to contact us or come on in to see us. We look forward to a great year!

Please be aware that this document only *highlights* Adams12 Five Star Schools' Policies; view all district policies at www.adams12.org. The complete online version of the parent/student handbook can be found at <https://rockytop.adams12.org> in the Family Resources section.

CONTACT INFORMATION

Phone Numbers

RTMS Main Office.....	(720) 972-2200
Attendance Line.....	(720) 972-2337
Food Services.....	(720) 972-2229
Adams 12 Transportation.....	(720) 972-4300

Websites

Rocky Top Middle School..... <https://rockytop.adams12.org>

Here you will find:

- * [Staff Directory](#)
- * Infinite Campus directions
- * Staff email addresses and phone extensions
- * Current news, daily announcements, weekly editions of school newsletter and calendar of events
- * Links to teacher web pages, help session schedule and all extracurricular club information.

Adams 12 Five Star Schools..... www.adams12.org

Here you will find:

- * District Policies
- * Curriculum Frameworks
- * District Calendar
- * Boundary Locator
- * Bus Routes

Adams12 Online

Payments..... www.payforit.net

School Cafe Lunch Payments..... [School Cafe](#)

Meeting with Teachers and Staff

In order to honor your time, all meetings with teachers and other staff must be scheduled in advance. **All parents and visitors to RTMS are REQUIRED to check in at the Main Office upon arrival on campus. Please be prepared to show a driver's license or other photo identification in order to obtain a visitor's pass or to drop off items for your student.**



2024 - 2025 Bell Schedule

Monday - Friday								
6 th Grade			7 th Grade			8 th Grade		
1 st	8:40 - 9:49	Core	1 st	8:40 - 9:49	Core	1 st	8:40 - 9:39	Elective
2 nd	9:53 - 10:58	Core	2 nd	9:53 - 10:58	Core	2 nd	9:43 - 10:38	Elective
3 rd	11:02 - 11:32	Lunch	3 rd	11:02 - 11:57	Elective	3 rd	10:42 - 11:47	Core
4 th	11:36 - 12:41	Core	4 th	12:01 - 12:31	Lunch	4 th	11:51 - 12:56	Core
5 th	12:45 - 1:50	Core	5 th	12:35 - 1:30	Elective	5 th	1:00 - 1:30	Lunch
6 th	1:54 - 2:49	Elective	6 th	1:34 - 2:39	Core	6 th	1:34 - 2:39	Core
7 th	2:53 - 3:50	Elective	7 th	2:43 - 3:50	Core	7 th	2:43 - 3:50	Core

Days with Bear Necessities								
6 th Grade			7 th Grade			8 th Grade		
0	8:40 - 9:25	Bear Necessities	0	8:40 - 9:25	Bear Necessities	0	8:40 - 9:25	Bear Necessities
1 st	9:29 - 10:29	Core	1 st	9:29 - 10:29	Core	1 st	9:29 - 10:12	Elective
2 nd	10:33 - 11:33	Core	2 nd	10:33 - 11:33	Core	2 nd	10:16 - 10:59	Elective
3 rd	11:37 - 12:07	Lunch	3 rd	11:37 - 12:20	Elective	3 rd	11:03 - 12:03	Core
4 th	12:11 - 1:11	Core	4 th	12:24 - 12:54	Lunch	4 th	12:07 - 1:07	Core
5 th	1:15 - 2:15	Core	5 th	12:58 - 1:41	Elective	5 th	1:11 - 1:41	Lunch
6 th	2:19 - 3:02	Elective	6 th	1:45 - 2:45	Core	6 th	1:45 - 2:45	Core
7 th	3:06 - 3:50	Elective	7 th	2:49 - 3:50	Core	7 th	2:49 - 3:50	Core

DISTRICT POLICIES

[View the District's Policies](#)

Attendance

Per District Policy, parents may excuse up to five (5) absences per semester without documentation. Absences beyond five (5) will be considered unexcused unless proper documentation is provided.

View the Adams 12 Five Star Schools' [attendance policy](#).

It is important that your child attends class daily unless there is an illness or injury. If you know in advance that your student will be out of school, please call our attendance line. Parents or guardians will be contacted by the school if a student is not reported in advance so that we may account for their absence.

When a student must be absent, it is their responsibility to check teacher websites and other online resources to find out what activities and assignments were missed for each class. If your child must be absent more than 3 consecutive days, please contact the grade level counselor as they can support students in creating a plan for staying on track academically. When an absence is excused, students shall be given a period of at least the same number of days they were absent, plus one additional day, to make up missed assignments and assessments. This make up period begins the next school day following the absence. For student work to support learning and serve as an opportunity to show what students have mastered, it is essential that assignments be submitted in a timely manner. It is also our goal to teach students the importance of effective time management when meeting deadlines. This may mean that your child attends one or more teacher-facilitated help sessions outside of class.

If students are occasionally tardy, the teacher and/or school will impose a consequence. If tardiness becomes habitual, the issue will be addressed by an administrator.

<See RTMS tardy information below>

Additional policy information is located at the back of this handbook in the "Information Available on the District Website" section.

2024-2025 Adams 12 Attendance Expectations

Instructional days by Quarter	Quarter Start Date	Quarter End Date	Far Below Basic	Below Basic	Basic
42	08/12/2024	10/11/2024	9 days or more	3-8 days	2 days or less
37	10/21/2024	12/19/2024	16 days or more	8-15 days	2-4 days

41	01/07/2025	03/14/2025	25 days or more	15-24 days	4-6 days
46	03/17/2025	05/29/2025	36 days or more	24-35 days	6-8 days

The following progressive interventions for attendance will be implemented when your child falls in the *Below Basic* or *Far Below Basic* range according to the chart.

- An attendance message (voice and text) will be sent to your phone number.
- An attendance letter will be mailed home.
- A phone call from an administrator, dean or counselor to discuss attendance.
- An administrator will meet with you to conduct an in-building meeting and create an attendance contract.
- A district meeting will be held to determine next steps.

Tardy Information

Consistent and punctual daily attendance is crucial for academic success. As per Superintendent Policy 5020.7.1, a tardy is defined as the student entering or departing a class within 10 minutes of the scheduled start or end time. So that you know, a report is pulled every Monday. The office monitors tardies. When a student has three or more tardies, consequences will be issued. A tardy plan will be issued for excessive tardies.

If attendance does not improve, the following consequences may be used:

- 1st warning - Loss of Minga Passes and parent called
- 2nd warning - Escorts to class, and parent called
- 3rd warning - In School or Out of School Suspension and parent called

Please remember that lunch detention is no longer an option. Your student must serve their detention after school.

Academic Information

Your child’s schedule contains six classes, four of which are considered core classes. These classes consist of math, language arts, science and social studies. Core teachers work together as a team to ensure that your child’s academic, social and emotional and behavioral needs are met. Each core meets weekly to discuss student concerns and to plan units of instruction. It is important that you contact a core teacher or counselor immediately if you have concerns about your child’s academic

performance or school engagement in order to establish appropriate, timely interventions for your child to be successful.

In order to provide clearer understanding of where each student is on his or her learning trajectory, educators from across the district worked with content coordinators using the Common Core State Standards to develop the following Gradebook Reporting Criteria (GRCs). These grade reporting criteria help break down an overall course grade into specific aspects of study, so that educators, students and parents can know where a student is doing well and in what areas he or she may need to focus more attention. For each course, students will be evaluated on the following GRCs.

Math	Language Arts	Social Studies	Science
<ul style="list-style-type: none"> ● Ratios and Proportional Relationships (6th & 7th Grade Only) ● The Number System ● Expressions and Equations ● Functions (8th Grade Only) ● Geometry ● Statistics and Probability ● Procedural Fluency ● Communication 	<ul style="list-style-type: none"> ● Reading ● Writing ● Speaking and Listening ● Language 	<ul style="list-style-type: none"> ● History ● Geography ● Economics ● Civics ● Connected Literacy Standards 	<ul style="list-style-type: none"> ● Life ● Physical ● Earth ● Science Practices

Grading Tenets:

1. This would be implemented for the 2024-25 school year in all grade levels and content areas.
2. **One aggregate grade will be reported for each class on an A, B, C, D, F scale with no + or - designations.**
3. The following percentage scale will be used for the aggregate grade: **A (100-89.5%), B (89-79.5%), C (79-69.5%), D (69-59.5), F (below 59.5%).**
 - a. **A= Demonstrates mastery of the standard**
 - b. **B=Meets the standard**
 - c. **C=Approaching the standard**
 - d. **D= Below standard**
 - e. **F= Insufficient Data to determine a grade**
4. Grades will be calculated for each GRC covered in a grading period (those GRC not covered in a grading period will not be calculated in final grade). For example in science the GRCs are life, physical, earth and science and engineering practices. If only 3 are covered in semester one then these three GRC will be used to determine the student's aggregate grade.

5. **All assignments/assessments that are entered into Infinite Campus must be scored using a rubric with four scoring criteria. The lowest score a student may receive a completed assignment/assessment is 50%. All rubrics will be scored using a 10 point scale. For end of the unit assessments teachers may use a multiplier of up to 10 to increase the weight of an assessment. Scoring needs to be consistent within grade level common course teams at each school. Rubric scores will be converted as follows:**
 - A=8.95-10 points**
 - B=7.95-8.94 points**
 - C=6.95-7.94 points**
 - D=5.95-6.94 points****No student will receive lower than a 5 on any completed assessment.**
6. If an assignment/assessment is not completed, it will be scored as a missing assignment (M). M converts to 50%. In order to run the missing assignment report educators must enter the (M) for missing assignments.
7. All assignment/assessment scores will be reported in Infinite Campus using the number of points earned, points possible and percentages.
8. **No extra credit will be allowed.**
9. **All assignments/assessments will be aligned to standards in the district's guaranteed and viable curriculum.**
10. Before a grade can be calculated at least three assessments must be included in the Infinite Campus.
11. Formative feedback practices will be used repeatedly during instruction in alignment with instructional best practices (e.g. written and/or verbal comments, student exemplars, peer modeling, self-assessment, peer assessment, etc.) to inform students about their attainment of standards.
12. **In order to utilize formative feedback, students will be offered multiple opportunities to either correct or retake assessments within a reasonable time period provided that students meet reasonable expectations prescribed by the teacher (e.g. attend a help session, complete any missed formative work, etc.).**
13. **Multiple opportunities will be given to retake or correct an assessment before final grade has been determined for the GRC(s).**
14. **Teachers may make a professional judgment that an assessment is not valid and can exempt/exclude that score from grading calculations because it is no longer representative of student performance.**
15. **Non-academic factors (e.g. participation, effort, behavior, etc.) will not be factored into the grading system.**
16. **All other district grading policies including, but not limited to, absences, awarding incomplete grades, and parent communication will be followed.**

**All assignments are assessments of student learning and therefore these terms are used synonymously in these tenets.

Final marks are determined by teachers' professional opinion of your child's work toward those standards, not by mathematical calculation. Teachers have been trained in

the analysis of student products against standards and in finding evidence of that learning using a variety of methods. Please don't hesitate to inquire how marks for your child were determined if you are unsure. Official notification of progress towards GRCs will be provided at the quarter mark and at the end of each semester; however, daily academic marks can be accessed through the Infinite Campus Parent Portal at any time.

Emergency Information

Rocky Top Middle School utilizes a state of the art security and camera system throughout the building. In addition to our building-based Crisis Response Team, our staff includes an experienced School Resource Officer on special assignment from the Thornton Police Department. If you or your child has information that is important to the safety of our students or school, please contact a school or district representative *immediately*.

Students will ONLY be released to parent(s) or legal guardian(s) between the hours of 8:40 AM and 3:50 PM. If your child must be picked up before the end of the school day by someone other than a parent or guardian, you MUST contact the school in advance. In the event that it is necessary to release a student from school at times other than normal dismissal hours, students may be released- at the school's discretion- to a parent/guardian or other responsible person or allowed to be released on their own in accordance with District Policy.

Mental Health Team

Our grade level counselors and interventions coordinator collaborate with the school psychologist, social worker, special education department, content area teachers, elective teachers and administrators to meet the academic, personal/social and career needs of every student. This team also coordinates the design and implementation of interventions for students as part of our school's Multi-Tiered Systems of Support (MTSS) process. We encourage parents and students to use the resources provided on the Counseling Department webpage to build their social emotional skills. There, students may also access the Bully Button to anonymously report any peer issues negatively impacting their school experience so that we may intervene accordingly.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to the Adams 12 Five Star School District. District Policy 5520 addresses suicide assessments as a priority to protect all students.

Adams 12 will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, Adams 12 personnel will follow District Policy and respond accordingly.

The following steps have been taken to help protect all students:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. When a student is identified as being at risk, they will be assessed by a District mental health professional who will work with the student and help connect the student to appropriate local resources.
3. Students have access to national resources which they can contact for additional support.
 - The National Suicide Prevention Lifeline – Call 988
www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386 www.thetrevorproject.org
4. All students are expected to help create a school culture of respect and support in which every student feels comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
5. Students should also know that because of the health and safety impacts of these matters, the confidentiality and privacy rights of concerned individuals will be respected but are secondary to seeking help for students in crisis.

Identification Badges (Student IDs)

All Rocky Top students are required to carry on their person an unaltered school-issued photo identification card (ID) during school hours or at such times, locations, and activities identified explicitly by the building principal; provided, however, that the building principal shall have the discretion to impose a stricter requirement regarding student wearing of school-issued photo ID cards based upon safety and/or related concerns. The school ID is encouraged to be worn around the neck, outside an individual's outermost garment. School ID must be available in the building at all times. During school hours or after-hours activities, students are not required to wear their ID visibly but should have it in their possession. Students will be given a Temporary ID during their first period. They are responsible for getting a Temporary ID before their lunch period. The office will not provide temporary IDs unless a student has arrived late to school. If a student has lost their ID, they must report to the main office and fill out a new ID request form. A new ID will be issued within 72 school hours. There is no fee for a replacement ID, lanyard, or plastic sleeve. If a student does not have their ID or temporary ID at lunch, they may be subjected to a loss of recess time—district Policy 5060.

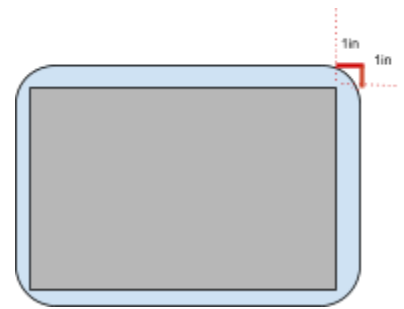
Skateboards, Scooter & Bicycles

Rocky Top has limited indoor storage for skateboards and scooters. If the rack located inside the main entrance is full, students must store their scooters/skateboards in their lockers or outside. There is another storage rack specifically designed for scooters and skateboards on the east side of the building near the bike racks. Students are required to lock up their bikes, scooters and skateboards. Rocky Top is not responsible for bikes, scooters or skateboards that are stolen or damaged.



Backpacks and Chromebook Cases

Students are encouraged to use backpacks or other tote bags to transport books, Chromebooks, and other supplies to and from Rocky Top Middle School each day. However, all backpacks, drawstring bags, messenger bags, duffle bags and tote bags must be stored in lockers during the school day. Students may visit their lockers at various times throughout the school day to drop off books and pick up items required for upcoming classes. Students may carry a small purse, fanny pack, or satchel measuring no more than 6" x 6" for personal items and necessities. Because personal items are stored in lockers, students may NOT share lockers.



Students are required to carry their Chromebooks in a protective sleeve or small case throughout the school day. This sleeve or case is intended for the protection of the device within, not to serve as a backpack or tote. Chromebook cases may not be thicker than 1.5" and there should be no more than 1" of space on either side of the Chromebook when it is in the case.

Behavior Expectations, Disciplinary Action and Student Code of Conduct

In order to ensure a positive and safe learning environment that encourages self-discipline, fosters academic success and promotes school wellness, Rocky Top staff will enforce District policies and school rules related to expected student behavior. Consequences will be assigned by staff in those circumstances where a student exhibits behavior contrary to these policies or rules. Each staff member will explain the specific guidelines of acceptable behavior, in addition to the school rules and District policies, when a student joins their classroom for the first time.

A summary of the Student Code of Conduct for Adams 12 Five Star Schools is available on the [District's website](#).

This summary includes information regarding:

- Student conduct, including the prohibitions on the use/possession of weapons, drugs, alcohol, controlled substances & tobacco on school property
- Student attendance
- Cell phones and personal electronics
- District technology and Internet usage
- Student dress code
- Bullying and harassment

Cell Phones, Smart Watches & Other Personal Electronics

[District policy](#) states: In academic settings (classroom, library, labs, etc), such devices must be in the “off” or “silent” position and **stored out of sight** except as permitted by the instructor or the building administrator. Please review the following **Personal Electronic Device Procedure**:

Our goal is for students to be responsible digital citizens with their personal electronic devices (PEDs). This means understanding and working within the parameters of the school's expectations regarding the use and allowance of electronic devices while on school property or at a school-sponsored activity.

We ask all students to adhere to the following school expectations.

- All teachers and staff have the authority to collect electronic devices from any student immediately upon request.
- Electronic devices may be used during morning entry before storing the device and exiting the building after the last period. No cell phones during lunch. Cell Phones should not be visible during school hours.
- Students not feeling well should report to the nurse's office and call parents if needed, not from a personal electronic device.
- Parents/guardians needing to communicate with a student should contact the main office.
- Students can only use wired earbuds/headphones with their chromebooks. Wired earbuds/headphones can be purchased in the main office for \$1.
- Students with a 504 plan/health care plan are permitted access to their cell phones following their plan.
- Smart watches are allowed at this point - if necessary, we may prohibit them.

Rocky Top Middle School is not responsible for lost, stolen, or destroyed personal electronic devices on district property or at a school-sponsored activity away from campus. School administration, teachers, or staff will not investigate incidents.

1st Offense: The Phone (or wireless earbuds) is confiscated, brought to the office, and returned to the student at the end of the day. Office staff will document this in PLP. The administration may contact the parent/guardian to advise them of any policy violation.

2nd Offense: The Phone (or wireless earbuds) is confiscated and brought to the office. The admin contacts the parent or guardian to pick up the device at the end of the day. The admin will document this in PLP.

3rd Offense: The Phone (or wireless earbuds) is confiscated and brought to the office. The admin contacts the parent/guardian to pick up the device at the end of the day. Parents/guardians are advised that the student must either leave the phone (regardless of whether the offense is for the phone or earbuds) at home or check the phone in/out of the office each day. The admin will document this in PLP.

4th Offense: The phone (wireless earbuds) is confiscated and brought to the office. Admin contacts parent/guardian to pick up the device at the end of the day. Parent/guardian is advised that the student must check the phone (regardless of whether the offense is for phone or earbuds) in/out of the office each day. Students will be called to the office at the start of the day if the phone still needs to be turned in. Parent/guardian is advised that any further offense with a phone or earbuds will be considered defiance and will be officially written up with additional consequences. Admin will document in PLP.

5th Offense: Student receives an official write-up and consequences for defiance.

Restorative Practices

At Rocky Top, when a student violates the Student Code of Conduct, it is our preference to approach discipline in accordance with the tenets of a Restorative Practices approach. We use these strategies to:

- Build healthy relationships between and among staff and students
- Reduce, prevent and improve harmful behavior
- Repair harm and restore positive relationships
- Resolve conflict while holding groups and individuals accountable
- Address and discuss the needs of the school community

In-School Suspension

For certain infractions, a student may be assigned to In-School Suspension (ISS) instead of being assigned Out-of-School Suspension (OSS). They will report to school at the regular start time and leave at regular dismissal time, but they will spend the entire day in a small classroom located in the middle of the main office. Within the day, the student will be expected to complete all assignments provided by teachers. Students assigned to ISS may not attend nor take part in any extracurricular or after school activities on days of suspension, unless special arrangements are made.

Intramurals, Clubs and Co-Curricular Activities

Rocky Top Middle School is proud to provide a wide variety of activities, both physical and intellectual, to ensure that your student has a well-rounded middle school experience. Students who participate in co-curricular activities have a stronger sense of belonging at school and typically perform at a higher level academically. Because of this, we encourage every student to participate in at least one activity outside of the regular classroom. These activities occur before or after school and may require parents to sign permission forms or provide transportation to and from the activity. For safety and supervision reasons, it is important that students arrive and are picked up promptly at prescribed times. A Clubs & Activities Fair is held annually around the third week of school so that students can learn about the offerings from sponsors and other students. To investigate our current offerings or contact club sponsors, visit our website at <https://rockytop@adams12.org>.

Communication

Rocky Top's school newsletter, *News From the Top*, is sent as an email on a weekly basis to remind parents of important dates and events. Please be sure to keep your email address updated through Infinite Campus so you receive these important messages.

Response to parent phone calls or emails will be made within one business day. If you send an email to a staff member and do not receive a response within 24 hours, please call to ensure they received your message.

Students are not allowed to use cell phones to call or text during school hours. Multiple infractions could result in disciplinary action.

Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers have been asked to check voicemail before and after school, and over their lunch break.

·You may call the office, and they will deliver messages to your student's teacher at the end of the day.

·You may call the classroom teacher before or after school.

You may also reach your child's teacher via email. Please expect to hear back from teachers via phone call or email within one business day.

Displays of Affection

Students are not permitted to express affection through holding hands, kissing, inappropriate embracing or walking in the halls with arms around each other's waist or shoulders.

Early Departure/Late Arrival

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office.

Though students are involved in instruction from 8:40 AM to 3:50 PM we understand there are occasionally urgent reasons to leave school early. Students who leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student will not be dismissed from their classroom until someone has arrived at the school to sign out the student. In the event that it is necessary to release a student from school at times other than normal dismissal hours, students may be released- at the school's discretion- to a parent/guardian or other responsible person or allowed to be released on their own in accordance with District Policy.

Students will ONLY be released to parent(s) or legal guardian(s) between the hours of 8:40 AM to 3:50 PM. If your child must be picked up before the end of the school day by someone other than a parent or guardian, you MUST contact the school in advance.

Hall Passes

If a teacher feels that it is necessary for a student to leave class, the student must have a hall pass created through our modular-based platform called Minga. Rocky Top will only be using the Minga "Digital Student IDs" and "Digital Hall Pass" feature which allows students to log in and create a digital hall pass anytime they need to leave the classroom.

Your student will be reviewing the following tutorial on how to use Minga for their hall passes: [Student Presentation](#). For more parent information, please visit the family guide attached below for additional information. Please be aware that the family guide includes information on the complete platform but we are only using the "Digital Student

IDs” and “Digital Hall Pass”. The rest of the information will not be relevant as we will not be using those components.

[English Family Guide](#)

[Spanish Family Guide](#)

Students in the halls during class time without a pass will be sent back to the classroom. Students must make visits to the restrooms and drinking fountains during passing periods and not expect to use class time for these purposes.

Homework

Homework is assigned for students to practice skills learned in class or to prepare them for the next class, not for teaching new material or as motivation or consequence. Therefore, while homework is not calculated in the final grade, it is critical information teachers use to guide their instruction and identify student areas for growth. This could be compared to sports in that practice (homework) prepares the athlete for the game, but does not count toward the final outcome of the game. Homework is any assignment given by the teacher that is required to be completed outside of class. Homework is not an assignment that is done in the classroom. Homework is in addition to class work.

At Rocky Top, homework will not be assigned on Fridays. The only exception to this would be a long term project or assignment that could be due on a Monday. Students may receive homework on Wednesdays which represents a shift from past practice. This

Late or Missing Work and Assessment ‘Retakes’

Whenever possible and practical, students are provided multiple opportunities to demonstrate their current level of understanding and mastery of standards. Multiple opportunities may mean the retaking of a summative assessment on which the student has not demonstrated proficiency. However, it may also mean that a particular concept can be reassessed later in the unit or another unit as part of a spiraling learning process without the actual retaking of an assessment.

Retakes

Students are eligible for a retake on most assessments*, provided they meet the following requirements.

1. The student participates in a form of reteaching and relearning decided upon with the teacher. This will likely occur outside of the regular classroom time.

2. The student has completed all required and associated formative coursework leading up to the assessment.
3. The student has not demonstrated understanding at a proficient level (8.5 or higher).

Lunch/Breakfast

Students may receive a free lunch or bring lunch from home. Milk and water is available for purchase for students who prefer to bring their own lunch. If you would like to apply for free or reduced priced meals, visit the school's [website](#) for the application process and information.

Money can be deposited into lunch accounts in the cafeteria or lunches may be purchased via the Internet at www.payforit.net. Assorted ala carte items will be made available during lunch time as well as additional items for purchase.

Though students will participate in an orientation to the cafeteria at the start of the year, this list highlights basic rules they are expected to follow when they are in the cafeteria or enjoying time outside after eating.

- Students must put all books and backpacks away in their locker and get any necessary items (hat, coat, sunscreen, sack lunch, water bottle, balls, etc.) prior to entering the cafeteria. Students are not permitted to leave the cafeteria during their designated lunch time.
- All food must be eaten in the lunchroom unless otherwise approved. No food or drink, other than a student's own reusable water bottle, may be taken outside.
- Students are expected to leave the table and surrounding area clean before going outside. This includes sweeping the floor and wiping the table. Students will only be dismissed by a staff member once the area is sufficiently clean.
- Students must follow instructions for compost, recycle and landfill disposal.
- If a student is assigned lunch detention or has made arrangements to participate in a help session during lunch, they must have a pass from the teacher to leave the lunchroom.
- Should a student cause a disturbance in the cafeteria or be found in the halls without a required pass, the student may be put on a clean-up work crew or some other similar activity. Constant misconduct may result in loss of the privilege of using the cafeteria.

Additional detailed information about Nutrition Services, including menus and options for pre-loading funds in student accounts, can be found at <https://www.adams12.org/departments/nutrition>. You may also contact the Rocky Top kitchen manager at 720-972-2229.

Family Involvement and Engagement

Parent and family involvement are critical to the success of our students and our school. Families can be involved and engaged by reviewing their child's daily work, discussing upcoming assessments and assignments, and monitoring achievement data through the Infinite Campus Parent Portal. Rocky Top has a very active PTO, but families can also be involved in our School Improvement Team, attend regular family workshops or even participate in small group work in support of our school goals. We also encourage families to volunteer in support of schoolwide activities and events or as classroom speakers. If you are looking for ways to become more involved and engaged, please reach out to the main office.

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals and therapy dogs are permitted on school property. District Policy requires prior authorization from the principal to have a therapy dog on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Reporting Student Progress

Though you can log into the Infinite Campus Parent Portal to monitor daily progress, you'll have the opportunity to participate in individual academic and behavioral conferences at least twice each year. Grade reports are available at the conclusion of each quarter and semester through the Infinite Campus Parent Portal. Paper report cards will be mailed home at the end of each school year.

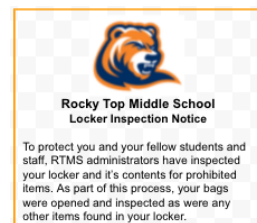
School and Personal Property

We are proud of our school and show our pride by taking care of our building. Students can add to our pride by keeping classrooms, lockers, halls and restrooms clean. Students can help make the school a pleasant place to be by respecting other students' and staff's personal property.

Large amounts of money, expensive jewelry or watches and other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables. All lost and found items (other than clothing) are to be turned in to the school office. Clothing items should be placed in the box in the cafeteria and any unclaimed items will be regularly donated to a local charity.

Lockers

Lockers are the property of the Adams 12 Five Star School District. The school may search student lockers on a periodic basis to protect the health,



safety and welfare of all students. If a student's locker has been searched, they will find a locker inspection notice that explains why an administrator opened their locker. Lockers are supplied to students free of charge to store books, coats, backpacks, school supplies and other school related items.

Students may decorate their lockers with appropriate pictures, mirrors, shelves, magnets, etc., as long as such items can be easily removed without permanent damage to the locker. Writing in or on the locker is not permitted. All pictures and posters hung in lockers must meet District standards. Students having troubles with lockers should report problems to the school registrar before or after school.

It is suggested that you do not keep valuable items in your locker. Your combination should not be shared and must remain private. Moving to another locker without permission of the registrar is prohibited and will result in assignment of consequences. Private locks are prohibited, unless approval is given by school administration, and will be cut off the locker. The school is not responsible for items contained in lockers. Items found in lockers not assigned to students will be discarded.

Students may NOT share lockers.

Safety Information

Please help us keep students safe!

- Remind your child to use sidewalks and crosswalks.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

Drop Off/Pick Up Information

The northwest parking lot is for student drop off and pick up. There are two lanes for drop off each morning. The outside lane runs alongside the sidewalk and the inside lane runs into the parking lot drop off area. If you are in the inside lane, DO NOT get out of the car until it has stopped in the parking lot at the designated drop off area and then proceed to the crosswalk. Please do not get out early or walk between cars in the outside lane---it is VERY dangerous. If you are in the outside lane, please drive as far as you can until you reach the next car in line or the sign that says **STOP HERE**. Once

the car is stopped, students may exit safely onto the sidewalk from the passenger side of the car.



Please be aware that there is NO LEFT TURN out of the northwest parking lot on York Street during drop off and pick up times.

In the afternoon, students may be picked up in the northwest parking lot or along the outside lane closest to the sidewalk. Students MUST use the crosswalk when entering the parking lot to be picked up.

Students may also be picked up or dropped off in the parking lot to the south of the school by the baseball fields if the northwest lot is too busy. It is only a short walk up one set of stairs to reach that parking area. When exiting this parking lot, drivers must follow the signal but may turn LEFT onto York Street at any time of day.

The southwest parking lot is for Adams 12 Busses and staff parking ONLY.

Please keep the following traffic safety information in mind as you are driving near our school.

- Refer to the map above for designated drop-off locations.
- Please do NOT use your cell phone while driving in our parking lots or around our building.
- Watch for children running into the parking lot, particularly from between parked cars.
- Be alert for children at designated school crossings and other crosswalk locations.
- Obey speed limits, especially school zone speed limits during school hours. Take your time!
- Do not stop or park on or near crosswalks or other designated “NO PARKING” zones.
- Do not block school bus loading zones, crosswalks, intersections, or traffic lanes while waiting to pick up your child.
- Respect the “NO PARKING” and “NO STOPPING OR STANDING” signs. They are there to ensure the safety of your children.
- Do not make U-turns in school zones or within crosswalks.
- Consider carpooling to reduce the amount of congestion around the school

Safety Concerns

In any event where you have safety concerns for yourself as a student or others related to Rocky Top Middle School, please take the following steps.

- Contact school Administration
- Contact a member of the school’s Mental Health Team
- Contact another trusted adult in the building
- Report a bullying or harassment incident or other NON-EMERGENCY peer relations issue through Rocky Top’s [BullyButton](#)
- Submit a Safe2Tell report by calling 1-877-542-SAFE (7233)

In our ongoing effort to provide the safest and most secure environment for our students, we also follow these safety measures:

- ALL exterior doors are locked at all times.

- Students and staff will never open a door to permit entry to a person from outside the building.
- In order to enter the building, visitors must press the button located on the electronic panel at the front entrance.
- Once your purpose and identity is determined, an office member will release the doors, allowing access to our secure vestibule. There you will be permitted to drop off or pick up items as long as you present photo identification that indicates you are permitted to affiliate with the student.
- If permitted to enter the building, ALL visitors must check in at the office, present a photo ID and obtain a visitor pass.
- District Policy requires that all parents and/or other permitted visitors present a drivers license or other photo identification at the front desk then sign in at the office upon entering the building. A state-issued driver's license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. All permitted visitors must wear the visitor's badge/sticker at all times.
- If an adult would like to wait with their child before school or wait for their child after school, they must stay in their car or on the sidewalk outside. Please do NOT wait near the main entrance as it will disrupt the flow of students for dismissal.

Inclement Weather/School Closure

Information about emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Information regarding closures will also be provided via text, telephone call or by email if families select these options when creating their Infinite Campus Parent Portal accounts. Finally, information may also be obtained by calling the District at 720-972-4000 or checking the District website.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the [District's website](#). For complete information, please refer to the latest version of each [District policy](#).

This summary includes information such as:

- student conduct, including the prohibitions on the use/possession of weapons, drugs, alcohol, controlled substances & tobacco on school property

- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, and when to keep your child home from school, is available [here](#).

NOTIFICATIONS of POLICY UPDATES

Updates to the District's policies are listed [here](#).

These updates may include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions