



Parent-Student Handbook

2024 - 2025

Welcome to Rocky Mountain Classical Academy!

“Creating culturally literate citizens for life, liberty, and justice.”

Rocky Mountain Classical Academy is a public charter school that was founded in 2005 with the school opening in the fall of 2006. At RMCA, teaching in the classical tradition is integrated with core knowledge, rigorous academics, and character education to provide a strong foundation for the intellectual, and character growth of children.

Students at Rocky Mountain Classical Academy thrive on exemplary instruction that crosses all disciplines, from core academics to foreign language and music. The outstanding art projects lining the school’s halls never fail to captivate visitors, and bear witness to the quality of an art program recognized throughout the community. Delight in learning is evident in every educational pursuit, whether it takes place in the kindergarten classroom or on the middle school annual “Walk DC” trip to Washington DC.

The community that has evolved at RMCA these past eighteen years nurtures the potential for progress and achievement in every child. Graduates from our program leave well-prepared to face the next level of academic challenge, no matter how demanding. We exist today because of the support and commitment of parents like you who over the years have made it possible to create a program whose merits shine brighter with each passing year. Together we can ensure the continuation and advancement of this unique educational opportunity, preparing our students to be outstanding citizens and leaders of tomorrow.

I would like to take this opportunity to welcome you into the RMCA community, and I look forward to a productive partnership in the education of your children.

Sincerely,

Dr. Tam Smith
Executive Principal

Disclaimer

This handbook is designed to acquaint you with RMCA and to provide you with the information regarding your student's enrollment. It provides a summary of RMCA's guidelines and policy, as set forth by the Board of Directors; however, it is not all-inclusive as it would be improbable to anticipate every circumstance or question. While this handbook provides helpful guidance, it is not a contract and should not be interpreted like one.

This 2024-2025 edition replaces all previously circulated Parent-Student Handbooks. In addition, the need may arise to change or adjust the guidelines and policy described in this handbook. The Board reserves the right to interpret or change the guidelines and policy without prior notification. Unless otherwise indicated, the policies set forth in this handbook apply to all RMCA facilities.

As this handbook contains a vast array of topics and information, please feel free to approach administration with any questions.

CONTENTS

Welcome to Rocky Mountain Classical Academy	1
Disclaimer	2
SCHOOL CONTACT INFORMATION	6
CHARTER SCHOOL	7
What is a Charter School	7
School History	7
OUR COMMITMENT AND STATEMENT OF COMPELLING INTERESTS	8
Mission Statement	8
Guiding Principles	8
RMCA’s Core Values	8
Classical Education	8
General Philosophy	9
GOVERNANCE.....	10
School Governance	10
Meetings of the Board of Directors	10
School Committees	10
Governing Documents	10
SCHOOL ADMINISTRATION.....	11
PARENT INFORMATION	13
Parent Commitment Form	13
Parent-Teacher, Parent-School Communication	13
Conflict Resolution Process	13
Parent-Teacher Conferences	14
PTO- Parent Teacher Organization	14
Parent Volunteer Hours	14
GENERAL INFORMATION.....	15
Pets on Campus	15
Service Animals	15
Inclement Weather	15
Late Start to School	16
Emergency School Closure	16
Bus/Transportation	16
Carpool Traffic and Safety	16
Carpool Procedures	16
Walkers	17
Someone Else Picking Up Your Student(s)	17
Unaccompanied Minors	18
Meals	18
Recess	19
Cell Phone	19
Web-Based Information	19
Impromptu Visits	19
Parent Classroom Observations	20

Fundraising	20
Lost and Found	20
Computer/Internet Policy	20
Library	20
Child Abuse Policy	20
Field Trips	21
Special Programs and Performances	22
School Photos	22
Fees	22
Bad Check Fees	22
Kindergarten	22
Sports and Extra-Curricular Activities	22
ACADEMIC INFORMATION	22
Instructional Goals	22
Homework	23
Missing Assignments and Make-up Work	23
Report Cards	23
Grading Scale	24
Placement, Retention, and Promotion	24
Controversial Topics	26
Special Education	26
RTI (Response to Intervention)	27
STUDENT INFORMATION.....	27
Permanent Records	27
Health and Medical Conditions	27
Special Needs	27
Medications	27
Illness Guidelines	27
Immunization	28
Safety, Health and Wellness Policies	28
STUDENT DISCIPLINE & CODE OF CONDUCT	29
Philosophy	29
Character Education	29
Logical Consequences	29
Statement of Compelling Interests	30
Prohibited Items	30
Illegal Drugs, Alcohol, Tobacco and other Illegal Substances	30
Weapons and Facsimile of a Weapon	31
Closed Campus	32
Leaving School Early	33
Public Conduct on School Property	33
Appropriate Campus and Lunch Room Behavior	33
Inappropriate Language	33
Public Display of Affection	33
Behavior Consequence	33
Misuse of School Equipment	33

Bullying	34
Gang Involvement or Association	34
Theft or Cheating	34
Sexual Harassment	34
Suspension	34
Expulsion	35
RMCA UNIFORM POLICY.....	35
Pants and Skirts	35
Shirts	35
Shoes	36
Boots	36
Socks	36
Belts	36
Sweaters and Hoodies	36
Jeans and Spirit Wear	36
Special Events	36
Other Rules that apply to the Dress Code	37
OFFICE PROCEDURES.....	37
Enrollment	37
Wait List/Enrollment Policy	37
Eligibility Requirements	38
How Enrollment Works	38
Class Placement	39
Change of Address/Phone #/Email Address	39
Transfer or Withdrawal	39
STUDENT ATTENDANCE AND TRUANCY.....	40
Morning Tardiness	41
In-School Tardiness	41
BIBLIOGRAPHY	42
PARENT STUDENT HANDBOOK SIGNATURE PAGE.....	43
Appendix A (Parent Letter of Commitment)	44
Appendix B (Service Animal Policy)	46
Appendix C (Medical Marijuana Policy)	50
SCHOOL CALENDAR.....	52

SCHOOL CONTACT INFORMATION

MAIN CAMPUS

PreK – 8
4620 Antelope Ridge Drive
Colorado Springs, CO 80922

Phone: (719) 622-8000
Fax: (719) 622-8004

Office Hours:
Monday – Friday 7:30 a.m. – 4:00 p.m.

School Hours:
Kindergarten – fourth grades:
Monday – Friday 8:00 a.m. – 3:00 p.m.

Fifth – eighth grades:
Monday – Friday 8:00 a.m. – 3:30 p.m.

School Closures:
See RMCA School Calendar

HOMESCHOOL CAMPUS

K – 12
3525 Akers Drive, Suite 100
Colorado Springs, CO 80922

Phone: (719) 591-5666
Fax: (719) 591-5777

Office Hours:
Monday – Friday 8:00 a.m. – 4:00 p.m.

School Hours:
Monday – Friday 8:00 a.m. – 3:00 p.m.

School Closures:
See RMCA School Calendar

Website: www.rmccacs.org

Email: info@rmccacs.org

Facebook: <https://www.facebook.com/rmca.colorado.springs/>

CHARTER SCHOOL

What is a Charter School?

Rocky Mountain Classical Academy (RMCA) is a public school chartered by Falcon School District 49. Charter schools were created in Colorado to offer parents and educators the chance to create and operate innovative schools. They are tuition-free public schools and receive state Per Pupil Revenues (PPR) based on the number of students served. By law, charter schools may not discriminate on the basis of race, socio-economic status, gender, physical ability, or other classifications prohibited by law.

RMCA is authorized under the Charter Schools Act (C.R.S. 22-30.5 et seq.), a law passed in 1993 by the State Legislature. A public charter school operates via a contract, or charter, with the local Board of Education or with the State Charter School Institute. The charter stipulates authority and responsibilities given to the charter school's governing board. Charter schools operate with autonomy while being held accountable for results. Students in charter schools take the same required academic tests, and School Accountability Reports for each school are available on the Colorado Department of Education website. During a renewal period, charter schools typically undergo an external evaluation. Additionally, charter schools are ultimately responsible to their consumers—the parents and students who choose to attend. A charter school must earn and keep its “customers”.

Public charter schools are mission-led schools with a specific emphasis. RMCA uses the Core Knowledge curriculum in kindergarten through eighth grades using a classical education methodology. Emphasis on character education and its integration into real life is a priority.

School History

RMCA was founded in District 49 to offer parents a choice in a district that previously had had little competition. The district schools were notoriously overcrowded. When RMCA's founding parents began to meet and plan, there was only one charter school in D49 and that school had moved in from a neighboring district area. High growth rates in the housing market had brought an influx of students to the area. Though population and property tax receipts had increased, several failed bond elections had slowed the district's plans to build more schools. Parents were frustrated at the impasse presented by the situation.

A local school choice activist advertised and hosted a community meeting to see if there would be enough parents willing to work together to start a charter school. Several organizational meetings followed, and parents who continued to come and commit to work eventually formed the Steering Committee. These founding parents chose the Core Knowledge and classical model from among a selection of nine potential models as best suiting their children's needs and the families' goals for education.

In September 2005, a charter application was presented to the School Board of District 49. The application was approved in December 2005. In March 2006, a contract was signed and the Steering Committee became the Board of RMCA.

In the Fall of 2007, RMCA's Middle School became the only district school to earn an “Excellent” rating and the John Irwin Award of Excellence. Since then, RMCA has won numerous awards from the Gazette's Best of the Springs awards:

2021: Best Workplace

2022: Best Workplace, Best Elementary School - Gold, Best Elementary Educator, Greta Garvey - Silver, Best Middle School Educator, Amber Kettinger - Gold, Best Middle School – Silver

2023: Best Preschool - Gold, Best Elementary School - Bronze

2024: Best Preschool - Bronze

OUR COMMITMENT AND STATEMENT OF COMPELLING INTERESTS

While other types of charter schools exist in the Colorado Springs region, RMCA will remain a parent-run Core Knowledge and classical school. If members of the community wish to create a different kind of school, we encourage them to follow the path to start a new school. Rocky Mountain Classical Academy is committed to serve the School District 49 community with excellence in its chosen model.

The statements and purposes that follow herein define the identity of Rocky Mountain Classical Academy. They inform the community of what we are about, guide those who would enroll students in our school, and those who would seek employment with us. They are central to our mission and activities. They will define and be the measures of our success.

Rocky Mountain Classical Academy has a compelling interest in maintaining the integrity of the school and its mission. This includes an insistence that persons associated with the school are committed to its educational principles and maintain lives that model strong moral character. This alignment is congruent with and complementary to the statements above that guide our work.

Mission Statement

Rocky Mountain Classical Academy exists to support parents in developing citizens of integrity and character that are equipped with a strong knowledge base and academic skills. The basis of this development is rooted in an academically rigorous, content-rich, classical educational program with Core Knowledge emphasis.

Guiding Principles

Education is, primarily, the responsibility of the parent(s) or guardian(s). The Board recognizes that parents are education consumers and must choose the product and delivery method that they determine is best for their child and family. We operate as a business that respects that duty of parents.

RMCA's Core Values

1. All students can learn at high levels.
2. RMCA exists to partner with parents in order to achieve high levels of classical learning for all students, as student education is the responsibility of parents.
3. Rigorous Academics through the use of the Core Knowledge Sequence and other curricular tools that challenge students are a priority.
4. Classical Education is the method and structure through which we will deliver our rich content.
5. The most important factor in student learning is an effective teacher.
6. It is the role of the instructor to close gaps and ensure that all students can achieve highly rigorous student outcomes.
7. It is the role of the school administration to provide professional development, a plan of action, and accountability to student outcomes.

Classical Education

In the 1940's the British author, Dorothy Sayers, wrote an essay entitled "The Lost Tools of Learning." In it she calls for a return to the application of the seven liberal arts of ancient education, the first three being the "Trivium" – grammar, logic, rhetoric. Miss Sayers also combines the three stages of children's

development to the Trivium. Specifically, she matches what she calls the “Poll-parrot” stage with grammar, “Pert” with logic and “Poetic” with rhetoric. At RMCA, the founding Board Members were intrigued with this idea of applying a classical education in a Core Knowledge context. Educational Theorist Doug Wilson explained the classical method further in his book, “Recovering the Lost Tools of Learning.”

An excerpt from Doug Wilson’s book:

“The structure of our curriculum is traditional with a strong emphasis on ‘the basics.’ We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject’s particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if were an English paper. An oral presentation in Science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.”

Classical Education is the method and structure through which we will deliver our rich core knowledge content. We recognize the three phrases of a child’s educational development. In all its levels, programs, and teaching, RMCA seeks to:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
- B. Encourage every student to develop a love for learning and live up to her/his academic potential;
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions:

Grammar: The fundamental rules of each subject

Logic: The ordered relationship of particulars in each subject

Rhetoric: How the grammar and logic of each subject may be clearly expressed

General Philosophy

Rocky Mountain Classical Academy is a Colorado Nonprofit Educational Organization founded on strong principles. It is of utmost importance to the proper functioning of RMCA that our parents and students be committed to these principles as described above. Children believe what we do more than what we say. We encourage personal commitment to strong moral character and participation in the educational process with individual loyalty to these guiding principles.

Rocky Mountain Classical Academy views each enrolled family as a member of the RMCA community. Each

of us, no matter what our role, must represent our school well whether at the school, at school-sponsored activities elsewhere, or in our lives outside of school hours.

GOVERNANCE

School Governance

There are five elected seats and two appointed community-at-large seats on the RMCA Board of Directors that governs our school. Elected Directors serve a three-year term; Community Seats are annual and may be renewed at the discretion of the Board. Requirements for candidates are outlined in the Bylaws of RMCA, Sections 2.1 and 2.1.1

Meetings of the Board of Directors

Board meetings are held on the first Thursday of the month (*see RMCA Website for exceptions). The meeting agenda is posted at each campus and on the website at least 48 hours prior to the meeting. The meetings are open to the public and parents are encouraged to attend whenever possible. Executive Sessions are held, as needed, per the guidelines outlined in Title 24, Article 6 Colorado Sunshine Law, and because of confidentiality are closed to the public.

School Committees

Parents have the opportunity to serve on committees at RMCA. Openings will be posted in the main office at each campus and on the website.

- School Advisory Committee (SAC)
- School Safety Committee
- Parent Teacher Organization (PTO)

Governing Documents

The RMCA charter, by-laws, Colorado School Laws, and the Vision and Mission Statements guide the direction of the Board. The Board implements the vision through establishment of policies and procedures for the administration, staff, and students.

All corporate documents (e.g. By-laws, Articles of Incorporation, Board policies) are in the school offices and are available for public review.

SCHOOL ADMINISTRATION

Executive Principal	Dr. Tam Smith	tsmith@rmcacs.org	719-622-8000
Business Operations Manager	Clay Traylor	ctraylor@rmcacs.org	719-622-8000
Assistant Principal	Amber Kettinger K-2 grades	akettinger@rmcacs.org	719-622-8000
Assistant Principal	Tanner Humphrey 3-5 grades	thumphrey@rmcacs.org	719-622-8000
Assistant Principal	Chad Cullers Middle School	ccullers@rmcacs.org	719-622-8000
Dean of Students	Anna James K-4 grades	ajames@rmcacs.org	719-622-8000
Dean of Students/ Athletic Director	Michelle Nelson 5-8 grades	mnelson@rmcacs.org	719-622-8000
Student Services Coordinator	Jeannie Gallacci	jgallacci@rmcacs.org	719-622-8000
Counselors	Hailey Richardson K-2 grades	hrichardson@rmcacs.org	719-622-8000
	Emily Knuckles 3-5 grades	eknuckles@rmcacs.org	719-622-8000
	Carrie Brawley Middle School	cbrawley@rmcacs.org	719-622-8000
	Debbie "Smitty" Smith Academic	dsmith@rmcacs.org	719-622-8000

**Homeschool
Program**

Carla Witmer
Director

cwitmer@rmcacs.org

719-591-5666

Heather Miller
Asst. Director

hmillier@rmcacs.org

719-591-5666

PARENT INFORMATION

Parent Commitment Form

Parents are asked to agree to and sign the RMCA Parent Commitment Letter (See Appendix A) when enrolling their students. This identifies parents' support of and cooperation with all RMCA policies and guidelines, especially in the areas of dress, discipline and academics. Parents should encourage students in all of their academic endeavors and should give assistance when deemed necessary without doing the work for the child. Special attention should be given with support activities such as oral reading at home and math facts practice.

The responsibility for good behavior rests on the individual student and his/her parent/guardian. It is critical that parents assist the school in promoting, developing, and maintaining good behavior from each child. The Parent Commitment Letter is a requirement for enrollment at RMCA. In addition, we believe it identifies a moral commitment to RMCA's principles and direction, and to its community.

Parent-Teacher and Parent-School Communication

RMCA encourages parents to communicate with teachers regarding any questions or concerns that they may have. Teachers can be contacted through voice mail, email, or by appointment. Parents and students are able to view weekly homework and tests using PowerSchool, which are available on our website www.rmccacs.org. All progress reports and report cards will also be accessible through PowerSchool. If you need to set up a PowerSchool account or help navigating the site, please call the front office for assistance.

Main Campus Updates:

The school Executive Principal and leadership team will communicate with the community using frequent email communications, weekly newsletters on Friday's, and texting formats. Teachers will communicate with parents on a regular basis through classroom newsletters and information posted on our website. Elementary students will also have news in their folder or backpack every Thursday.

Homeschool Weekly Updates:

The Director communicates on a weekly basis with each family in the program through the Update. In addition, teacher pages can be located on the website with updates and homework for the following week.

Conflict Resolution Process

The subsequent protocol for student concerns must be followed:

- Take the concerns to the supervising teacher first.
- On-going concerns may be taken to the Assistant Principal or Director. A joint meeting may be scheduled. The Assistant Principal or Director may ask that the grievance be submitted in writing, citing the specific concern, the efforts made to resolve it, the people involved, and the desired outcome.
- If resolution has not been reached, a parent may contact the Executive Principal. The Executive Principal may also require the grievance to be submitted in writing, as noted above.
- Parent may take the problem to the RMCA Board of Directors only when the above procedure has been followed and has not led to satisfactory resolution. The parent/grievant must submit the grievance in writing to the Board at least seven days prior to the Board meeting at which the grievance would be heard. The Board may decide not to hear the grievance but instead let the Executive Principals decision stand.

The Teachers, Administrators and the Board of Directors of Rocky Mountain Classical Academy are committed

to this process, and will remind parents or other individuals who try to circumvent around the steps listed above. It is in everyone's best interest for conflicts to be resolved as expeditiously as possible and at the closest administrative level to the concern. That is why each step must be completed fully before the next step may be taken.

Parent-Teacher Conferences

Main Campus

Parent-Teacher conferences are held in October and February each school year. Conferences are mandatory for students who have the grade of "C" or below. If you cannot be there during the requested time-frame, contact the teacher to reschedule another time as soon as possible. Students should also attend the conferences. This is an opportunity for everyone to review the reports, receive affirmation, and to discuss concerns with the teacher.

Homeschool Campus

Students will receive a progress report at the end of each semester. At least one formal conference with teachers will be scheduled, usually in January of each year. Parents are always welcome to conference with individual teachers on an appointment basis throughout the school year.

RMCA PTO – Parent Teacher Organization

RMCA's PTO meets once a month, meeting times and places will be posted on the website under the volunteer section.

The purpose of RMCA's PTO is to:

- Build community among the parents and staff;
- To promote working together and volunteerism for the education and general welfare of the students;
- To give financial support to school projects chosen by the general membership;
- To be an advocate for the school's mission, vision, and goals.

Note: RMCA's PTO is not affiliated with the National PTA Organization.

Parent Volunteer Hours

Main Campus

Parent volunteers are vital to the fulfillment of RMCA's vision and mission. They play an integral part in the development of our students. Since charter schools are funded primarily by Per Pupil Revenues (state dollars), they spend about one-fourth of their annual budget to pay for school buildings.

Parents who enroll their students at Rocky Mountain Classical Academy and sign the Parent Commitment Form are asked to provide 24 hours per year (12 hours for single-parent families) of volunteer time. This may be accomplished by helping in the classroom, working in the library, donating copy paper, volunteering at lunch from 10:30 a.m. to 1:00 p.m., Monday through Friday or through other opportunities.

Parents must sign in and out at the front desk to record their service times, and wear a name badge while at the school. This record of volunteer hours helps when applying for grants and additional funding for RMCA programs.

In some cases, parents who are not able to perform volunteer hours may wish to contribute financially instead. Like volunteering itself, monetary contributions are completely voluntary. If parents would like to contribute financially, then in lieu of physically completing volunteer hours, parents can earn 1 hour per \$10.00 spent on needed supplies, such as Kleenex, paper towels, food donated for special events, or 6 hours for donating 10 reams of paper.

Of course, in cases of hardship, such as severe illness, the hours may be waived. In cases of deployment, we consider your family's service to be fulfilled. Contact the Executive Principal to discuss or confirm these arrangements.

Charter schools are unique in that they welcome and expect parent involvement. We believe parental involvement makes our school perform better, even academically. While parent volunteer hours are not legally compulsory, we appreciate and value them and believe there is a partnership with parents that all should foster and respect.

Homeschool Campus

Since students only attend the program one day a week, volunteer hours are not required; however, numerous opportunities to help the staff and program are available.

GENERAL INFORMATION

For the most up-to-date information, see the Rocky Mountain Classical Academy website at www.rmccacs.org.

Pets on Campus

In an effort to minimize any possible risk associated with exposure to pets, pets are prohibited on school grounds. Exceptions may be made with prior permission from the Executive Principal or designee.

Service Animals

Service Animals are allowed on campus; (see Appendix B for policy and procedures). It is the owner's responsibility to notify the front office when checking in that a service animal will be entering the school.

Inclement Weather

Monitoring school delay/closure status is the parent's and guardian's responsibility. RMCA expects parents and guardians to monitor the RMCA website, Facebook, email and/or text messages for school delay/closure status. When District 49 delays/closes, RMCA has the right to make independent decisions away from them. In the event of a school closure, whether announced before the school day begins (for example, the night before or early in the morning) or during the school day (for example, a surprise mid-day blizzard), RMCA will cancel all student activities, clubs, sports, after school meetings, volunteer, outside agency (YMCA), meal, and community pre- and post- school day activities. Should the weather improve and a school closure has previously been announced, all activities/clubs/sports/after school meetings will remain cancelled.

In the event of school cancellation, RMCA will not transport students or provide transportation for students. In the event that school closes after students have arrived, the Executive Principal will already have pre-identified persons who will remain at school for at least one hour after the last District 49 bus departs. In the event that a bus must return students to school, these persons will assume custody of the students until parents or guardians arrive to take them home. In such instances, should parents or guardians fail to pick up their students within an additional hour after the students return to school, RMCA personnel will notify the

police and child protective services.

Late Start to School

Occasionally, due to severe weather conditions, the school district will call a late start to the day. In this case, the main campus and the homeschool campus will start at 10:00 am and release at regularly scheduled times. Morning YMCA program starts at 8:30 a.m. on late start days. For preschool policy, please see the Early Education Parent Handbook.

Emergency School Closure

In case of loss of utilities or other safety emergency, parents will be contacted to pick up their student(s) via email and text, and will be posted to the RMCA Website and FaceBook Page. Please be sure to keep your emergency contact information current on your students' PowerSchool profile.

Bus/Transportation

RMCA does not offer bus service. Occasionally, bus service may be contracted for a field trip. Costs will be divided among students attending as part of the field trip fee. D49 offers an afterschool bus service that will include students from RMCA. There will be a fee associated with the service that needs to be paid by the family. For more information, please follow this link to D49's transportation website: <https://www.d49.org/domain/234>

Carpool and Traffic Safety

Elementary (K-5)

Upon enrollment, you will be given a carpool number. Please display in a visible location on your dashboard during carpool pickup. If you lose your carpool display number, you may obtain another from the front office at your child's campus.

Carpool Procedures

RMCA operates two carpools each day, one for morning drop off, and one for afternoon pickup. Our City of Colorado Springs, El Paso County Sheriff's Department, and District Security Resource Officers have approved our traffic plan. Please follow all procedures, because doing so ensures the safest possible movement of over 2,200 people and 860 cars in both daily carpools. Our traffic flows best when we release blocks of up to ten cars per line. This sometimes causes short personal delays, but it makes overall carpool time shrink. If need additional copies for additional vehicles, please contact the front office. All vehicles picking students grades K-5) up afterschool must display a carpool number.

Many of the streets off of Antelope Ridge Drive are not public or city streets. Do not park in our bordering neighborhoods to wait for students. Doing so violates privately owned communities, prevents our neighbors from safely navigating to and from their homes, and potentially disrupts emergency services. Please support RMCA in this process as we strive to be good neighbors. [Neighborhood No Parking Map](#)

Violating any of the carpool rules creates serious safety hazards and drivers who do not comply may have their carpool privileges revoked. These drivers will need to make other arrangements for the drop off and pick up of their child(ren).

RMCA operates a staff parking lot. Staff cars have been designated by parking stickers. Cars parked in the staff lot not displaying a staff parking sticker may be towed at the vehicle owners expense. Please utilize the visitor parking at all times.

[Carpool Maps](#)

Morning Carpool Procedures

Starting at 7:30am, staff will open access to the parking lot for student drop-off. Staff will direct you into a lane for entry. Stay in the lane you are directed into.

- Never cross over or change lanes when entering and/or exiting carpool.
- Never drop off students in the bus lane.
- Right turns onto Antelope Ridge only to exit after drop-off.
- No cell phone use.
- Never park in a drop off lane and exit your car.
- Do not engage in conflict with staff or fellow drivers.
- If there is a carpool violation, please refer that to the school administration

Afternoon Carpool Procedures

Only PreK-5th grade students have carpool numbers. Display these on the front dashboard of your car.

Kindergarten through 4th grades dismiss at 3:00pm. Older siblings go to the youngest siblings' carpool line. If the youngest sibling is absent then the older sibling(s) will still go to the youngest siblings' carpool line. If you have children in both K-4 and 5-.8, the K-4 younger siblings will wait inside for the 5th - 8th grade sibling to pick them up after the older sibling is dismissed at 3:30 pm. All siblings then go to the youngest 5th -8th grade siblings' line. Middle school students are expected to head directly to their vehicle.

Enter the parking lot from the designated direction as displayed on the map you receive during the enrollment process.

- Kindergarten and 5th use the "yellow" lane that goes behind the school.
- 1st and 8th graders use the "purple" lane closest to the building.
- 2nd and 7th graders use the "green" middle lane in front of the building.
- 3rd, 4th and 6th graders use the "blue" lane closest to the street. Once your children load into your car, wait for Staff to direct you to pull forward. Do not pull around any cars. RMCA reserves the legal right to deny violators the privilege of carpool.
- Only RIGHT TURNS are permitted onto Antelope Ridge as you exit the parking lot during carpool and right turns only are accepted by the City of Colorado Springs and El Paso Sheriff Department's approved traffic plan.

Parents of 5th-8th graders: Wait until at least 3:15pm to enter the line. If you arrive before elementary carpool is complete, you will be directed to leave the parking lot and return to the end of the line. This allows elementary parents arriving at the end of elementary carpool to pick up their children without disrupting middle school traffic.

Walkers

Main Campus

Your student may not walk home without prior written notification from a parent or guardian on the family dismissal plan.

Someone Else Picking Up Your Student(s)

Due to safety concerns, only approved persons may pick up students. If you wish to have a friend, relative, or

other RMCA parent pick up your child, arrangements must be made in advance with our front office. Please give an RMCA-issued carpool number card to the designated pick-up person. If extra copies are needed for additional vehicles, please contact the front office.

Unaccompanied Minors (Students Dropped Of Early or Not Picked Up from School)

The Human Services Department of the State of Colorado requires that all Extended Program Facilities develop and publish certain procedures and policies. Following are those procedures and policies:

In the interest of your child's safety, and in order to respect teacher and front office staff hours, students are not to be dropped off until 7:30am unless the student is participating in breakfast, which starts at 7:00am and are to be picked up from school no later than 15 minutes past the scheduled release time. This includes sports related practices and events in which the student is participating. Parents must supervise non-participating siblings during after school activity times.

In the event that the designated person does not pick up a child by 3:15pm for grades K-4 and 3:45pm for grades 5-8, the student will be escorted to the front office, which closes at 4:00pm, and the following procedure will be adhered to until a parent/guardian or approved emergency contact signs the student out:

- An attempt will be made to call the mother and/or father or guardian at home, place of work, or other available phone number.
- All individuals listed as emergency contacts will be called until one is reached.
- All individuals listed as authorized to pick the child up from school will be called until one is reached.
- If, at 15 minutes after the end of school or after school program, the child remains at the school, the police of the Colorado Springs Division of Social Services will be contacted.

Main Campus Meal Policy

Breakfast is served from 7:00am – 7:30am Mon – Fri.

Lunches are served throughout the day and times vary by grade level.

Parents that visit for lunch are prohibited from attending Recess. Non-RMCA children are not permitted to attend during lunch.

Delivery of Fast Food Meals Policy

During the academic day, fast food meals cannot be delivered nor ordered to be delivered to students.

Parents are welcome to eat lunch with their child and bring fast food with them to the campus.

Based on identified medical needs, RMCA strives to have nut and latex free classrooms.

Homeschool Program Campus

Since there is no meal program available, and students only attend one day a week, students are expected to bring a lunch when they attend RMCA's Homeschool Program. We are also a "water only" campus, including lunch and class party times. Typically, students will be able to buy pizza by the slice once a month.

Recess

Elementary Students (K-5)

Elementary students will be given a 20-minute recess during the day and a 20-minute recess after their lunch. Please be sure your student wears appropriate outdoor clothing on cold days – recess and outdoor carpool happen as long as the temperature and wind chill factor are 20 degrees or above.

Homeschool Program

Students will be given a 20-minute recess after lunch.

Cell Phone Use

The Board acknowledges that parents may wish to be able to get in touch with their child. During school hours, if parents are in urgent need to contact their child, they should leave a message for him or her with the front office. The front office will promptly deliver the message to the student at an educationally appropriate time. Students will be allowed to use cell phones before and after school hours only. As soon as students enter the building all electronic devices need to be turned off and put in their backpacks. We believe that authentic, personal communication is essential to both the educational and social environment of our community.

Therefore, cell phones may not be used during break, between bells, lunch, or at any time during school hours. Use of a cell phone during school hours is a violation of the student code of conduct.

If there is an emergency or situation that makes it difficult to access the class phone or front office phone, students must ask a school employee for permission to use their cell phones. Cell phones should be turned off during class time and kept in backpacks. In rare situations, cell phones may be used in class with the explicit permission of the classroom teacher. Under no circumstance should a student use an electronic device or cell phone to take a picture of or record another student without his or her permission. Students are strictly prohibited from using social media during the school day.

If a cell phone rings, makes sounds, or is used inappropriately, the staff may seize the item and take it to the front office. The parent will have to retrieve the phone from the front office. The front office will not return the phone to the student. Students may not text or call their parents to pick them up if they are ill. The school Nurse, Health Aides, front office staff, and Admin are the only personnel who may call parents to inform them their child is ill and needs to be picked up.

Web-Based Information

PowerSchool our web-based student information system, is accessible for parents and guardians with a password obtained through the front office. Teachers will post attendance (considered current as soon as attendance is taken in the classroom), assignments, homework information, and grades for assignments completed. RMCA asks teachers to post this information within 5-7 days of the assignment, with extra time allowed for grading major projects or large writing assignments.

Teachers will have their grade book updated in PowerSchool each Monday. Teachers will send out weekly notifications to any students with missing assignments.

Impromptu Visits

Impromptu conferences during times when teachers are supervising students or drop-in classroom visits to talk

with teachers or students are often disruptive. If you need to schedule time with a teacher, please make prior arrangements via voicemail or email. Your questions or concerns deserve uninterrupted attention and this is best accomplished through a scheduled visit. Non-RMCA children and/or siblings of students are not permitted to attend the conference, nor participate in the conference.

If communication is necessary with your child during the school day, please contact the school front office.

Parent Classroom Observations

We understand that at times parents would like to visit or observe their student's classroom. Please arrange your visit with the classroom teacher at least 24 hours in advance. The Executive Principal must approve all visits. For security, all visitors must provide a Government Issued ID to be scanned in the Raptor system at the front office and wear a badge while on campus. Military personnel please be aware that a military ID may not be recognized by the Raptor system for security clearance. We reserve the right to delay your visit if the teacher has plans that are not conducive to visitors (such as testing) or if other parents are already slated for that day / time.

Students who are having significant problems may need a parent's presence with them on a more sustained basis. This "shadowing" must be approved by the Executive Principal or designee and cannot be disruptive to the rest of the class in any way.

Fundraising

RMCA does a few school-wide fundraising projects per year, less than one per quarter. We encourage your support in these efforts and do our best to choose projects that pay high levels of profitability to the school. Monies acquired by selling fundraising items must be turned in to RMCA. Under no circumstances can fundraising monies be used for personal or family use. While there are many worthwhile causes, fundraising for outside events is not permitted at school.

Lost and Found

Lost and found is kept in the Commons near the elementary wing. Please check periodically for any items your student might be missing. Items remaining will be gathered at the end of each quarter and donated to a local charity or placed in our Health room. We recommend labeling your student's items as articles with names are returned to the student.

Computer/Internet Policy

The smooth operation of computers, networks, and the internet depends on users agreeing to and adhering to standards of proper conduct. These guidelines are necessary for the efficient, ethical, and legal utilization of all computer resources. If an RMCA user violates any guidelines, he/she will be held responsible for the violation and could face disciplinary action and/or lose access to computer, network, and internet resources. The use of computer, network, and internet resources is a privilege not a right. Students and parents will be required to sign a User Agreement when enrolled in programs that require computer access.

Library

Fines and replacement costs will be charged if books are not returned, or damaged. No additional books may be checked out if books are late or not returned.

Child Abuse Policy

RMCA staff, volunteers, and contract workers are placed in a position of trust, and therefore, must act with

the highest standards of moral conduct. RMCA is committed to the safety of children under its care. We are mandatory reporters and will follow reporting procedures as outlined by DHSS.

Background checks on RMCA staff, contract staff and overnight volunteers are conducted by the Colorado Bureau of Investigation.

Inappropriate interaction with students is prohibited by law. RMCA requires that its staff, volunteers, and contract workers adhere to the following guidelines as well:

- Do not transport students other than your own, or those with whom you have carpool agreements.
- Windows in classroom doors are not to be blocked out, except in the case of lockdown emergency.
- Staff and volunteers are encouraged not to meet privately with students unless another adult is nearby or present.
- All field trips will be conducted with multiple adult chaperones present at all times.
- Use good judgment to avoid situations that might be questionable or leave room for accusations of misconduct.

Complaints or concerns are to be reported immediately to the Executive Principal or designee who will investigate and document the allegations. Under state law, this may be a mandatory reporting situation. Law enforcement may be called. The Executive Principal or designee will maintain records of all complaints.

Under Colorado law, school employees and officials must make a mandatory child abuse/neglect report (1) if they have a reasonable suspicion that a child has been subjected to abuse or neglect or (2) if they have observed circumstances that would reasonably result in abuse or neglect.

Annual training for prevention of child abuse will be conducted during the review of the Employee Handbook at the beginning of the year. Signed acknowledgment of Employee Handbook constitutes knowledge of this policy.

Field Trips

The Board encourages students to attend all curriculum field trips. RMCA does have the right to exclude a student from participating in the field trip due to behavioral and or safety concerns. The teachers at RMCA plan curricular field trips that enhance the classroom learning experience. If you choose to not allow your child to attend a field trip, your child may be required to stay home that day and may receive an assignment that will cover the materials missed from that trip. Students must adhere to appropriate behavior on all school designated transportation. Appropriate behavior and conduct is expected on the transportation and at all times.

In order to participate in field trips, a permission slip signed by either parent or guardian is required. Parents will be notified in advance of all field trips. We are grateful for parent participation in field trips, and may ask for volunteers to assist with supervision. Siblings of any student will not be able to join the trip. Parent volunteers are responsible for driving themselves to the field trip destination and paying their own entrance fees. Students must ride the school designated transportation to the field trip destination, otherwise it will be considered an unexcused absence. Students will not be allowed to leave the fieldtrip with their parent or guardian without written permission.

Homeschool Program Campus

The Homeschool Program offers at least one or two optional field trips per semester to our families. Parents are responsible for transportation and must provide proof of insurance when transporting other students in the program. Permission slips are also collected for each trip. Field trips may or may not have charges involved.

Special Programs and Performances

Throughout the school year there are programs, performances, and shows in which children and faculty participate. Please watch your calendar and email for specific times and dates.

School Photos

Professional school photos will be taken during the year. However, there is no obligation to purchase school photos. Students may “dress up” for photos, rules for modesty and dress code still apply on these days. Jeans may not be worn on picture days.

FEES

Families may be required to pay fees for particular items. Items such as a planner, field trips, class projects, yearbooks, athletics, etc. will require a fee. Also, certain classes may require a fee to offset the materials cost. These fees can be paid by exact cash, check, or online through [RMCA's online store](#).

Bad Check Fees

Parents whose checks are returned by our bank, as “not sufficient funds” will be charged a \$25.00 fee. No further checks may be written to the school until the matter is cleared up. A second bad check will require that all financial matters are transacted in cash for the rest of the school year. This includes field trip fees and activities.

Kindergarten Fees

RMCA offers free full day kindergarten classes. Siblings of current students receive priority enrollment followed by other students based on the date stamp of their Letter of Intent (LOI).

Sports and Extra-Curricular Activities Fees

Fees are charged for participation in sports teams, and may be charged for extra-curricular activities, such as clubs and classes. This varies by the activity. Information will be available at the beginning of each season. All middle school students, including those on the Homeschool Campus, may participate in RMCA sports.

ACADEMIC INFORMATION

Instructional Goals

Core Knowledge is the foundation of our academic program and it is a content-rich body of knowledge. In keeping with requirements of Colorado model content standards, RMCA staff has aligned its Core Knowledge sequence and other curriculum to those standards. Additionally, the rubrics used to score state assessments have been aligned to our curriculum. Providing a rigorous academic curriculum to your child will require a partnership between teacher, student, and parent. To ensure this relationship, the following should be expected for homework and classwork grades.

Homework

The Board believes that homework is an extension of the classroom and is a vital part of each student's education. Homework develops study habits and self-discipline needed by all learners. It also establishes a direct line of communication that helps parents to remain involved with their child's progress on a consistent basis. The following is a minimum daily requirement but does not include additional nightly reading/math facts (minimum 20 minutes/night).

*Typically homework is not assigned over the weekend or over holidays and vacation periods. Students behind in work and assignments are encouraged to complete work during these periods. Students are encouraged to check with their teacher for updates on their grade.

Students may receive weekly homework giving them the full school week to complete. Homework amounts will vary by grade level and subject.

Homework is the responsibility of the student. It is not the parent's job to remind the student to do the homework. Young students may need help at first, but parents should encourage students to take initiative in doing homework shortly after school or after dinner. By partnering with us, this will assist your student in maintaining organization and classwork management skills

Students who have learning "gaps" or need help in areas in which they struggle may have differentiated homework to help them catch up. Parents are encouraged to communicate with and coordinate efforts with the classroom teacher.

Homeschool Program

Since students only attend the program one day a week, missing assignments due to illness or for any other reason are due the following week. Incomplete work is reflected on, and impacts the progress reports given at the end of each semester. Students may contact the teachers directly via the daily updates that each teacher sends out for missing assignments. Students will receive a progress report at the end of each semester. At least one formal conference with teachers will be scheduled, usually in January of each year. Parents are always welcome to conference with individual teachers on appointment basis throughout the school year.

Missing Assignments and Make-up Work

Missing assignments are marked in PowerSchool as missing. This will result in a 0% for that assignment until it is received. If a student is absent from school, it is the family's responsibility to contact the school office to request make-up work for the day(s) missed. If a student is absent from school, they will receive their make-up work when they return to school. If the student/parent/guardian would like to receive the make-up work prior to the absence, 72-hour notice is required and must be submitted directly to the student's teacher(s). Students will have 2 days for every absence to complete and submit their make-up work. After that timeframe, work will be counted as late and follow the late work policy.

Report Cards

Main Campus

RMCA is on a 9-week quarter schedule. Grades are posted regularly on PowerSchool in order to keep parents well informed about students' progress. Teachers will communicate mid-term grades by the 4th week of the quarter to give opportunity for improvement before the end of the grading term. Final grades are

posted to the Parent Portal of PowerSchool at the end of each quarter/semester. Hard copies of report cards can be requested from the front office.

Grading Scale

The following scales are used:

K-grade:

90-100%	A – Advanced
80-89%	P – Proficient
70-79%	PP – Partially Proficient
Below 69%	NP – Needs Improvement

1-8 grade all core subjects

90-100%	A	
80-89%	B	
70-79%	C	
60-69%	D	
Below 60%	F	
Incomplete	I	no grade given until work is complete

K-5 grade Encore classes:

90-100%	A - Advanced
80-89%	P – Proficient
70-79%	PP – Partially Proficient
Below 69%	DV – Needs Improvement

Middle School grades are weighted by percentage

Assessments – Tests/Quizzes/Labs/Projects	45%
Classwork	40%
Participation/Discussions	15%

Encore Classes

Elementary (K-5)

Art, Physical Education, Music, Library, and Latin

Middle School (6-8)

Art, Music, Spanish, Physical Education, Leadworthy, Grammar, Financial Literacy, Rhetoric and Logic

Placement, Retention, and Promotion

Main Campus

Administration and staff will decide on placement in math and reading groups, and on promotion and retention of students through the use of various assessment tools, some nationally standardized and some teacher-created. Promotion to a higher grade level and retention is viewed and determined on two areas: academic performance and emotional and social readiness.

Retention will only be considered for students when:

- A student has been fully engaged within the school’s MTSS process, as evidenced by multiple applications of intervention and progress monitoring;
- A series of intervention strategies and progress monitoring processes have failed to engage sufficient levels of growth;
- The MTSS team and Administration have come to an understanding, through a review of documentation that retention as an intervention provides the best opportunity for the student to make adequate growth toward grade level expectations.
- Per the Colorado READ Act, a student in grades K-3 on a READ Plan, who is not an English Language Learner (ELL) and not on an IEP, yet still demonstrates a significant reading deficiency (SRD) according to a body of evidence and DIBEL’s Next proficiency benchmarks, fails to be responsive to multiple implementations of intervention and monitoring of progress

No later than 45 days before the end of the academic school year, school-based MTSS teams and Administration will review all students who will be considered for retention. Parents will be involved with the MTSS process prior to Tier 3 interventions being identified as a part of a child’s MTSS plan and intervention programming.

Elements of the MTSS Process:

At any point in time when student performance is low and not meeting grade level expectations, and initial attempts at intervention do not produce adequate growth, the MTSS team will address the situation and document the following:

1. Ensure that the student is being provided appropriate Tier 1 instruction. If not, then necessary adjustments will be made by the classroom teacher.
2. Review and analyze Tier 2 supports. The team will analyze student difficulties and make appropriate changes to ensure the interventions are effective for the student.
3. Allow time (4-6 weeks) for interventions to impact student achievement or progress.
4. If progress is not evident, the MTSS team will make appropriate changes and implement Tier 3 interventions, while also repeating steps 1 and 2 as necessary.
5. If progress is evident then retention is no longer considered as a form of intervention. Intervention will continue until the student has reached the required target or goal.

READ Act and Retention:

The READ Act provides guidance for deciding to advance students with significant reading deficiencies. It also requires that parents can choose retention as an intervention strategy for students who are significantly below grade level. For students completing grades K-3 with a significant reading deficiency, within 45 days of the end of the school year, personnel of RMCA shall provide the student’s parent a written notice that there are serious implications of a student proceeding to the next grade level with a significant reading deficiency. The parent, teacher, and other personnel shall meet and decide whether the student will advance to the next grade level. If there is not an agreement, RMCA reserves the right to determine final placement of any student (RMCA Parent Student Handbook). If after making three documented attempts to schedule a meeting to determine placement with parents, and personnel are unable to do so, or the parent does not attend the scheduled meeting, the school personnel shall decide, based on the student’s body of evidence, whether the student will advance to the next grade level.

Steps for Retention:

Beginning in the early spring semester, the MTSS team will review all students that might be considered for

retention. Parents are involved in the MTSS process as soon as possible for a child that may be considered for retention.

1. **January-February:** The MTSS team and teacher(s) discuss if Tier 3 retention process is a possibility. If the team concludes that retention is a possibility, the team will complete the Retention Referral Form with their recommendation.
2. **February-April:** The MTSS team and/or administration will secure a meeting or series of meetings with the student's parent(s) or legal guardian(s) to review the interventions and body of evidence that has been compiled throughout the school year, including the Light's Retention Scale. Other relevant factors may be looked at, but are not limited to:
 - a. Chronological age and/or maturity level of student
 - b. Whether or not the student has an IEP
 - c. Attendance record/truancy
 - d. Transiency
 - e. Previous grade retention
3. **Mid-Late April:** The MTSS team, building principal(s), and parent have come to a consensus- based conclusion for the best course of action for the student. If consensus between all parties has not been reached, RMCA reserves the right to determine final placement of any student for grade level advancement

Homeschool Retention issues in the Homeschool program are addressed on a case-by-case basis.

Controversial Topics

From time to time topics may arise in class or coursework that parents may find controversial. Teachers will make every effort to inform parents ahead of time so that they may discuss the material with the student. If a parent/guardian wishes to have a student opt out of that content, RMCA asks that he/she make the request in writing to the teacher. An alternative assignment may be suggested by the teacher that would satisfy state content standards for that lesson.

Special Education

Federal law allows districts to provide services through a "Center-Based" model. This means that not all programs are provided at all district schools, but all services are available somewhere in the district.

RMCA provides Special Education teachers who may pull students out of class for extra help a few times per week, and/or the weekly services of a speech therapist. A psychologist and a behavioral specialist are available for consultation.

- The special education program will offer an array of services in all places of learning at RMCA. Services will be direct (such as teaching) and indirect (such as consultation), depending on what will best meet the needs of individual students.
- Special education services will be just one part of a school-wide model that is proactive and preventative in nature and that focuses on successful intervention strategies rather than labels or disabilities.
- Collaboration, consultation, and communication between regular education staff, administration, families, and the special education service providers are ongoing and continuous processes to create a Parent-School-Special Education Partnership.
- Special Education providers will focus on identified (IEP) students and on other students as appropriately determined by communication between regular education teachers and special

education teachers and staff.

- Contact the grade level Assistant Principal with questions or concerns.

RTI (Response To Intervention)

Response to Intervention (RTI) is the practice of providing high-quality instruction and immediate interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions. Students receive additional support as needed through a continuum of evidence-based, tiered interventions with increasing levels, of intensity and duration. RTI is essential for the determination of a referral to special education assessments and is required by law.

STUDENT INFORMATION

Permanent Records

Report cards, assessment results, conference data, and other information about students are maintained in secure files. This information is for internal use. If you would like copies for your personal use, we must have your written permission – please contact the schools Registrar. Schools who are requesting the transfer of records from RMCA for enrollment purposes must complete an official Records Request Form per the Buckley Amendment, and return it to the schools Registrar.

Health and Medical Conditions

Please inform the school health room of any medical conditions that might affect your child’s performance or safety. Staff who will work with your student are notified of any concerns, such as severe allergies or acute conditions that would require an adjustment of classroom activities.

Special Needs

Physical, medical, dietary or special concerns need to be relayed to the health room (health@rmcacs.org) and your child’s teacher. This information assists in meeting individual student needs. Please notify the health room staff of any changes in medicines or medical conditions. All health information along with forms are located at <https://www.d49.org/our-services/nursing-services>.

Medications

Medications can only be given to your student with a completed medication form for the current school year on file. This includes over-the-counter medication or a doctor’s prescription. Medication forms are available in the health room and online at <https://www.d49.org/our-services/nursing-services>. All medication forms must be renewed each school year with only one medication per form. Written permission via signature by parent and physician with prescriptive authority in CO (MD’s, DO’s, NP’s, PA’s) is required on all medical forms. Medications must be in the original properly labeled container. Students are not permitted to carry medication of any kind to or from school. Parents must transport all medication to the school. Physician and parents who deem their child responsible may sign a self-carry form (located in above link) that allows their child to self-carry their inhaler and/or Epi-pen only. The nurse will review this with your child during the school year. If First Aid is needed in the event of an accident requiring professional care, parents will be notified immediately. The school personnel will take any steps they deem necessary and safe for the emergency treatment of students.

Illness Guidelines

“How Sick is Too Sick”, (located at <https://www.d49.org/our-services/nursing-services>) states when not to send your children to school if they have:

- A temperature that is at or over 100.4 degrees. Students may return to school once they have been fever-free for a full 24 hours without the use of fever reducing medication.
- Experienced vomiting or diarrhea in the previous 24 hours, may return once they have been vomiting or diarrhea free a full 24 hours without the use of vomit or diarrhea medication.
- Severe or new cough such as person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing.
- A sore throat lasting longer than three days. A child diagnosed with strep throat must stay home for at least 12 hours after antibiotic treatment has been started.
- Weeping cold sores or other lesions (such as impetigo) until 24 hours after treatment.
- Student with head lice may return to school after first treatment.
- If your doctor's office takes a throat culture or lab work, please inform the health room staff of the results when returning the child to school.
- Please notify the schools health room staff immediately if your child has any contagious disease or infection so that other parents may be notified, when deemed necessary.
- If your child becomes ill or feverish at school, the health room staff will call you and ask you to take your child home.
- Each child must complete an annual Health Information Form online.

Immunization

Colorado law requires that all school age children be immunized, unless legally exempted (medical or non-medical), and that an immunization record remains on file in the school health room. Immunizations must be kept current and recorded with the schools health room staff. If you believe that your child is exempt (medical or non-medical) from vaccination, you must complete a Colorado Immunization Exemption Form (non-medical) annually which can be found at <https://www.d49.org/domain/261> and submit it to the schools health room staff. Parents should be aware that under Colorado law in the event of a disease outbreak, exempted students may be subject to exclusion from school and quarantine.

Safety, Health, and Wellness Policies

Students learn best when they are healthy, and teachers teach best when healthy. At RMCA, we take a holistic perspective, desiring to improve and maintain the intellectual, emotional, character, physical, and social health of each student. Our perspective is consistent with that of Falcon District 49, and we participate in the District's Whole School, Whole Child, Whole Community Program for Wellness (WSSC).

At RMCA, we focus on ten aspects of wellness, which includes the following:

1. Health Education
2. Physical Education & Physical Activity
3. Health Services
4. Nutrition Environment & Services
5. Counseling, Psychological, and Social Services
6. Social & Emotional Climate
7. Physical Environment
8. Employee Wellness
9. Engagement
10. Community Involvement

Each year, RMCA creates two School Health Improvement Plans (SHIPs). Our current plans aim to help students and staff achieve significant health gains by taking thirty minutes of physical activity per day. The key is helping

our students and staff be as active physically as they are mentally and socially.

Life-threatening Allergies

Within our RMCA community, we have students and staff with severe-to-life threatening allergies. To protect human life and comply with applicable laws, RMCA may prohibit or limit such items within classrooms, common areas, or on school grounds. RMCA makes every attempt to meet the needs of community members, but please understand that protecting life may necessitate the banning of certain materials within specified areas of the school. These include nut allergies, animal dander allergies, and latex allergies. **RMCA schools are Peanut/Tree Nut Protected, buildings are not Peanut/ Tree Nut-free.** We encourage students who bring their own lunch (which may contain allergens) to not share food with their peers at school. Homemade food items are not allowed in classrooms to be shared for class parties without prior permission. Teachers are encouraged to coordinate with parents to provide non-food items instead. If food is a part of the classroom celebration, store-bought food must have an attached ingredient label and cannot contain nut or peanut ingredients. Even service animals may pose a risk to some individuals. We ask for your understanding.

Resuscitation (CPR) Guidelines

RMCA maintains a list of personnel certified in AED, CPR, and First Aid. RMCA has a Registered Nurse and Health Assistant, who are certified along with numerous additional RMCA employees who have various emergency certifications. The current list of certified persons may be found in the Health Room.

STUDENT DISCIPLINE AND CODE OF CONDUCT

Philosophy

The Founders and Board of Rocky Mountain Classical Academy have created our school with an emphasis on character education and development as contained in our mission statement:

Rocky Mountain Classical Academy exists to support parents in developing citizens of integrity and character who are equipped with a strong knowledge base and academic skills. The basis of this development is rooted in an academically rigorous, content-rich, classical educational program.

Character Education

These traits are taught, discussed, modeled, and practiced. We value them as the over-arching standard of behavior at our school and in our daily lives.

- K. Kindness
- N. Nobility
- I. Initiative
- G. Generosity
- H. Honesty
- T. Trustworthy
- S. Self-awareness

Logical Consequences

Logical consequences will be utilized whenever possible rather than artificially contrived punishments. When we become adults, we have to live in the real world, facing natural consequences. School should not create an environment that is unlike any other place. Discipline systems will emphasize changed behavior such as increased self-control, rather than punitive effects. Positive character traits will be encouraged more than negative behavior decried.

Statement of Compelling Interests

The Board recognizes that an atmosphere conducive to learning and high achievement must be promoted at the classroom level and throughout the school. That environment should be safe, encouraging, challenging, and have minimal distractions. While learning does not have to take place in silence, disruptive behaviors harm the learning of others. Priority will be given to maintaining the learning environment for all students. An individual student's behavior will not be allowed to dominate or disrupt the learning environment for others. Misbehavior will not be ignored.

It is in the best interests of the school, its staff, and student body to help students develop skills and behaviors necessary for healthy social interaction, both present and future. Students must learn how their decisions affect the quality of their lives and the lives of others. RMCA recognizes that the most effective way to teach students character requires the cooperation and participation of parents/guardians. Cooperation and consistency between the school and home, between teachers, administrators, and parents/guardians is important for students to truly value good behavior. RMCA and its Board reserve the right to set its own policies for student and school-wide conduct, and to enact disciplinary strategies on an individual basis. Behavior on or off school property that is considered detrimental to the school community, reputation, or safety may be cause for disciplinary action, up to and including referral for expulsion.

Prohibited Items

RMCA students are prohibited from bringing MP3 players, iPods, or other valuable items to school unless they are part of an academic project. Large sums of money should be left at home. RMCA will not be held responsible for lost, damaged, or stolen items; this includes any electronic items. Prohibited items will be seized and taken to the front office for collection. A parent/guardian will be required to come to the front office to retrieve the item(s).

Illegal Drugs, Alcohol, Tobacco, and other illegal Substances

Possession of drugs, alcohol, tobacco, and other illegal substances are strictly prohibited and a student(s) caught in possession, under the influence of, or distributing illegal drugs, alcohol, tobacco, and other illegal substances will be punished according to the RMCA disciplinary discretion including but not limited to; suspension, out of school suspension, and expulsion.

Definitions: For purposes of this Policy, these terms have the following meanings:

- "Drugs" are all substances defined under state or federal law as "drugs" or "controlled substances," as well as analogues, counterfeit drugs and substances falsely represented as being drugs. As used in this policy, an "analogue" is a substance that has a stimulant, depressant, hallucinogenic or other effect on a person similar to that of a drug or controlled substance.
- "Authorized drugs" are defined as over-the-counter and prescription drugs, including vitamins and other dietary supplements, that are properly possessed and used by the person for whom they are intended in accordance with all applicable school health room policies and regulations. These authorized drugs must be stored and administered by the Health room staff.
- "Unauthorized drugs" are all drugs not defined herein as authorized drugs.
- "Marijuana" is considered a drug for the purposes of this Policy.
- "Purchasing," "distributing," "exchanging," "giving" or "selling," refer to a student's involvement in the

exchange of drugs, alcohol, tobacco or other illegal substance for anything of value, including but not limited to money, commodities or services. There need be no use or intent to use the drugs or alcohol involved in the sale.

- “Tobacco product” shall mean cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and: (a) any other product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to e-liquid, vape juice, vaping oil and similar products; or (b) any device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, vape pen or other device used to inhale a vaporized liquid. “Tobacco product” does not mean any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
- “Alcohol” shall mean a colorless volatile flammable liquid that is produced by the natural fermentation of sugars and is found in intoxicating constituent of wine, beer, spirits, and other drinks.
- "Parent" also includes a student's guardian or legal custodian.
- “Suspensions” are in school suspensions or out of school suspensions at the discretion of the Executive Principal or designee.

Student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or unauthorized drugs is prohibited on school property, on all school vehicles, at all school or school sponsored activities or events, and off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event.

Compliance with the standards of conduct set forth in this policy is mandatory for all students. School staff shall educate students on the detrimental impacts of alcohol and drugs and equip students with decision-making strategies and skills to minimize the use, abuse and distribution of these products. Enforcement of this policy shall be done equitably, equally, and consistently. The Executive Principal or designee will provide full cooperation of the administration and faculty in appropriate police investigations relative to student possession of drug paraphernalia and possession, use, distribution, gift, purchase, exchange or sale of alcohol or unauthorized drugs. School administrators and staff will follow the school’s procedures on referrals to or consultations with law enforcement.

Weapon and Facsimile of a Weapon

Any weapon and facsimile of a weapon, or any item that might be construed as a weapon, are prohibited. Any student found to be in possession of a weapon or facsimile of a weapon will be punished according to the RMCA disciplinary discretion.

The RMCA Board of Directors has determined that student possession, use and/or threatened use, without the authorization of the school, of a dangerous weapon or of a knife regardless of blade length on school property, on a school vehicle, at a school-sponsored activity or event, or off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event, is detrimental to the welfare and safety of students and school personnel. Student possession, use and/or threatened use, without the authorization of the school, of a dangerous weapon or of a knife regardless of blade length is prohibited on all school property, on all school vehicles, at all school-sponsored activities or events, and off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event. Student possession, use and/or threatened use of a

dangerous weapon or of a knife regardless of blade length in violation of this policy is grounds for suspension or expulsion. In accordance with federal law, expulsion for no less than one full calendar year shall be mandatory for a student who is determined to have brought a firearm to school or to have possessed a firearm at school. The Executive Principal may modify the length of this federally required expulsion in writing on a case-by-case basis.

As used in this policy, “dangerous weapon” means:

1. A firearm, whether loaded or unloaded.
2. A firearm facsimile that could reasonably be mistaken for an actual firearm.
3. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
4. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or pocket knife with a blade that measures longer than three and one-half inches in length. The length of all knife blades under this policy shall be measured from the tip of the blade to the “hilt” or handle of the knife.
5. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to a slingshot, bludgeon, brass or spiked knuckles or artificial knuckles of any kind, and nunchucks.

As used in this policy in accordance with federal law, “firearm” means: (1) any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. As used in this policy in accordance with federal law, “destructive device” means: (1) any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to those in the preceding list); (2) any type of weapon that will or that may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter; or (3) any combination of parts either designed or intended for use in converting any device into a “destructive device” (as previously defined) and from which a “destructive device” (as previously defined) may be readily assembled.

School administrators, officials and employees may confiscate any weapons or other articles detrimental to the health, safety or welfare of students and/or staff, and may submit the weapon or article to the appropriate law enforcement agency. In accordance with applicable law, school personnel shall refer any student to law enforcement who brings a firearm or other weapon onto school property without authorization of the school.

Closed Campus

RMCA is a closed campus. RMCA does not permit students to leave during school hours, unless accompanied by a parent/guardian, whose name is on-file at the school. All visitors must check-in at the front office with valid government issued identification. We compare the identification form to a database to ensure all persons entering the school may legally do so. Non-RMCA children and/or siblings of enrolled students are not permitted on campus during school hours.

All RMCA employees wear identification badges, as do all District 49 personnel. We train our staff to stop anyone without a badge. Should this occur to you, simply go with the staff member to the front office for an identification verification.

Leaving School Early

Parents needing to pick students up early for medical appointments or other occasional events must arrange with the front office and with their student's teachers to do so. Please give the office at least 24 hours' notice. The parent/guardian must come in and sign out the student and must have a state issued ID in order to pick up any child. Parents/guardians are encouraged to schedule such appointments after school or other times when the student will not have to miss class.

Public Conduct on School Property

The following conduct by any person on RMCA School Property is prohibited:

1. Any statement or action that disrupts or threatens to disrupt school operations, or that otherwise creates a nuisance, safety hazard or disruption on school property.
2. Interference with or disruption of a school employee's performance of his or her job duties.
3. Interference with or disruption of a RMCA school student's educational or extracurricular activities.
4. Interference with or disruption of any meeting of the Board of Education or meeting of school employees, regardless of whether the meeting also includes students, parents and/or members of the general public.
5. Interference with or disruption of any person's lawful use of school property in accordance with school policies and regulations.

By state law, anyone who disrupts the educational mission of a public school is subject to law enforcement action. Most of our staff are parents. We understand the passion one has for one's child. For the safety of students, staff, and visitors, please conduct yourself in a professional manner when on school grounds, even in the event of a disagreement. Trespassing or scene making requires school administrators, as public officials, to act in accordance with state law.

Appropriate Campus and Lunch Room Behavior

Students must follow guidelines expressed by staff on the playground and in the lunchroom. No roughhousing play or fighting is allowed. Students must conduct themselves in a way that includes others and is thoughtful and respectful, and follow playground rules. Students are prohibited from throwing food and will be subject to disciplinary consequences for doing so. Students are expected to clean up any mess they create in the lunchroom. Students that misbehave during lunch may miss their recess time.

Inappropriate Language

Disrespectful, crude or vulgar language, swearing, or use of gang-style expressions is prohibited.

Public Display of Affection

Handholding, kissing, hugging, or other public displays of affection by students are prohibited on campus. As an academic institution, RMCA encourages students to build friendships as a foundation to successful future lives.

Behavior Consequence

When a student is issued a consequence by an administrator or staff member, parents will be notified. The consequence will take place either that day or the next day(s) depending on the timing of the issue.

Misuse of School Equipment

Misuse of school equipment that causes damage will require its replacement by parent/guardians. Misuse of computers or the Internet may cause a student to be prohibited from using such equipment for up to one

year.

Bullying

RMCA is dedicated to providing a positive and safe learning environment where all members of the RMCA community receive dignity and respect. RMCA is committed to the art of relationships and to being sensitive to the diversity of its staff, students, community members, and other individuals. RMCA is committed to a policy of nondiscrimination and respect for the dignity and worth of each individual. RMCA staff and teachers use Love and Logic, and thereby expanding their skills in the art of relationships and stewardship of students as they develop and maintain healthy relationships with the people around them.

The Board wants a safe and secure learning environment. Harassment, repeated teasing, gestures, intimidation, threats, or other action, whether written or verbal, are cause for disciplinary actions, including suspension or expulsion; this includes school grounds and events, before and after school, and at school-sponsored activities. Aggressive or violent behavior that threatens another student or staff member's safety or security is not allowed.

Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student or staff member.

Bullying can be direct or indirect, physical or verbal. Bullying does not necessarily include all conflicts between students. Bullying is typically characterized by the following criteria: (a) it is aggressive behavior or intentional harm doing; (b) it is carried out repeatedly over time; and (c) it often occurs within an interpersonal relationship characterized by an imbalance of power.

Bullying is prohibited against any student or staff member for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services.

Report bullying anonymously to Safe2Tell at 1-877-542-SAFE. [Safe 2 Tell](#)

Gang Involvement or Association

Involvement, association, or identification with an illegal gang or violent group or other group that advocates illegal activity is prohibited and cause for suspension or expulsion.

Theft or Cheating

Students found to be guilty of theft or cheating may be subject to disciplinary consequences.

Sexual Harassment

Jokes, innuendoes or comments of a sexual nature, whether made to staff or students of either gender is not permitted. Suspension and/or expulsion may result.

Suspensions

RMCA incorporates school suspension process whereby students may receive one to ten days of suspension based on the incident or repeated offenses. A suspension is considered an excused absence, therefore missed

schoolwork must be made up. A suspension of one to ten days may be instituted for a severe behavior problem. A re-entry conference with student, parent, and administration is necessary before the student may return to class. The conference may also include others as administration deems necessary.

Expulsion

A student who has been suspended a total of ten days in twelve months may be referred to the RMCA Executive Principal for consideration for expulsion proceedings. Serious infractions, such as violence, drug possession, drug distribution, alcohol possession, alcohol distribution, controlled substance possession, controlled substance distribution, or possession or use of a weapon, or possession or use of a facsimile of a weapon for other than lawful purposes may be cause for immediate referral to Executive Principal for consideration for expulsion proceedings.

If a student is approaching ten days of suspension, the administration can request a manifestation determination hearing to determine or rule out the presence of an unknown or undocumented disability as defined in the Colorado State Rules for Individuals with Disabilities Education Act (IDEA). This is best practice and typically done to protect, advocate, and meet the needs of the students.

RMCA UNIFORM POLICY

RMCA upholds a high standard of excellence. Our school uniform is no exception. Please ensure that your student(s) is properly dressed and ready to learn when they come to school. All clothing must be properly fitting and conservative in nature. Students who choose not to be in compliance with these guidelines will be sent to the front office to request a change of clothing from their parent/guardian. If this is not possible and the clothing is deemed offensive in nature or inappropriate, then the student will sit in the front office completing their assignment(s). Administration reserves the right to make the final judgment call on all clothing selections for the day.

Pants and Skirts

Boys may wear classic navy or khaki colored pants or shorts. Girls may wear classic navy or khaki colored pants, shorts, capris, skirts or jumpers. Pants must not be too tight. On days when jeans are allowed, jeans that are tight and not considered modest are not allowed. Jeans may not be black, white, or any color other than a shade of denim blue. Pants and jeans must be proper fitting and conservative in nature. Pants and Jeans such as skinny, jeggings, and any other jeans that are deemed too tight or have holes or rips are not allowed.

Shorts and skirts should be no shorter than two inches above the knee when sitting. Girls in grades K-5 may wear polo style dresses. Girls may wear tights or leggings under their skirts. Tights and leggings must be solid in color; approved colors are dark green, white, red, navy, pink, or gray.

Shirts

Acceptable shirt styles for grades K-7 grade students are:

- Short sleeve polos
- Long sleeve polos
- Turtlenecks; as a single uniform shirt or under a polo shirt of the same color
- Approved colors for grades K-7 are red, white, classic navy, evergreen, ice pink or light blue

Acceptable shirt styles for 8th grade students are:

- Short sleeve polos

- Long sleeve polos
- Turtlenecks; as a single uniform shirt or under a polo shirt of the same color
- Any color solid polo shirt is approved for 8th grade (no stripes or plaids)

Students in grade K-4 must have shirts tucked in at all times. Students in grades 5-8 may leave their shirts untucked.

Shoes

Shoes should have closed toe and closed heel. The shoes must not have lights. All tennis, athletic, or running shoes may be any color. The shoe may have patterns, such as plaids, stripes, shapes, etc., but may not have characters. Appropriate manufacturer logos are acceptable. Shoelaces must be solid in color and match an accent color in the shoe. No heels greater than one inch. No slippers or slipper like shoes. No shoes will go above the height of the standard high top athletic shoe. No shoes will have separated toes. No clogs or slides. No sandals or flip flops.

Boots

Boots may be worn throughout the school year. Boots must be tan, brown, navy, gray or black. If a student wears boots, tights or leggings must be worn as well. No heels greater than one inch. Boots must not go past the knees.

Socks

Students must wear socks or tights at all times. Socks should be solid in color and should coordinate with uniform pants or shirts. Tights and leggings shall be dark green, white, red, navy, pink or gray. Socks must match one another.

Belts

Belts are required for all students 2nd - 8th grade. They must be solid black or brown, leather or similar material. Belts must be worn with all pants, shorts, capris, and any skirt that has belt loops.

Sweaters and Hoodies

RMCA spirit wear hoodies, zip-up, or pullover hoodies in navy blue or gray with no logos or designs as well as cardigan, fleece, zip-up, or pullover sweaters in approved uniform colors are allowed in the classroom. All other outer wear must remain in classrooms for grades K-5 or in backpacks for grades 6-8 during the school day. Hoods should be down throughout the academic day. Garments worn under the hoodie must meet school uniform requirements.

Jeans and Spirit Wear

For a donation at the beginning of the year to the PTO, students may wear jeans with either an approved uniform shirt or a spirit wear shirt on Friday of each week. Parent/guardian must complete and turn in the Jeans for Dreams Form with payment to the PTO via the Drop Box located in the front office. Jeans must fit modestly and be in good condition. Jeans may not be tight and must be a shade of denim blue. Jeans may not be black, white, or any color other than a shade of denim blue and must not have holes or large rips in them. Jeans may not be worn on picture days.

Special Events

Students may be given special permission to “dress up” on occasions when special events are scheduled, i.e.: music programs, game days for athletes, picture days or days signifying classical education themes, etc. Rules

for modesty and dress code still apply on these days.

Other rules that apply to the Dress Code

- Appropriate undergarments must be worn and not visible. Camis for girls and undershirts for boys are allowed, but not required, and must not show.
- Make-up may not be worn until the 7th grade and must be conservative in nature.
- Tattoos and body piercings, other than girls' earrings, are not allowed. Earrings must be limited to one earring per ear. Large, dangling, or hoop-type earrings are not allowed. Jewelry other than watches for boys or girls, and small earrings on girls, may not be worn. Bracelets are not allowed. Official RMCA bracelets are allowed to be worn.
- Necklaces may be worn but should be inside the shirt.
- Hairstyle and hair color must be conservative in nature. Boys' hair must not extend below the top of the shirt collar in the back, the bottom of the ears on the sides or the eyebrows in front. Mohawk, faux hawk, no symbols, shapes, or designs of any kind shaved into the head or anything that inhibits the learning environment as determined by the campus administration. Hair may not be spiked. Large hair decorations may not be worn. Bandanas may not be worn. Highlights must be two tones lighter or darker than the student's natural hair color. No highlights that are not a natural hair color.
- No pocket chains or hats may be worn in the building.
- Individual exceptions will be considered on a case by case basis including religious, cultural, and national norms.

OFFICE PROCEDURES

Enrollment

The enrollment process begins when a parent submits to the front office a signed Letter of Intent (LOI) to enroll. Forms may be obtained from the front office or from the [Enrollment Page](#) of our website. All LOI will be date stamped in the order that they are received.

RMCA accepts students from all districts. Our contract with D49 requires that 51% of our students live within D49 boundaries.

Wait List/Enrollment Policy

Eligible students shall be considered for admission into Rocky Mountain Classical Academy on a first-come, first-serve basis, and without regard to race, disability, creed, color, national origin, religion, ancestry, or gender.

RMCA accepts Kindergarten through 8th grade students, with the exception of children who have demonstrated detrimental behavior in the last 12 months, are currently serving an expulsion, or have other pending disciplinary or truancy issues. RMCA will also admit students who have previously declined enrollment or dis-enrolled from RMCA on a case-by-case basis. There are no academic enrollment requirements. RMCA reserves the right to decline enrollment to students if false, misleading, or incomplete information is included in the enrollment documents.

Enrollment preference is given to:

1. Retention/advancement of currently enrolled students
2. Children of RMCA Employees

3. Siblings of currently enrolled students: exception: when a student has chosen to voluntarily leave the school and then wishes to return, their new sibling status is based on the new letter of intent date (not sibling date of entry) and returning eligibility as determined by the administration.
4. Current Students in RMCA's Homeschool program who desire full-time placement.

RMCA reserves the right to deny enrollment requests from students residing outside the Falcon 49 School District when such enrollment would have a negative impact on the efficient use of district and school resources.

Please refer to the information below for RMCA's enrollment and waitlist procedures.

Eligibility Requirements

All applicants must be residents of Colorado to attend RMCA. Out of area students may apply with a [Letter of Intent](#) and may then be placed on the waitlist or offered enrollment, however, proof of residency or a copy of relocation orders is required to finalize enrollment.

Age Requirements

As of the 2025-2026 school year, all prospective Kindergarten students must turn 5 years old on or before June 1st of the year of enrollment. Students must turn 6 years old on or before June 1st of the year of enrollment in 1st grade.

Application Grade

Excluding Kindergarten students who have never attended school and students applying to attend RMCA mid-school year, a student must be in the grade preceding that for which he or she is applying in an upcoming school year.

How Enrollment Works

RMCA is a free, open enrollment, public charter school for eligible Colorado children. Students currently enrolled at RMCA automatically qualify for readmission for the next academic year. Parents/guardians will be required to complete and return a Recommitment Letter of Intent form indicating their intent to continue their child's enrollment at RMCA by mid-January of each year. Any student who chooses not to re-enroll or who does not submit a recommitment form by the deadline will lose his/her spot.

Kindergarten Enrollment

To be eligible for Kindergarten, a child must be 5 years old on or before June 1st of the year of kindergarten enrollment. Siblings of current students will receive priority enrollment.

Offers of Enrollment

To be considerate of notification timelines, planning and preparation for families on the wait list, and in order to fill class rosters in a timely manner, offers of enrollment must be accepted within one week of issuance. This time frame may be shortened as deemed necessary before the start of the school year or approaching the state funding date. Offers of enrollment may be made via telephone, email, mail, or in person. If no response is received within the time limit, the child's name will be removed from the wait list. An offer of enrollment is conditional until all forms and records have been received by RMCA and does not guarantee placement. Failure to submit paperwork by date requested may result in a forfeiture of student's placement. Attendance, behavior, state/standardized test, and grade reports may be requested of your child's former school by our Registrar. The Academic Counselor and/or Assistant Principal will meet with

parents of students with significant academic or behavioral issues prior to an offer of enrollment being issued.

A student will be placed on the lowest priority of the waitlist in the event of any of the following:

- Enrollment has been offered and the parent/guardian chooses to decline the offer.
- A recommitment form is not submitted by mid-January.
- The parent/guardian has submitted notification declining continued enrollment.
- The student has been expelled.

Position on Wait List

The position on the wait list is determined by the date and time that the completed Letter of Intent (LOI) is submitted to the enrollment office. The priority exceptions to this process are listed below:

1. Retention/advancement of currently enrolled students.
2. Children of RMCA Employees
3. Siblings of currently enrolled students: exception; when a student has chosen to voluntarily leave the school and then wishes to return, their new sibling status is based on the new Letter of Intent date (not sibling date of entry) and returning eligibility as determined by the administration.
4. Current Students in RMCA's Homeschool program who desire full-time placement.

Current Students in RMCA's Homeschool program who desire full-time placement

Enrollment for each school year ends on October 1st, however RMCA will continue to accept Letters of Intent for future years. If your child is on a wait list and is not offered enrollment, their Letter of Intent will automatically be rolled over to the following school year. Parents/guardians of the applicant are responsible for updating military status, residence, and contact information as needed.

Class Placement

Class placement and teacher choices are at the discretion of the administration.

Back to School Forms

All Back to School forms must be completed by parent/guardian prior to the first day of school each year. [Instructions Here](#).

Change of Address/Phone #/Email Address

If any of your contact information changes or you move, please notify our front office of your new contact information as soon as possible. Contact information may also be updated on the Parent Portal of PowerSchool. [Instructions Here](#). Proof of residency is required for all address changes, please submit proof (i.e. utility bill, lease agreement, mortgage statement) to the schools Registrar. Our front office must be able to contact you in case of an emergency.

Transfer or Withdrawal

Please fill out the transfer/withdrawal form at our front office. All fees and/or fines must be paid and materials returned that were checked out to your student. Permanent student records will be forwarded to the new school at the written request of the receiving school. [Withdrawal Form](#)

STUDENT ATTENDANCE AND TRUANCY

We understand that illness, family emergencies, and similar situations occur. RMCA is a publically funded Falcon D49 charter school of choice. RMCA adheres to all applicable D49 policies and state laws regarding education. No child learns when he/she does not attend school. According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Students who have good attendance generally achieve high grades, enjoy school more, and are more employable after leaving school. For these reasons (and more), the D49 Board of Education and RMCA Board of Directors believe that students must satisfy two basic requirements in order to earn full class credit; they must satisfy all academic requirements and exhibit good attendance habits as stated in this policy. Absences are either Excused or Unexcused, with associated categories.

In accordance with the law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. RMCA defines as excused absences situations resulting from conditions such as, but not necessarily limited to:

1. Temporary illness or injury
2. Physical, mental, or emotional disability.
3. Attending a school sponsored activity.
4. Student is in court custody.
5. Other situations, including but not limited to doctor appointments with outside agencies, approved co-curriculum programs, inclement weather, etc.
6. Death of an immediate family member.

Each student is allowed ten excused absences. These include any absences in which a parent/guardian notifies the front office of his/her student's absence. [Pre-Arranged Absence Form](#) Absences due to weather or with a documented doctor's note will not count toward a student's total of unexcused absences.

Unexcused absences do not meet the spirit and intent of an excused absence. Our attendance and truancy policy is consistent with that of our district and state laws. The district policy follows:

For K-5 grade students with absences measured in half-days, the following criteria require the associated district response:

- 3 'days' or 6 half days, initiate Letter of Concern
- 5 'days' or 10 half days, initiate Letter of Concern. Building Administrator or designee completes an attendance contract.
- 7 'days' or 14 half days; issue Notice of Non-compliance.
- 10 'days' or 20 half days, complete Truancy Petition. Building Administrator or designee completes a Truancy Filing Checklist in accordance with terms of Notice of Non-compliance.

For grade 6-8 students with an eight-period schedule and Order Class occurring every day, the following criteria require the associated district response:

- 3 'days' or 12 period absences, initiate Letter of Concern
- 5 'days' or 20 period absences, initiate Letter of Concern. Building Administrator or designee completes an attendance contract.

- 7 'days' or 28 period absences; issue Notice of Non-compliance.
- 10 'days' or 40 period absences, complete Truancy Petition. Building Administrator or designee completes a Truancy Filing Checklist in accordance with terms of Notice of Non-compliance.

Morning Tardiness

Each student will be permitted ten morning tardies. These will include any tardies in which a parent/guardian notifies the front office of his/her student's tardiness. Tardiness due to weather or with a documented doctor's note will not count toward a student's total of unexcused absences. The penalties for excessive morning tardiness are as follows:

- Tardy 10 times – parent/guardian will receive a call from the Dean of Students or Attendance Clerk and will be sent a letter with a copy of the parent agreement letter that was signed by them upon registration.
- Tardy 15 times - parent/guardian will meet with the Dean of Students and will be asked to sign an attendance contract.
- Tardy at 20 times - parent/guardian will attend a scheduled mandatory meeting with the Dean of Students and/or Assistant Principal will discuss whether or not the student will continue enrollment and/or terms of future enrollment with RMCA.

In- School Tardiness

The penalties for middle school students for excessive tardiness issued during the course of the school day: for excessive tardies, students may receive a consequence and parents will be notified in advance.

BIBLIOGRAPHY

Hirsch, Jr., E.D. The Knowledge Deficit Closing the Shocking Education Gap for American Children.
Boston, New York: Houghton Mifflin Company, 2006

Hirsch, Jr., E.D. The Schools We Need and Why We Don't Have Them.
New York: Anchor Books, 1996

Hirsch, Jr., E.D. Cultural Literacy What Every American Needs to Know.
New York: Vintage Books, 1988

Wise Bauer, Susan and Wise, Jessie. The Well Trained Mind A guide to Classical Education at Home.
New York, London: W.W. Norton & Company, 2002

Cline, MD, Foster, and Fay, Jim. Parenting With Love And Logic, Teaching Children Responsibility.
Colorado Springs, Colorado: Navpress, 1990

PARENT/STUDENT HANDBOOK SIGNATURE PAGE

I, _____ (parent/guardian printed name)
and _____ (students printed name and grade)
certify that:

I have read and understand the contents of the Rocky Mountain Classical Academy Parent/Student Handbook.

I acknowledge my own personal commitment to supporting and upholding the mission and principles of Rocky Mountain Classical Academy. In doing so, I agree to abide by the guidelines and information described in this document.

Parent/guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

All parents/guardians who enroll their child(ren) at RMCA will be expected to read and sign the following letter:

We believe that by taking shared responsibility for learning, we can insure that the children enrolled at Rocky Mountain Classical Academy will be successful learners and members of our community.

At RMCA the Board of Directors, staff, parents/guardians and students pledge to work together to meet the school's mission, which is to:

- Provide an academically challenging, content-rich, classical liberal arts curriculum that holds high expectations for all students.
- Develop strong critical-thinking skills in students.
- Provide a safe environment where all students are known, respected, and valued as individuals of great potential.
- Establish a community that models and encourages character development, and a sense of responsibility towards self and others.

Specifically, parents/guardians agree to:

- Ensure that their student is in school every day, except for illness or other legitimate reasons. Parents/guardians agree to make every attempt to schedule appointments after school whenever possible.
- Ensure that their student comes to school each day on time, neatly dressed in their uniform, and prepared to learn.
- Ensure that their student is picked up at the close of the school day unless they are attending school sponsored events. And picked up promptly at the conclusion of events.
- Provide a regular time and quiet atmosphere for student to complete homework at home.
- Attend Back-to-School Event and all parent-teacher conferences each year.
- Support the school's programs by, if possible, volunteering at least 12 hours per semester (or 6 hours per semester for single parent families). If you cannot complete your expected volunteer hours each semester, you may request a list of acceptable purchase items (i.e., office copy paper) in exchange for your hours. Volunteering at RMCA or purchasing items in lieu of volunteering at RMCA is strictly voluntary.
- Purchase the school supplies required by the teacher and agree to pay, on time, any fees associated with field trips or other fees. Parents unable to pay these fees should contact the front office to discuss financial payment agreement or assistance.
- Discuss classroom concerns or conflicts with the teacher(s) before going to the administration.
- Support RMCA's policies, procedures and philosophy. (See Parent-Student Handbook)
- Provide current contact/emergency information via PowerSchool.
- Agree to allow students to participate in assessment testing specifically aligned to RMCA's chosen curriculum as stated in its charter
- Understand that RMCA is committed to providing character education to students, and agree to model high standards of character, especially when using the carpool and when at school or school sponsored events.

Parent Commitment

By signing this Letter of Commitment, I _____ (parent/guardian printed name), as parent/guardian of _____ (printed student name and grade) acknowledge that my family is committing to RMCA and that RMCA is committing to my family. I understand that this is not a legally binding document for my family or RMCA, but does represent an understanding of the information presented above.

Parent/guardian Signature: _____ Date: _____



(Appendix B)

“Creating culturally literate citizens for life, liberty, and justice”

**BOARD APPROVED SERVICE ANIMAL POLICY
Approved October 6, 2016**

Service Animals

Designation Definitions

"Service Animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Except as provided by law, other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability with the exception of approved animals present for the well-being of the students of RMCA in general or specified. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Assisting an individual during a seizure
- Retrieving items such as medicine or the telephone, providing physical support and assisting with balance and stability to individuals with mobility disabilities
 - Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
 - Providing emotional or mental support and comfort for any of the following: anxiety, panic attacks, mood disorders, bipolar disorder, PTSD (post-traumatic stress disorder), suicidal risk (assessment, thoughts, attempt), depression, emotional disturbances.

The crime deterrent effects of an animal's presence do not constitute work or tasks for the purposes of this definition.

1. "Service animal-in-training" means a dog that is being trained as a service animal.
2. In accordance with state law, "Trainer of a Service Animal" means a person who is qualified to train dogs to serve as service animals.
3. "Direct threat" means a significant risk to the health and safety of others that cannot be eliminated by a modification of policies, practices or procedures. In determining whether an individual poses a "direct threat" to the health or safety of others, RMCA will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential

injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

Admission of Service Animals

In accordance with law, individuals with disabilities, including students, employees and visitors, may be accompanied by service animals in RMCA facilities and vehicles, on RMCA's grounds and at RMCA functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any RMCA facility or vehicle, on RMCA grounds or at RMCA functions. We have established the following procedures for evaluating whether and how a request to consistently bring a service animal on school property can be implemented on a case-by-case basis.

1. All requests for an individual with a disability to be accompanied by a service animal on RMCA school property on a routine and recurring basis must be addressed in writing to the school principal or Executive Principal. This written request must be delivered to the principal or Executive Principal's office at least 10 business days prior to bringing the service animal to school or to school functions.
2. Service animal handlers, including RMCA parents or guardians, must comply with safety and security requirements required by RMCA to include completed background check and fingerprinting card prior to first interaction in school setting. If someone other than the student is the animal handler on a routine and recurrent basis, they shall pay the expense to the police station for fingerprinting at the time of finger printing and the cost for the background check to be paid to RMCA at the time of initiating the background check.
3. Owners of a service dog used in RMCA facilities on a routine and recurring basis are asked to voluntarily provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
4. It is recommended that all service animals at RMCA be spayed or neutered.
5. All service animals must be treated for and kept free of fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander and not have an offensive odor.

Admission of Service Animals-in-Training

In accordance with state law, a trainer of a service animal may be accompanied by a service animal that the trainer is in the process of training in RMCA facilities and vehicles, on RMCA grounds and at RMCA functions. However, there is no automatic right to be accompanied by a service animal-in-training in such facilities and vehicles, on such grounds or at such functions.

504 Plans and Individualized Education Plans

If a student has either a 504 plan or an Individualized Education Program ("IEP"), the service animal may be included in the 504 plan or IEP under the following conditions:

1. In the case of a 504 plan, if use of a service animal is necessary to avoid discrimination on the basis of a disability, to enable the student to participate in or benefit from the RMCA SPED programs provided by District 49 services, programs or activities (except as otherwise provided by this policy or by applicable law) or to provide the student with a free, appropriate, public education ("FAPE") as defined by section 504; and
2. In the case of an IEP, if use of a service animal or other animal is required for the student to receive FAPE as defined by the Individuals with Disabilities Education Act (2004).

A student with a service animal who does not have a 504 plan may request that such a plan be developed. A student with a disability may be accompanied by a service animal regardless of whether the service animal is written into a 504 plan or IEP, subject to any conditions or limitations established by this policy or by applicable law.

Before a service animal will be allowed in a RMCA facility or vehicle, on RMCA grounds or at RMCA functions, the owner or handler of the animal, to the extent it is not readily apparent, may be asked questions regarding the following:

1. Whether the animal is required because of a disability; and
2. the type of work or task the animal has been trained to perform.

Care and Supervision of Service Animal

The owner/handler of a service animal may be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, walking to relieve, clean up and stain removal; and except as provided below, harnessing, leashing or tethering the animal.

RMCA may not be responsible for the care and supervision of a service animal.

Identification of Service Animal

It is recommended that a service animal wear a harness, saddle bag or vest which identifies him/her as a service animal. A service animal must always be on a harness, leash or other tether unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Reasonable Accommodation Facilities, Vehicles, Grounds and Functions

In accordance with law, RMCA shall strive to make reasonable accommodations so that its facilities, vehicles, grounds and functions are accessible for an individual with a disability who is accompanied by a service animal.

Exclusion of Service Animal

RMCA may exclude a service animal from RMCA facilities, vehicles, grounds or functions under the following circumstances:

1. The animal is out of control, and the animal's handler does not take effective action to control it;
2. the animal is not housebroken;
3. the animal poses a direct threat to the health or safety of others; or
4. for any other reason permitted by law.

If RMCA excludes a service animal, RMCA shall provide the individual with a disability the opportunity to participate in the service, program or activity without the service animal on the premises.

Access to Areas

Individuals with disabilities may be accompanied by their service animals in all areas of RMCA 's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. Exceptions to this are situations where a student with a severe allergy to the animal are assigned. (For example: A student with a service animal may be assigned to a class separate from a student with a severe allergy. A visitor with a service animal may be prohibited from entering a

class with the animal where a student with a severe allergy to the animal is present.)

Conflicting Disabilities

Individuals with disabilities that are adversely impacted by service animals should contact the building principal/administrator. Such individuals will be asked to provide documentation that identifies their disabilities and their need for accommodations. The building principal/administrator shall strive to facilitate a process to resolve the conflict that considers the conflicting needs/accommodations of the individuals involved.

Liability

The owner or the handler of a service animal or a service animal-in-training is liable for any and all damages to property or injuries to persons caused by the service animal or service animal-in-training. The owner or the handler of a service animal or a service animal-in-training must also indemnify, defend and hold harmless RMCA from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage or injury caused by the service animal or service animal-in-training.

(Appendix C)



“Creating culturally literate citizens for life, liberty, and justice”

COMPASSIONATE ADMINISTRATION OF THERAPEUTIC CANNABINOID PRODUCTS ON RMCA
PROPERTY

Approved October 6, 2016

Pursuant to C.R.S. §22-1-119.3(d) (“statute”), a primary caregiver is permitted to possess and administer medical marijuana in a non-smokeable form upon the grounds of a Colorado public school, on a school bus, or school-sponsored event. This policy implements the statute.

1. Identification of Qualifying Student:

Parent/Guardian shall submit in writing to School Principal and the Executive Director of Individualized Education the following documents:

- Valid registration for the State of Colorado for the use of Cannabinoid product(s)-Copy of card on file- example attached.
- Copy of Physician Certification x2
- Type of product to be administered
- Dosage amount
- Requested Dosage Time
- Name, DOB, and copy of identification of all requested persons to administer Caregiver names listed on the Medical Marijuana Registry Card.

2. Within ten school days RMCA administration will notify parent of acceptance of request or of any further reasonable parameters on administration or use of the medical marijuana as permitted by the statute. 3. Upon acceptance of the request, and within three school days, RMCA administration will schedule a meeting with parent/guardian, school nurse, school health paraprofessional, and school administration to create a Student Health Care Plan to formalize the procedures for student.

3. Upon completion of Student Health Care Plan, all parties will sign in agreement and administration of product may be started the next school day. A signed copy will be provided to the parent, kept on file at the school, and copy sent to the office of Individualized Education.

4. If at any time dosage amounts or times must change, the parent/guardian must request to alter/revisethe Student Health Care Plan prior to implementing changes.

5. The Executive Principal of RMCA has ultimate authority on where administration of the

product will place within reasonable parameters permitted by the statute.

6. It is expected that dosage times will be in accordance with school hours and that requested times will impact the educational environment as little as possible.

7. In the event that a school has an emergency during parent/guardian administration, parent/guardian will follow all school procedures in accordance with RMCA policy.

**ROCKY MOUNTAIN
CLASSICAL ACADEMY**

2024-2025 School Calendar

School Hours: Monday-Friday

K-4 8:00am- 3:00pm

5-8 8:00am - 3:30pm

Before/After Care (pre-K) 6:45am-5:45pm

Preschool 8:00-3:15

July 4..... Independence Day
July 8..... Office Opens
July 29-31..... New Teacher Orientation

Aug 1-2..... All Teacher Training
Aug 5-7..... Teacher Planning Days
Aug 5..... Middle School Back to School Night
Aug 6..... Elementary Back to School Day
Aug 7..... Teacher Work Day - No Students
Aug 8..... First Day for Students K-8
Aug 30..... Data Day (No Students K-5)

Sept 2..... Labor Day/No School
Sept 6..... PD Day/No Students

Oct 4..... End of 1st Quarter
Oct 9..... Evening Conferences
Oct 10..... Conferences/Early Release
Oct 11..... Family Day / No School
Oct 14-18..... Fall Break /No School

Nov 15..... PD Day/No Students
Nov 25-29..... Thanksgiving Break/No School

Dec 13..... Data Day (No Students K-5)
Dec 20..... End of 2nd Quarter/1st Semester
- Early Release
Dec 23-31..... Winter Break/No School

Jan 1..... New Year's Day/No School
Jan 2-6..... Winter Break/No School
Jan 7-8..... PD Day/No Students
Jan 9..... Students Return
Jan 20..... Martin Luther King Jr. Day/No School
Jan 23..... Prospective Family Night

Feb 12..... Evening Conferences
Feb 13..... Conferences/Early Release
Feb 14..... Family Day No School
Feb 17..... President's Day/No School
Feb 20..... Prospective Family Night

Mar 7..... PD Day/No Students
Mar 13..... Prospective Family Night
Mar 14..... End of 3rd Quarter
Mar 24-28..... Spring Break/No School
Mar 31..... Family Day/No School

April 25..... PD Day/No Students
April 28..... Family Day/No School

May 2..... Data Day (No Students K-5)
May 21..... End of 4th Quarter/Last Day of School
- Early Release
May 22-23..... Teacher Work Days/Check-Out
May 26..... Memorial Day

June 19..... Juneteenth

Conferences

October 9 – Evening
October 10 – Half Day / Evening
February 12 – Evening
February 13 – Half Day / Evening

Contact Days: Students: 166
Returning Teacher: 179; New Teacher :182

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Quarter Begins	Quarter Ends
1st: Aug 8	Oct 4
2nd: Oct 7	Dec 20
3rd: Jan 9	Mar 14
4th: Mar 17	May 21

Q1= 39 ES / 40 MS days
Q2= 42 ES / 43 MS days
Q3= 43 ES / 43 MS days
Q4= 39 ES / 40 MS days

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Professional Development Dates

July 29-31 Aug 1-7
Sept 6 Nov 15
Jan 7-8 March 7
April 25 May 22-23

Revised 05/30/24