

Ricardo Flores Magón Academy

Student and Family Handbook

2013-2014

This Student and Family Handbook was adopted by the Ricardo Flores Magón Academy's Board of Trustees on February 29, 2012. The Board of Trustees reserves the right to revise, change, or modify the Student and Family Handbook at any time according to their sole discretion.

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The Mission of Our School

The RFMA *Colectivo* takes absolute responsibility to prepare all students for high school, college, and life – regardless of home language or background – by employing high expectations, a profound passion for teaching and learning, and an emphasis on social consciousness.

Magonistas succeed not by chance, but rather through hard work, preparation, and urgency. By embracing our cultural heritage, RFMA educators work collectively to inspire our students to be champions in the classroom, on the tennis court and chess board, in college, and beyond.

Our Educational Philosophy

RFMA is an academically rigorous school that expects a full commitment from its students and their families to meet and exceed high academic goals. RFMA's rigorous environment and high standards are not for everyone, so please do not make this commitment lightly. But if you and your student choose to make this commitment, RFMA will welcome your family into the community and do its very best to prepare your student for success in college and beyond.

RFMA's primary goal is to prepare students for success at four-year colleges and universities. As a K-8 school, however, RFMA students do not graduate directly into college but rather into high school. It is critical, therefore, that our students are fully prepared for the demands of a rigorous college preparatory high school program that will guide them through the next leg of their journey towards success in college. By holding students to the highest academic and behavioral standards, and by holding the minimum bar of educational attainment at a Bachelor's degree, not a high school diploma, we dismiss the notion that "college isn't for everyone." RFMA holds to the unwavering belief that that all of our students, regardless of their incoming academic performance, socio-economic status, or native language, will learn and demonstrate the skills and knowledge needed to succeed in high school, college, and beyond.

Our educational philosophy consists of five primary components:

- Mastering the Opportunity to Learn by Focusing on Literacy
- Implementing a Rigorous Curriculum in the Core Subjects of Reading, Writing, and Math
- Providing Non-native English Speaking Students with Structured Immersion into an English Language Curriculum
- Preparing for Collegiate Success by Developing Tools for Advanced Work
- Improving Academic Performance by Providing a Structured Learning Environment
- Implementing a Culture of Success by Instilling a Foundation of Strong Values

Our Guiding Values

Along with our high academic expectations, we have high cultural and behavioral expectations for all of our students. We expect that each Magonista will not only work to be the best

student they can be but the best person they can be. We want to prepare your student to be a conscious citizen of the world. We expect each student to learn and apply these values during their tenure at RFMA and to continue to exhibit them as they move forward in their academic careers and in life. Magonistas are...

Dignified/Dignos

Magonistas act with self-respect and respect others. They act with integrity and know that they will do what is right, regardless of the circumstances; they seek and speak the truth.

United/Unidos

Magonistas will work together to meet their collective social, intellectual and cultural goals. They understand that they are a part of a community and they work to educate and create a more just society.

Problem Solvers/Solucionistas

Magonistas use their logic and reasoning skills to solve all problems in a thorough and peaceful manner to create positive change.

Humble/Humildes

Magonistas are willing to listen and understand that another's reasonable opinions or views deserve respect. Magonistas are generous and they always value their roots. They are confident in their abilities and in the beauty of their community, but they are never arrogant.

Diligent/Diligentes

Magonistas always give the maximum effort in anything they do. They never leave a task unfinished and always take ownership of an issue.

Attendance – General

We are here to educate and prepare your student(s) for college and we have committed to doing our best to do so. In order to make sure that we are teaching your students effectively and that they are learning, we need to be focused every minute of every day; every minute matters. Therefore, it is extremely important that every student be at school, on time, every day, all day; no excuses. **At the Ricardo Flores Magón Academy, regular attendance is required, and poor attendance will not be tolerated.**

If your student is absent or tardy, please call the main office at 303-412-7610 to notify the school that the student will be absent or late and to explain the reason.

All Absences – “Excused” and “Unexcused” – Are Still Considered Absences. Any day your student does not attend school is considered an absence.

- **Never Miss School for Appointments:** We ask that parents schedule all medical or other appointments outside of school time. If you must schedule an appointment during the school

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day, the best times are late afternoons after 2:45 P.M. Otherwise, please schedule all appointments on days when school is not in session or after school adjourns at 4:00 P.M. In the rare case when a student must attend an appointment during school, he or she should not be absent for the entire school day.

- **Suspensions Are Considered Absences:** Suspensions are extremely rare at the Ricardo Flores Magón Academy. However, if a student is absent from school due to suspension, each day will be treated the same as an absence.
- **Early Dismissal:** Students are expected to stay in school until the end of the day (4:00 P.M. for regular dismissal). No student will be released between 3:45 and 4:00 P.M. **Leaving early is considered equivalent to a student being late and will count toward a student's total number of tardies.** *Note: Your child will **only** be released to persons 18 years and older, with prior parent or guardian authorization.

If there is a restriction order against someone and you do not want that person to pick up your child or to be contact by the school, you must provide a copy of such restriction order to the front office.

- **Attendance Records and Follow Up on Student Absences:** The School maintains attendance records for all students. If a student misses school, RFMA staff will contact the student's parent by telephone, writing, or in person. Staff will discuss with the parent the school's strict attendance policy and request the parent's full support in enforcing this policy. When appropriate, the Head of School will follow up with parents to discuss the attendance policy and attendance issues.

Attendance – Consequences for Absences

- **Ten absences in a year:** A student who has ten or more absences in a year is at risk of not fulfilling the academic requirements needed for promotion to the next grade. RFMA will request the parent meet with the Head of School and/or the Dean of Students and Culture and/or the Assistant Head of School to discuss the problem and may also include a discussion about whether the student should consider enrolling in a different school.

According to Colorado law, any student who is at least six years or older by August 1 of the year in question will be classified as "habitually truant" if he or she has four unexcused absences from school in any one month or ten unexcused absences from school during the year. Absences due to suspension or expulsion of a student shall be considered excused absences and will not be included in the count for a habitual truancy determination.

- **Extended Absences:** Students should never miss a full week of school unless exceptional circumstances warrant the absence. In that event, RFMA will ask the parent to meet with the

Head of School prior to the absence. The Head of School will schedule a conference with the student's parent to discuss the issue.

Attendance – Tardiness

Getting to school on time is a key to your student's success – at school and in life. At RFMA, the learning begins from the moment students walk in the door.

Late students miss academic instruction, disrupt the classroom, distract other students, and tardiness in general is a bad habit.

Definition of Tardiness

Our doors open at 8:10 A.M. each morning. Students must arrive between 8:10 A.M. and 8:30 A.M. Students arriving after 8:30 A.M. are considered tardy. **If your student is late to school, you must come into the front office to sign him or her in;** otherwise the student may be marked as absent.

CONSEQUENCES FOR TARDINESS

- **Three tardies is equal to one absence:** Every three tardies will equal one absence and be recorded as such in the student's file.
- **Fifteen tardies in one year:** If a student is late fifteen times in a year, it is considered a severe issue. The Head of School will schedule a conference with the student's parent to discuss the problem and whether the student should consider enrolling in another school.

As stated above, Students are expected to stay in school until the end of the day (4:00 P.M. for regular dismissal). **As stated, leaving early is considered equivalent to a student being late and will count toward a student's total number of tardies.**

Homework

Homework is an essential part of RFMA's educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. You should expect to spend an hour on homework and reading with your student every night.

Homework will be assigned EVERY night at the Ricardo Flores Magón Academy. In addition, every student is required to spend at least 20 minutes reading every night (including weekends and holidays), for which a parent signature is required on the reading log. Homework must be completed in full and in accordance with RFMA's high standards for hard work and professional presentation.

All students are provided with Homework Folders that include a nightly reading log. Homework Folders are designed to teach students essential organizational skills. The reading logs must be filled out properly with a parent signature, and all assigned homework must be completed and placed in the folder. RFMA holds high standards for all homework assignments. All homework must be neat, clean, and thorough. Homework will be checked daily by each teacher at the beginning of the school day.

If the homework is late, missing, incomplete, or shows a lack of effort or neatness, or if the reading log is not completed properly, then the student will face in-school consequences and their academic record will reflect the lack of commitment. Moreover, since bringing all necessary books and supplies is part of homework, students may also face consequences if they do not bring all necessary books and supplies. Parents may receive a phone call if their student has missed several assignments. We expect and need parent support to make sure all the homework gets done according to RFMA's standards.

Independent Reading

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. The students who read frequently outside of school will become the best readers in their class, will perform at the highest levels on reading tests, and will generally earn the highest grades in non-reading classes as well. Supporting your student's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading.

Although RFMA students have high-quality reading time during school, they must READ, READ, READ at home every night and weekend and during any vacations from school. Parents should make sure to supervise their student's reading for at least 20 minutes every night, including on weekends and holidays. It would be especially helpful to your student's development if you ask him or her to read out loud and take breaks so that they can summarize what he or she has just read and answer simple comprehension questions. Please do not sign your student's independent reading log if you have not actually seen him or her read. You and your student may be tempted to cut corners, but skipping this important reading requirement will only hurt your student in the long run. READ, READ, READ. There are no short cuts.

If you would like assistance with the independent reading or any other part of the homework, please contact the school. RFMA has access to many resources and would be happy to help.

Make-Up Work

After returning from an absence, students are expected to promptly complete any missed assignments. You must help the student check on missed assignments, and any missed work must be completed. The time generally allowed to complete this work will be the number of

days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

In the event of a planned absence, parents should notify the student's teachers several days in advance so that they can prepare a packet of work for the student to complete during the absence. Again, absences from school directly hurt a student's academic progress. A student should only be absent in the case of a serious illness, family emergencies, and other unavoidable, important conflicts.

Electronic Devices and Personal Items

Students are not allowed to use electronic devices (e.g. cell phones, ipods, portable gaming devices, etc) in school or on school field trips or excursions. If a device is used during school, it will be confiscated from the student and held by the school administration until the parent comes to the school to pick it up. If a device is confiscated for a second time, the device will be held by the school administration until the end of the academic year.

RFMA strongly discourages students bringing valuables to school. They often serve as a distraction to students and can hamper a student's ability to learn. Also, the Ricardo Flores Magón Academy is not responsible for lost or stolen personal student items.

School and Family Partnership – Communication

The successful education of an RFMA student requires an effective partnership between the school, parents, and students. Without an effective partnership, a student's success will be limited. Accordingly, RFMA asks every parent to commit themselves to becoming partners in the education of their student. The first step of this commitment is to sign and return to the school the RFMA-Family Contract. The contract provides the minimum required commitment for parents and their students. Parents and their students should expect to go beyond the minimum duties identified in the contract. If you have any questions or concerns about this commitment, it is important that you address those questions or concerns with the Head of School before the school year begins, or as soon as possible. A copy of the contract is included at the end of this handbook.

Communication between RFMA and parents is an integral element for an effective partnership. There are several ways that RFMA can and will communicate with parents throughout the year:

- **Weekly Update:** Every Thursday, your student will bring home a weekly update from the school. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. **It is very important that you take the time to read the update in its entirety.** RFMA asks parents to sign their student's Homework Folder each week to let us know that you have received this important information.

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- **Teacher Phone Calls:** When necessary and appropriate, teachers will speak with each of their students' parents over the phone to describe how the student is progressing.
- **Progress Reports:** Halfway into each quarter (marking period), parents will receive written Progress Reports from all of their students' teachers. Progress Reports will not contain final grades; instead, they are an important mechanism for communication while there is still time to act to correct any problems before the end of the marking period. Parents must sign a form indicating that they have received and read all Progress Reports.
- **Report Card Conferences:** At the end of each quarter, parents will be required to come to the school for Report Card conferences with their student's teachers. Parents will receive a written Report Card at the conference. These are important opportunities for parents to learn about their student's progress and needs. Participation by parents at Report Card conferences is required.
- **Behavior Alert / Academic Alert:** If your student is experiencing a behavior or academic problem, RFMA will send home a written notice. Parents should make sure to review the concerns outlined in the letter with their student. RFMA asks parents to acknowledge their receipt of the notice by signing and returning to the school an acknowledgement form. Parents should contact the school if they have any questions or wish to discuss the issue.
- **Phone Calls / Notes:** Throughout the year, you may receive a phone call or a note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours.
- **Meetings:** If the school requests a meeting with you and your student, we need to discuss something important with you. If you would like to schedule a meeting with a teacher or administrator, please contact them directly.
- **Visits:** If you wish to visit the school, please see the School Visitor Policy discussed below.
- **Parent Concerns:** RFMA has an open door policy and it welcomes comments and questions from parents or anyone else in the community. If you have a question, concern, or suggestion relating to a school policy, academic grade, discipline decision, or anything else, we invite you to contact the school to schedule a meeting with your student's teacher, the Assistant Head of School, the Dean of Students and Culture, the Head of School, or the RFMA Board of Trustees, as appropriate. The RFMA Board of Trustees has adopted a Communications Policy and the Board asks that you pursue your question, suggestion, or concern through the process outlined in that policy, which is discussed below. RFMA welcomes the conversation and commits to treating you and your concern, question, or suggestion in a professional and respectful manner. We understand that, as parents, you have strong opinions about issues concerning your student, but we ask that you return the favor by addressing any issue professionally and respectfully. If a parent is disrespectful to RFMA teachers or administrators, RFMA will cut short the conversation and wait to continue it at another time.

We need your support. As you know, RFMA is a very demanding school with high expectations for academics and behavior. All of us – parents, teachers, and administrators – are working hard to prepare your student to succeed in college. We are all part of your student’s team: if we all work together, we can all succeed.

Grading Scale

A: 100-90%

B: 89-80%

C: 79-70%

F: 69% and Below

(RFMA does not distribute D grades as part of our college readiness philosophy)

Promotion to the Next Grade

RFMA maintains high standards for promotion. Parents and students should not assume that a student will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the required knowledge and skills. Promotion decisions will be based on a student’s grades, standardized test scores, attendance, homework completion record, and other measures.

A student may not be promoted if he or she is performing significantly below grade-level standards. We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures, including attendance and behavior, to make these decisions.

Special Education

RFMA is subject to and complies with all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, including the Individuals with Disabilities Education Act (“IDEA”), the Colorado Exceptional Children’s Educational Act (“ECEA”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and the Americans with Disabilities Act (“ADA”). As part of this compliance, RFMA strives to assure that all qualifying students receive a free appropriate public education (“FAPE”).

RFMA uses the “combination model” to deliver special education services. Through this model, RFMA provides special education for qualifying students through an Individual Education Plan (“IEP”)

High School Counseling and ICAP

RFMA will have a High School Counselor available each day to assist our Middle School students with the transition to high school. The main purpose of the High School Counselor

position is to develop relationships with high achieving high schools around the Metro area so that our students may continue to receive outstanding educational services as they move to high school. The counselor will also serve as an academic guide to our middle school students. The counselor will provide information regarding high school choices and requirements to middle school students.

As required by the State of Colorado, each Middle School student will be required to participate in the College in Colorado ICAP program. The ICAP program is designed to create individual academic roadmaps for students. These roadmaps will allow students to understand the necessary academic requirements to both graduation high school and be accepted into a four year college or university.

Before and After School Care

RFMA offers Before and After school care for our students. Before school care begins at 7:30 a.m. After school care begins at 4:15 p.m. and ends at 6:00 p.m. If you are interested in before or after school care for your student(s) please apply at the front office. There you will find information regarding costs and requirements.

Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. RFMA will do whatever it takes to make sure that every student is safe (physically, emotionally, mentally, and intellectually) and to make sure that every student has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we promise to create and preserve a focused learning environment.

RFMA teachers use a wide array of strategies to promote positive behavior and to correct problem behaviors. Our faculty use positive reinforcement, doing their best to “catch students doing the RIGHT thing.” RFMA Faculty will demonstrate and teach model behavior and successful educational values. Faculty will give praise to students exhibiting model behavior, including by giving them “Shout Outs” for exceptional conduct. Each classroom will have a tiered system that will classify the various levels of behavior. Students can move up or down the behavior ladder and receive recognition depending on how they conduct themselves in the classroom and how they interact with others and students who exceed expectations can be awarded a Green Shirt at the end of the week.

We also use consequences and a problem-solving approach to help students improve their behavior. Students may lose privileges (social time, trips, etc.) when they violate the Code of Conduct. We rarely suspend students at RFMA because our students are here to learn. RFMA will attempt to issue suspensions only after all other options have been exhausted.

The Head of School is the final authority on discipline issues. The Head of School works closely with teachers, parents, and students to help them learn and grow. The Head of School, The Dean

of Students and Culture and the Assistant Head of School have the authority to decide on the appropriate consequence for student behavior. They may solicit parent input in certain situations, but they retain all decision-making authority.

Detention

Detention will be assigned to students who have failed to meet homework, reading log or the behavioral expectations at RFMA and to students who do not complete any required in-class assignments. Detention takes place during the student's scheduled recess time if an infraction occurs during the morning hours or after school if an infraction occurs in afternoon hours. RFMA has two detention times so that consequences for infractions are immediate and understood by every student. Students who did not complete their homework, reading log or required in-class assignments will be required to complete homework and/or assigned work during recess detention. Students who are serving detention for failing to meet behavioral expectations will be expected to write a reflection regarding which RFMA values they failed to meet.

We will send notification home with each student who was assigned detention. If a student is required to attend after school detention, we will call and/or email parents and guardians by 3:30pm. If a student is assigned detention they must attend their required session, no exceptions.

Code of Conduct

RFMA's mission is to prepare kindergarten through eighth grade students for success in high school and college. In an academically rigorous environment, students will master the core subjects of math, reading, and writing.

A structured classroom and respectful behavior are essential to accomplish this goal. The following beliefs form the basis of RFMA's Code of Conduct:

- **Safety.** The Code of Conduct is designed first and foremost to ensure that RFMA is safe for every student, parent, employee, and other members of the school community at all times.
- **Respect.** Respect is one of RFMA's key virtues. Respectful behavior is an essential component of character development and it provides the foundation for a strong community.
- **Self-discipline.** By learning to act in a self-disciplined, professional manner, students acquire skills that are valuable beyond the classroom. Students with self-discipline perform well in school, speak well in public, and are helpful to others. These students will develop strong self-advocacy skills that will benefit them throughout their lives.

- **Sweating the small stuff.** RFMA believes that there are no “little” problems. Instead, RFMA takes every problem seriously, even if the problem appears minor. RFMA follows this practice in order to ensure that small problems do not grow and become serious.
- **Clear consequences.** We believe that many disciplinary problems can be prevented if students understand the consequences of their actions. Accordingly, RFMA will do its best to educate its students about what behavior is expected and what consequences will result if those expectations are not met. The school will also do its best to communicate with parents about disciplinary consequences. Parents are also responsible for learning the school’s Code of Conduct and explaining to their students what behavior is expected and the possible consequences of misbehavior. When appropriate, parents will be notified in writing about disciplinary actions taken by the school.
- **Uninterrupted learning.** A major purpose of this Code is to eliminate distractions from the classroom so that students can commit 100 percent of their attention to academic learning.

Rules

1. **Respect all teachers, school employees, students, and school property.**

Any student who violates Rule 1 will not be able to participate in recess and/or tennis/chess. RFMA retains the discretion to impose additional or other disciplinary sanctions if appropriate.

2. **Arrive at school in the Ricardo Flores Magón Academy uniform every day. The uniform consists of approved RFMA socks, tights, pants, shorts, skirts, shirts, and sweatshirts/sweaters.**

Any student who arrives at school out of uniform will be committing a minor infraction. If this particular minor infraction occurs frequently, the student may be prevented from participating in class until he/she is in uniform. Families are required to bring the appropriate uniform items to the school.

3. **Attend school every day. Absences are excused only for illness, religious holiday, or family emergency, and must be verified in writing by a parent.**

Attendance is a critical factor in whether a student succeeds or fails. Accordingly, RFMA asks that every parent do everything in their power to ensure that their student is at school every day, unless the student is experiencing a serious illness or has an unavoidable, important conflict. Unexcused absences are likely to negatively impact a student’s grades. Students who have more than three unexcused absences in any one quarter, or more than eight unexcused absences per school year, are not living up to the minimum standards required in the RFMA-

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Family Contract. These students run the risk of not meeting the academic requirements needed to pass to the next grade.

- 4. Do not arrive late to school.**
- 5. Do not disrupt class or any RFMA event.**
- 6. Do not chew gum, eat, or drink anything other than water during class.**
- 7. Do not bring headphones, cell phones, gaming systems, or any other electronic devices to school.**
- 8. Always be prepared for class.**
- 9. Do not behave in any way that is disruptive to your learning or the learning of others.**

Any student who violates Rules 4-9 commits a minor infraction, and their name will be moved down the color-coded board of conduct in their classroom. If the violation occurs three or more times in a day, the student will not be allowed to participate in recess or tennis/chess. RFMA retains the discretion to impose additional or other disciplinary sanctions if appropriate.

- 10. No horseplay, play-fighting, or touching another student.**
- 11. No profane or otherwise inappropriate language.**
- 12. No disrespecting other students or teachers.**

Any student who violates Rules 10-13 commits a moderate infraction and will not be allowed to participate in recess and tennis/chess for at least one day, and for multiple days if deemed appropriate by the Head of School. RFMA retains the discretion to impose additional or other disciplinary sanctions if appropriate.

- 13. No stealing.**
- 14. No cutting class.**
- 15. No possession of weapons on school grounds.**
- 16. No fighting, violence, or behavior threatening of violence.**
- 17. No possession or sale of any drugs, alcohol, tobacco, or illegal substance.**
- 18. No serious disrespect of teachers or students.**
- 19. No racial or sexual harassment.**

Any student who violates Rules 14-20 commits a serious infraction and is subject to a possible suspension from school or other disciplinary sanction deemed appropriate by RFMA. Depending on the nature of the serious infraction, a student may be subject to an automatic and immediate out-of-school suspension and possible expulsion hearing.

Any student declared a “Habitually Disruptive Student,” because they have been suspended from school three or more times during the school year, may face an expulsion hearing.

At the discretion of RFMA’s staff, a student may be required to issue a verbal or written apology to the school community, his or her class, or individual members of the school community as a consequence for their behavior.

Parents will be notified in writing and as soon as practical if a student commits a moderate infraction or any more serious infraction. Parents shall receive additional notifications at all stages of any disciplinary decision.

Bullying

Bullying of any kind will not be tolerated at RFMA. For more information regarding our bullying policy, please see the Anti-Bullying Policy in the Appendices or visit the front office.

Hours of Operation

RFMA operates from **7:30 A.M. until 6:00 P.M.**, Monday through Friday. Students are required to arrive at school on time (by 8:30 A.M. at the latest) and to remain in school until dismissal at 4:00 P.M. It is very important that you send the strong message to your student that timely attendance at school is extremely important.

Lost and Found

The school will keep a small lost and found box near the main office. Parents may come in any day between 8:10 A.M. and 4:15 P.M. to search the Lost and Found. At the end of every quarter, items left in the box may be donated to a local charity.

Messages / Voicemail

Messages and calls to teachers and students during the school day are discouraged except in cases of emergencies. If you have an emergency and need to get a message to your student or his or her teacher, please call both the main office line and leave a message on the teacher's voicemail. RFMA teachers check their messages once a day after school.

Nursing Services & Medication

RFMA offers limited nursing services for its students. However, it is always best to have your family doctor or health center look into any problem that your student may have.

If your student requires medication during school hours, we will assist by administering the medication. **However, medication cannot be given by RFMA staff unless a parent completes an "Administration of Medication" form required by the State Health Department.** This policy applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. You may obtain all necessary forms from the front office.

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All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered by RFMA staff.

School Calendar & Closings

Please see the RFMA School Calendar for the scheduled school days for the 2013-2014 school year. A calendar will be provided during registration and is also available on the school's website (www.magonacademy.org). Please note that we do not follow a traditional calendar. Be sure to review RFMA's calendar carefully and contact the school if you have any questions.

RFMA will only close school in cases of extreme weather conditions. In such situations, we will generally follow the decisions by the Denver Public Schools and the Adams County School District 50 with regard to school delays and closings. If the Denver Public Schools and/or the Adams County School District 50 announce a delayed opening or a closing, RFMA will generally also be delayed or closed. RFMA, however, reserves the discretion to delay or close school even if neither the Denver Public Schools nor the Adams County School District 50 decide to delay or close school. To determine whether the school is closed, please call the school's main telephone number: (303) 412-7610, visit the school's website, and please also listen to local radio and television stations.

School Lunch Program

Breakfast and Lunch will be provided to each student for a nominal fee each day. Each student will be required to pay for meals if they participate in RFMA's lunch program. However, student(s) are **not** required to participate in the lunch program. Your student may bring a sack lunch from home. Students may bring cold lunch only. Ricardo Flores Magón Academy does not provide microwaves for student lunches.

If you have applied for a Free or Reduced lunch, your student will be charged for lunch until your application is processed and the school is notified of your student(s) acceptance into the program.

IMPORTANT: Our system only allows families to carry a negative balance of up to \$20 per student. If your student or students' balance is \$20, they will not be provided a meal until the balance is paid in full. For more information or if you have questions, please contact the front office.

School Visitor Policy

Visitors, especially parents, are a vital part of the RFMA community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program and are generally not permitted. Parents who would like to visit should call at least one day in advance to schedule a class-visit. However, the

school administration reserves the right to deny or limit visitor requests and it reserves the right to schedule visits for certain dates and times that it believes are appropriate.

Upon arriving, all visitors must sign in within the Main Office. Visitors will be escorted within the school by RFMA staff and they will be permitted to enter class during a regularly-scheduled transition period. Visitors may leave at any time. RFMA expects visitors to silently observe class and not create any distractions or interruptions.

If a visitor is coming to school to drop something off for a student or to leave a message, the visitor must bring the item or message to the main office. RFMA is a closed campus and for the sake of student and school safety, unannounced, unscheduled, and unauthorized visitors are not permitted.

Student Records

The school administration is in charge of student records and their control over those records is performed subject to, and in compliance with, the Family Education Rights and Privacy Act (“FERPA”) and the Colorado Open Records Act (“CORA”). FERPA is a federal law that protects the privacy of student education records and provides certain rights to parents of students who are under 18 years of age.

Pursuant to FERPA, the school administration may discuss, explain, and/or make available to the student or his/her parents any “education record” on file. If a parent would like to examine a student’s record, the parent should submit a request in writing to the Head of School. Within a reasonable time, the parent will be allowed to inspect the file and request a copy of the information contained in the record. There are two different types of student education records and each type is treated differently:

Directory Information: Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to non-parents for certain, specific uses without the consent of the student or parent. For example, teachers may distribute class lists to everyone in the class so that students may communicate among themselves outside the school. If a parent wants to prevent such information from being disclosed, he or she should submit a request in writing to the Head of School.

Confidential Records: Confidential Records include grades, evaluations, disciplinary actions, and health records. In general, confidential records will not be made available to any person outside of RFMA without the written consent of the parent.

School Uniforms

All students must come to school in the RFMA uniform every day. If a student arrives at school out of uniform, parents will be called and asked to bring in a uniform before the student is sent to class. RFMA has a required school uniform for several very important reasons:

- 1) Uniforms unite RFMA as a community.** When you look at the RFMA uniform, it is a visual representation of our school community. Students make a commitment that when they put on the RFMA uniform, they are agreeing to live up to the school's values and standards.
- 2) Uniforms reduce distractions and clothing competition.** In schools that do not require uniforms, students often times spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- 3) Uniforms instill equality.** Whether families have high incomes or low incomes, the students come to school dressed in the same manner. No one is made to feel different or bad about the clothes they have or don't have.
- 4) Uniforms look professional.** Students look neat when they arrive to school with shirts tucked into their khaki pants. The students come mentally prepared for school and "dressed for work."

Students may change out of the RFMA uniform for tennis only. Students must wear the RFMA uniform on all school field trips and excursions.

School Uniforms – Components

The components of the RFMA school uniform are as follows:

Shirts/Sweatshirts:

- Elementary Students (K-4) must wear the RFMA collared shirt or sweatshirt, no exceptions.
- Middle School Students (5-8) must wear the white RFMA button down shirt or pullover sweater, no exceptions.
- Shirts worn under the required uniform shirts must not be visible and remain tucked in at all times.
- Only RFMA shirts are acceptable under the RFMA sweatshirts or sweaters.
- Students may only wear the red RFMA T-shirts on Fridays.
- RFMA Green Shirts may be worn any day of the week.

Shoes:

Students must wear plain/predominately white or black tennis shoes/athletic shoes. Middle school students must wear plain black or brown semi-casual or dress shoes.

Socks:

Students must wear socks. If students are wearing skorts or shorts, they may wear plain black tights or the RFMA tights.

Pants/Shorts/Skorts:

Students must wear plain, black or khaki colored khaki style dress pants, cargo style pants and jeans are not acceptable. Students may also wear plain, black or khaki dress shorts, again cargo style shorts are not acceptable. Shorts must be knee length. Girls may wear RFMA skorts or black skirts,(NO Khaki color). Skirts must be knee length. No “skinny” style pants are allowed and pants must not be excessively baggy. Any pants or shorts with belt loops must be worn with a belt and worn at the waste.

Accessories:

Students must not wear excessive or distracting jewelry. Necklaces must be small and tucked in at all times. Earrings cannot dangle. Boys may wear small stud earrings, no hoops. Students may wear bracelets as long as the number is not excessive or distracting and do not have explicit or unacceptable writing or messages on them. Gauge earrings are not acceptable.

Students are not allowed to wear makeup at RFMA. Girls may highlight their hair but no unnatural (red, green, blue, etc) colored hair is allowed. Students are not allowed to wear perfume or cologne.

Middle School Tennis:

Middle school students are required to change into athletic clothing for tennis class. The tennis uniform consists of the RFMA sweatpants, shorts or skorts, the RFMA t-shirt and plain, predominantly black or white athletic shoes.

School Uniforms – How to Purchase

While the will carry a limited supply of uniforms tops, parents will be responsible for ordering uniforms directly from the vendors. All information needed to contact the vendor, and prices, will be available in the front office.

Volunteer Hours

Parents are required to volunteer 10 hours per year, per student at RFMA. There are a number of different ways to fill your volunteer requirements. There is a \$60 fee per student for any unfilled volunteer hours. If you would like to volunteer please contact the front office.

Communications Policy

The Ricardo Flores Magón Academy is committed to addressing ideas, proposals, criticisms, complaints, grievances, suggestions, and accolades (“Issues of Concern”). The RFMA Board of Trustees has adopted a communications process designed to fairly and efficiently address Issues of Concern. Therefore, the RFMA Board of Trustees asks that parents, personnel, staff, and community members follow this process with regard to Issues of Concern.

- Step 1: If you have an Issue of Concern that relates specifically to someone else in the RFMA community, we ask that you attempt to resolve the issue by communicating directly with the person who is the subject of the concern.
- Step 2: If Step 1 is unsuccessful, or if you have an Issue of Concern relating to curriculum, grades, or teacher conduct, we ask that you schedule a meeting with the Assistant Head of School to address the concern.
- Step 3: If Step 2 is unsuccessful, or if you have an Issue of Concern about the school that is broader than curriculum, grades, or teacher conduct, we ask that you schedule a meeting with the Head of School to address the concern.
- Step 4: If Step 3 is unsuccessful, you may address your Issue of Concern through the Board of Trustees. The Board of Trustees requests that you submit your Issue of Concern in writing to the Main Office at least 7 days prior to the next Board of Trustees’ meeting. This will ensure that your Issue of Concern will be placed on the agenda for the upcoming meeting. If you choose, you may also present your Issue of Concern to the Board of Trustees in person, during the public comment section of any board meeting. But please be aware, the public comment section of each meeting is limited in duration. The Chairperson of the Board of Trustees will determine the manner by which Issues of Concern will be addressed during the Board meeting. The Board of Trustees has the authority to render a final decision.

Board of Trustees

The school’s Board of Trustees is accountable for the governance and operation of the school. The Board of Trustees’ responsibilities include setting and enforcing policies, assuring that the school is run in a manner consistent with its Mission Statement, and ensuring the school operates in compliance with all applicable legal requirements. The specific role and responsibilities of the Board of Trustees are described in its By-Laws. The Board of Trustees meets monthly, usually on the last Wednesday of each month. The school community and the public in general are invited to attend the board meetings. Notices and agendas for each Board Meeting are posted at the school and on its website.

School Accountability Committee

The School Accountability Committee (SAC) is a committee comprised of a Member of the Board of Trustees, parents, teachers, and community members that give advice and support to

RFMA leadership with regard to finances, budgetary allocations, and school improvement plans (if applicable). The SAC consists of the Head of School, at least one teacher from the school, at least three parents with students at the school, at least one adult member of an organization of parents, teachers, and students recognized by the school, and at least one member of the community. The members of the SAC shall annually select from the parent representatives a chair of the committee. The SAC will meet once a month, generally on the ___ of each month. Its meetings are open to the school community. The SAC will also be responsible for leading the RFMA Parent Booster Committee.

Parent Booster Committee

The Parent Booster Committee is committed to assisting and supporting the school by raising money for the school and implementing bonding activities for the students, parents, staff, and Board of Trustees. They will meet once a month, and everyone is invited to attend.

Appendix A

RICARDO FLORES MAGÓN ACADEMY CHARTER SCHOOL
Family Handbook 2013-2014

For Parents & Guardians:

- I will make sure my student(s) arrives at RFMA every day by 8:30 a.m. and remain at RFMA until 4:00 p.m.
- I will make sure that my student will be at school every day the school is open.
- I will make sure that my student follows the RFMA dress code and is in uniform every day.
- I will monitor my student's schoolwork, homework, and grades on a regular basis. I will always encourage him or her to work hard and produce the best possible work.
- If necessary, we will make sure our student attends his/her tutoring sessions and/or summer, winter or spring break academies.
- I will work 10 hours, per student, per year of volunteer time at RFMA.
- I will make sure my student completes his/her homework and reading log requirements on a nightly basis.
- I will contact the school immediately if my child will not attend on any given day and I will make sure to pick up his/her homework and schoolwork for any days missed.
- I commit to attend the required parent/teacher conferences during the year.
- I have read and I understand the Code of Conduct.

For Students:

- I will arrive at RFMA every day by 8:30 a.m. and remain at RFMA until 4:00 p.m.
- I will come to before or after school tutoring sessions if required.
- If necessary I will attend summer, winter or spring break academies.
- I understand the Ricardo Flores Magón Academy values and standards, and I commit to always do my best to follow them.
- I will follow the RFMA dress code and be in uniform every day.
- I commit to give my full respect and my full attention to every task.
- I commit to do my homework every night, bring it neatly to school, and turn it in at the appropriate time.
- I commit to always meet behavioral expectations at Ricardo Flores Magón Academy and during all school events that take place off-campus.
- I commit to speak regularly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.
- I will always uphold the RFMA Values by being Diligent, Dignified, Humble, a Problem Solver and United.

RFMA Educator Commitment:

- I will be at Ricardo Flores Magón Academy from 7:45 A.M. to 4:30 P.M. every day.
- I will be fully organized and prepared for each class that I teach.
- I will enforce all rules and policies consistently and fairly.
- I will speak the parents/guardians of my students with reasonable frequency to communicate both positive and negative feedback.
- I will maintain the highest standards of academic performance and appropriate conduct.
- I will do my part to ensure that the Ricardo Flores Magón Academy is a safe environment for all students and community members.

RICARDO FLORES MAGÓN ACADEMY CHARTER SCHOOL
Family Handbook 2013-2014

- I will teach with uncompromised urgency and I will do whatever it takes for our Magonistas to learn and prepare for college.
- I will attend mandatory parent/teacher conferences.
- I will teach and uphold the Values of RFMA.
- I will attend all professional development sessions so that I continue to refine my craft for our Magonistas.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Appendix B

Appendix C

RICARDO FLORES MAGÓN ACADEMY CHARTER SCHOOL
Family Handbook 2013-2014
