



***Parent-Student  
Handbook  
2010-2011***

***Welcome to  
Rocky Mountain Classical Academy***

*Rocky Mountain Classical Academy (RMCA) was founded to assist parents in educating their children using the Core Knowledge sequence in a classical education format.*

*The Founding Board recognizes that our parents and our students are our valued “customers”. We are honored that you have chosen us to teach and to train your children. While we know we cannot be all things to all people, we are proud to offer you an organization that values rigorous academics, honors the developmental stages of students, and emphasizes solid character development. We utilize the skills of a highly trained staff to carry out an education that will prepare your student for the real world.*

*With these goals in mind, we have created a program focused on excellence and obtained the best possible staff to carry out our goals and vision. All that makes this a great place to be. Welcome to RMCA.*

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH ROCKY MOUNTAIN CLASSICAL ACADEMY AND PROVIDE YOU WITH INFORMATION ABOUT YOUR STUDENT'S ENROLLMENT HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF MANY OF OUR GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THIS HANDBOOK. RMCA THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO PARENT-STUDENT HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH A MEMBER OF OUR ADMINISTRATIVE TEAM.

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# SCHOOL CONTACT INFORMATION

## LOCATIONS

Kindergarten – Fifth Grade  
“PIROS CAMPUS”  
Rocky Mountain Classical Academy  
1710 Piros Drive  
Colorado Springs, CO 80915

Sixth Grade – 11th  
“PONY TRACKS CAMPUS”  
Rocky Mountain Classical Academy  
3850 Pony Tracks Drive  
Colorado Springs, CO 80922

## PHONE

719-622-8000  
719-622-8004 (fax)

## OFFICE HOURS – PIROS CAMPUS

Monday – Thursday: 7:30 AM – 3:50 PM  
Friday: 7:30 AM – 12:00 NOON  
**Principal: Kelly Taylor**

## OFFICE HOURS – PONY TRACKS CAMPUS

Monday – Thursday: 8:05 AM – 3:35 PM  
Friday: 8:05 AM – 12:15 PM  
**Principal: Christianna Fogler**

## WEBSITE

[www.rmcad49.org](http://www.rmcad49.org)

## EMAIL

[info@rmcad49.org](mailto:info@rmcad49.org)

## MAILING ADDRESS

PO Box 77078  
Colorado Springs, CO 80970

# **PHILOSOPHY & GENERAL INFORMATION**

## **WHAT IS A CHARTER SCHOOL?**

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

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 (CSAP) and School Accountability Reports for each school are available on the Colorado Department of Education website. Periodically, typically during a renewal period, charter schools 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 grades Kindergarten through Eighth Grades using a Classical Education methodology. Our High School continues the Classical Education model. Emphasis on Character Education and its integration into real life is a priority. Other skills for real world lives will also be taught such as how to do a tax form and how to fix a faucet.

## **A BIT OF 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. Only one small charter school existed when RMCA's founding parents began to meet and plan, and that one had moved in from a neighboring district. High growth rates in the housing market had brought an influx of students. 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-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.

Recently, RMCA's contract was extended to include our High School with the plan of building it out one year at a time. We are presently on a five-year renewal schedule.

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. Middle School. You can review the scores at:

<http://reportcard.cde.state.co.us/reportcard/CommandHandler.jsp>.

# OUR COMMITMENT & STATEMENT OF COMPELLING INTERESTS

While other types of charter schools exist in the Colorado Springs region, RMCA will remain a parent-run Core Knowledge-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 D49 community with excellence in its chosen model.

The statements and purposes that follow here define the identity of Rocky Mountain Classical Academy. They inform the community of what we are about. They 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.

## 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.**

## OUR HEDGEHOG CONCEPT

Drawing from the truths in *Good to Great* by Jim Collins, we are:

*“Using classical tools to chart the way to destinations of excellence in the real world.”*

## PRINCIPLES THAT GUIDE OUR SCHOOL

**EDUCATION IS, FIRST OF ALL, A RESPONSIBILITY OF PARENTS.** We recognize 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.

**RIGOROUS ACADEMICS** through the use of the *Core Knowledge* sequence and other curricular tools that challenge students is a priority. We will not waste our students' time with meaningless busywork or mediocre content. We will not be a warehouse of children or a mere babysitting service.

**CLASSICAL EDUCATION** is the method and structure through which we will deliver our rich content. We recognize the three phases of a child's educational development.

*Grammar Phase* – the child is a sponge, joyfully absorbing all around him or her. Students will obtain basic skills on which to build in the future, learn facts, discover the world around us, and find out how to learn new things. Students in this phase mostly repeat or “parrot” what they have learned. (Usually about kindergarten through third or fourth grade.)

*Logic Phase* – the child who has learned much wants to discuss it, understand it, reason things out and even argue. This energy can be harnessed to learn fallacies in reasoning, dissect the “whys” of events, and continue building skills for the next phase. (Usually about fourth or fifth through eighth grade.)

*Rhetoric Phase* – the child with a well-trained mind will be able to go on to study various disciplines in greater depth and detail. The analytical thinking of the Logic Phase can now be engaged to persuade, debate, and speak and write well. Students in this phase are able to synthesize their own ideas from the body of knowledge they have learned so far. (Usually high school ages.)

We will employ hands-on projects, Bloom's taxonomy of higher thinking, Socratic questioning, logic games, various types of analytical thinking, discussions of fallacies in argument, and other tools to engage the minds of students. We will use “real books” where possible and seek out experts in their fields. We will also differentiate instruction so that students at various ability levels will be challenged. This may include individualized lessons, ability groupings for reading and math, or enrichment projects for some students.

**CHARACTER EDUCATION** for the development of the whole child will include many traits or Core Virtues such as:

Respect	Gratitude	Leadership
Responsibility	Curiosity	Determination
Generosity	Alertness	Perseverance
Obedience	Discernment	Joyfulness
Orderliness	Friendliness	Enthusiasm
Thriftiness	Sincerity	Patience
Honesty	Loyalty	Endurance
Compassion	Initiative	Self-Discipline
Citizenship	Kindness	Gentleness

These traits will be taught, discussed, modeled, and practiced. Several community service projects will be performed each year. Local heroes who exemplify the traits will be invited to speak to our students. Emphasis will be placed on living the things we talk about and making our lives reflect them. Staff will model these traits as well. We know that what we are matters more to children than what we say.

**LOGICAL CONSEQUENCES** will be utilized whenever possible rather than artificially contrived punishments. When we become adults and 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.

**LIFE SKILLS** will be taught to prepare students for the “real world”. This will include personal economics, first aid, simple home repairs, running a meeting, and many other skills that will smooth the way to success and high achievement.

The statements and purposes above define the identity of Rocky Mountain Classical Academy. They inform the community of what we are about. They 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 it 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 guides our work.

## **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**

RMCA is governed by a board of parents whose children attend the school. Beginning in Fall 2008, elections will occur for approximately half of the seats on the Board, with the other half up for election the next year, and none the third year. Directors serve a three-year term. Requirements for candidates are:

- Be the custodial parent or guardian of a student who has attended RMCA for at least one year
- Be in good standing with regard to parent volunteer hours served, required fees paid, etc.
- Be active in serving on a committee or project that supports the school and its staff

Current Board of Directors is comprised of the members of the Steering Committee who founded the school and its appointees.

## **BOARD OF DIRECTORS MEETINGS**

Board meetings are held approximately once per month. Meetings are open to the public and posted at the school and on our website. Parents are encouraged to attend at least one Board meeting each year. Occasional Executive Sessions to discuss personnel matter or confidential student matters are closed to the public.

## **BOARD COMMITTEES**

A number of standing committees will be empanelled during the 2009-2010 school year. Openings will be posted in the Main Office and on the website.

Parent Advisory Committee  
Fund-Raising Committee  
Technology Committee  
Future Growth Committee

## **GOVERNING DOCUMENTS**

The Board is given direction through the vision and mission statements, through evaluation of district and RMCA assessment trends, and through its established goals and philosophy. Additionally, 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.

# **PARENT INFORMATION**

## **PARENT COMMITMENT FORM**

Parents are asked to agree to and sign the RMCA Parent Commitment form (sample at back of handbook) when enrolling their student. 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 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 parents. It is critical that parents assist the school in promoting, developing and maintaining good behavior from each child.

While the Parent Commitment form is not a legal requirement for enrollment at RMCA, we believe it identifies a moral commitment to RMCA's principles and direction and to its community.

## **PARENT / TEACHER COMMUNICATION**

Teachers will communicate with parents on a regular basis through classroom newsletters and through the *RMCA Knightly News* (newsletter) published monthly. Look for classroom news in your child's folder or backpack every Thursday. Information will also be posted on our website.

In addition, parents are encouraged to communicate with teachers frequently, through notes, emails, and personal visits. You may call our main number (622-8000) and leave a message for any teacher.

Your communication is welcomed as we assist your student in the learning process. Your participation is vital to your child's success.

## **CONFLICT RESOLUTION PROCESS**

RMCA asks that the following protocol for student concerns be followed:

- Take the concerns to the supervising teacher first.
- If assistance is further needed, parent may take the concerns to the Principal as well. A joint meeting may be scheduled.
- If resolution is not reached, parent may take the problem to the RMCA Board of Directors.

The staff and Board of Rocky Mountain Classical Academy are committed to this process, and will remind parents or other individuals who try to circumvent the steps listed above.

## **PARENT / TEACHER CONFERENCES**

Parent-teacher conferences are held each quarter. **At least one parent from each family MUST attend.** Both are welcome. If you cannot be there during the requested time frame, another time may be scheduled within a day or two. If no time is arranged the teacher(s) and an administrator will come to visit you at your home.

**RMCA encourages the attendance of students at Parent-Teacher conferences as well.** This is an opportunity to complete the loop of conversation and ensure that all parties are hearing the same reports, affirmations, and concerns. Students' participation is encouraged.

## **PTO – PARENT-TEACHER ORGANIZATION**

The purpose of RMCA's PTO is to:

- Expand the community feeling among the parents and faculty
- 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 membership, in cooperation with the officers, teachers, and committees
- To be an advocate for the school's mission, vision, and goals

Examples of RMCA PTO fund raising include playground equipment, hosting a monthly teacher appreciation potluck, organizing and hosting a weekly "Pizza Day" for student lunchtime. PTO also sponsors "Club Kid Force" for students whose parent is deployed with the military or civil service. Contact RMCA for meeting schedules for "Club Kid Force."

Regular PTO meetings generally occur on the second Tuesday evening of each month. Check with the office to confirm the time.

*Note: RMCA's PTO is not affiliated with the national PTA organization.*

## **PARENT VOLUNTEER HOURS**

Parent volunteers are vital to RMCA's strength. Because charter schools are funded by Per Pupil Revenues (state dollars) and no bond money, we spend about one-fourth of our dollars to pay for our buildings. Regular public schools have this expense covered by bond issues and mill levy increases. Our volunteers help compensate for staff the school would otherwise need to employ.

Parents who enroll their students at Rocky Mountain Classical Academy and sign the Parent Commitment Form agree to provide 12 hours per semester (6 hours for single-parent families) of volunteer time. This may be through helping in the classroom, covering literature books, working in the library or other functions. Parents must sign in and out at the front desk to record their service times, and wear a name badge while at the school. Our record of volunteer hours helps us in applying for grants and additional funding for RMCA programs.

In some cases, parents who cannot perform volunteer hours may wish to contribute financially instead. The current rate suggested by RMCA's Board is \$10 per hour missed.

In cases of hardship such as severe illness hours may be waived. In cases of deployment, we consider your family's service to be fulfilled. Contact the building administrator at the school to discuss or confirm these arrangements.

Charter schools are unique in that they welcome and expect parent involvement. We believe parent involvement makes our school perform better, even academically. While parent volunteer hours are not legally compulsory, we believe there is a partnership with parents that all should respect. It is not fair for a few parents to carry the load while others do not do their part.

## **CONFIDENTIAL PARENT SURVEY**

As a part of RMCA's commitment to quality education, a confidential survey is distributed to parents each spring. Information gathered will assist the Board in evaluating and improving school operations and productivity. A closed ballot box will be available for returning forms.

# GENERAL INFORMATION

*For the most up-to-date information, see the Rocky Mountain Classical Academy website at [www.rmcad49.org](http://www.rmcad49.org).*

## SCHOOL HOURS

Class times at the Piros Campus are:

Monday – Thursday	7:50 AM – 3:20 PM
Friday	7:50 AM – NOON

Kindergarten class times are:

Monday – Thursday (AM)	7:50 AM – 11:15 AM
Monday – Thursday (PM)	NOON – 3:20 PM
Friday (AM groups)	First and Third Fridays
Friday (PM groups)	Second and Fourth Fridays

Class times at the Pony Tracks Campus are:

Monday – Thursday	8:05 AM – 3:35 PM
Friday -	8:05 AM – 12:15 PM

Classrooms are open 10-15 minutes before and after school. If your student needs extra help, please contact and schedule it with the appropriate teacher at least 24 hours in advance when possible. Kindergarten teachers are not available between classes as this is their lunch period.

## TARDIES

Students are to be in their seats at the above start times, ready to begin “Bellwork”. A student who is 5 minutes late each day loses over 15 hours of instructional time each year. Teachers will not allow the student to make up the “Bellwork” at another time.

Additionally, you will be required to sign your student in at the front desk before they may go to class. Students who are tardy more than 4 times per quarter will lose a portion of their recess or lunch period or may be given detention. Parents of habitually tardy students will receive a call from the Principal.

Students who are tardy more than twice in a quarter may receive Detention from the Principal. The front office will send home a form and the Detention period will be served the following day. The form is to be returned with a signature from the parent.

## **SNOW DAYS**

RMCA observes the same snow days as District 49. Please check local news sources and the RMCA website early in the morning. In addition, a phone recording will be placed on the school answering machine (622-8000) by 6 AM. Because students are dismissed at noon, when D49 has a delay on Friday, there will be no class at RMCA. If there is a delayed start, there will be no AM Kindergarten.

## **EMERGENCY SCHOOL CLOSURE**

In case of loss of utilities or other safety emergency, parents will be called to pick up students. Please be sure to keep your emergency contact information current with our Main Office.

## **DRESS CODE / UNIFORMS**

See “Student Discipline and Code of Conduct” section in this handbook.

## **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.

## **CARPOOL / TRAFFIC SAFETY**

Upon enrollment, you will be given a carpool number. Please display in a visible location of 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.

Staff will direct you into a particular location to stop and load children. Please be watching for staff to signal when it is appropriate to proceed. Do not attempt to pull around another vehicle as children may be moving about.

Our carpool coordinator may be contacted through the RMCA office for those who wish to arrange to share rides to and from the same neighborhood.

Please be sure to follow staff directions so our traffic can flow smoothly and efficiently. Historically, carpool takes about 15 minutes or less from the time students are dismissed.

***NO cell phones, please, in carpool line. If you are on an urgent call, please park to finish your conversation, then return to the carpool line. We have had some near misses with distracted drivers.***

For AM drop-off:

- Take PIROS DRIVE south from CONSTITUTION. (Horizon Middle School traffic will come from Peterson Road.) Waiting traffic will extend north toward Constitution.
- Turn left into second RMCA driveway. (ONE WAY)
- Drop students off at available curb area near open gates.
- Proceed to stop sign. Right turn only during carpool as you leave (again, to minimize traffic issues with the neighboring school.) Proceed to Constitution.

For PM pick-up:

- Take PIROS DRIVE south from CONSTITUTION. (Horizon Middle School traffic will come from Peterson Road.) Waiting traffic will extend north toward Constitution
- Turn left into second RMCA driveway. (ONE WAY)
- Give your carpool number to the teacher on duty.
- Pull all the way forward (8-10 cars at a time) when your group of cars is directed to do so. Pull forward to the appropriate colored hoop matched to your carpool number.
- Load children, but do not pull forward until all cars ahead of you leave. **Do not pull around any cars** as children could run between cars.
- Right turn only during carpool as you leave (again, to minimize traffic issues with the neighboring school.) Proceed to Constitution.

Mid-Day Kindergarten Drop-off & Pick-up

- Pick up for AM Kindergarteners will be at the gate between Buildings A & B.
- Drop-off for PM Kindergarteners will be at the Main Office. Teachers will meet students there at 12:10.
- Teachers will not be available between AM and PM classes as this is their lunch break. Please make arrangements to speak with your child's teacher before or after school hours.

## Foot Traffic

- If dropping a student off to walk onto the school property, please use Lonsdale Dr. off Constitution & Leoti or off Peterson Road.
- Be sure to let students out on the EAST side of Piros so they do not have to cross traffic as they walk in.
- Turn right at Piros and continue north to Constitution.

## **INCLEMENT WEATHER RELEASE**

- If weather is 20 degrees or less (with chill factor), students will be released from indoors.
- Form carpool line as with normal pick up. Please allow extra time (15-20 minutes) compared to our normal carpool procedures.
- Students will remain in Building B commons and numbers will be called on the intercom. Pick up students near the gates as they exit the building.
- Please do not come to the office asking staff to get your children from their classes instead of waiting in the carpool line. We do not have the manpower to retrieve multiple children from multiple buildings.
- Right turn only during carpool as you leave (again, to minimize traffic issues with the neighboring school.) Proceed to Constitution.

*Please make doctors' appointments, piano lessons, and so forth allowing enough time to exit carpool normally. After 2:50 PM, staff will not be available to retrieve children early. Students will be dismissed using regular times and procedures.*

## **SUDENTS WHO WISH TO WALK HOME**

Due to safety concerns, please do not instruct your student to walk home without notifying the school in writing. We are responsible for turning them back over to you and will not allow them to walk away from the premises without your prior consent or our notification of the authorities.

## **HAVING SOMEONE ELSE PICK UP YOUR STUDENT**

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 office.

## **LUNCHESES**

RMCA contracts with an independent food service provider to offer hot lunch at the Piros campus. This food service provider also offers a health variety of ala carte items at the Piros and Pony Tracks campuses. Students may carry a sack lunch to school. Please be sure cold items remain cold (use an ice pack or “freezie” pack) and hot items remain hot (use a thermos).

Microwave ovens are not presently available to students who carry sack lunches.

A peanut-free table is available to students with allergies. Please speak with your child’s classroom teachers to advise us of this need,

Pizza is available for sale as a fund-raiser for our Eight Grade Washington, D.C. trip at the Pony Tracks campus. Pizza is available every Thursday at the Piros campus. Students eligible for free and reduced lunch are not charged.

## **RECESSES**

Kindergarten through Fourth Grade students will be given a morning and an afternoon recess by their teachers. These are not scheduled exactly, but may be determined by the teacher and what activities are being accomplished.

Fifth Grade students should have approximately one Encore (“specials”) class and one recess during the day. These may be off-set—one in the morning and one in the afternoon.

All students will be given time for recess prior to lunch.

Please be sure your student wears a warm coat on cold days – recess and outdoor carpool happen as long as the temperature and wind chill factor are 20 degrees or above.

# MIDDLE SCHOOL / HIGH SCHOOL SCHEDULE

## Monday – Thursday

1 <sup>st</sup> Period	8:05	9:05
2 <sup>nd</sup> Period	9:10	10:05
3 <sup>rd</sup> Period	10:10	11:05
4 <sup>th</sup> Period A	11:10	11:35
Sixth Grade		
Lunch	11:40	12:05
4 <sup>th</sup> Period B	12:10	12:35
5 <sup>th</sup> Period	12:40	1:35
6 <sup>th</sup> Period	1:40	2:35
7 <sup>th</sup> Period	2:40	3:35

## Friday

1 <sup>st</sup> Period	8:05	8:40
2 <sup>nd</sup> Period	8:45	9:15
3 <sup>rd</sup> Period	9:20	9:50
4 <sup>th</sup> Period	9:55	10:25
5 <sup>th</sup> Period	10:30	11:00
6 <sup>th</sup> Period	11:05	11:35
7 <sup>th</sup> Period	11:40	12:10

## **CELLPHONE USE**

The Board of Directors of RMCA acknowledges that parents may wish to be able to get in touch with their child. Students may carry cell phones for emergency use only. They may not be used in the building or on school grounds except in an emergency. Staff may seize items used inappropriately to be picked up by parents at a later time. Students may not text message during school or take photos of other students.

## **OTHER ELECTRONIC DEVICES**

Other electronic devices such as I-Pods, MP-3 players, and video games are not permitted. RMCA will not be held responsible for loss or damage to these items.

## **SCHOOL-TO-HOME COMMUNICATION**

RMCA's teachers send home pertinent information in "**Thursday folders**". Please check for this info in your child's backpack.

The *RMCA Knightly News* (newsletter) is published monthly, and sent out electronically. It contains information and news about events and policies. If you do not receive it, contact our office to place your email on the LISTSERVE.

Classroom teachers also email a bi-monthly classroom newsletter, but print may be requested.

## **WEB-BASED GRADE INFORMATION**

*Infinite Campus*, our web-based grade book program is accessible for parents & guardians with a password obtained through the front office. Students may access their own information as well.

Teachers post attendance (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 7-10 days of the assignment, with extra time allowed for grading major projects or large writing assignments.

## **PARENT VISITS AND CLASSROOM OBSERVATIONS**

We know that sometimes parents would like to visit or observe their student's classroom. Please arrange that with the front office at your student's campus and with the classroom teacher at least 24 hours in advance. All visits must be approved by the Principal.

For security, all visitors must wear a badge. 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 Principal, and cannot be disruptive to the rest of the class in any way.

## **ACTIVITY FEES**

RMCA's Activity Fees are \$100 per student per year, with a maximum of \$200 per family. Kindergarten students are \$50. If you qualify for free or reduced-lunch, this fee is automatically waived. If this is a hardship for other reasons, please contact the building administrator to request a waiver.

Payments may also be made in quarterly installments. Funds are used for equipment and supplies for our Encore classes – art, Spanish, music, PE, Latin, and computer, and for other pertinent projects at the school.

While this fee is not a legally binding requirement under state law, we consider it an ethically and morally binding one. All our parents share the responsibility for providing an excellent education for our students, and that should not fall to just a few willing souls. Charter schools are an intentional choice by active and involved parents. Please be a part of the excellence at RMCA.

## **FULL-DAY KINDERGARTEN TUITION**

Tuition for full-day kindergarten is set by the RMCA Board. \$300 per month for 9 months is charged to approximately compensate for the parallel income that would be received by having 2 half-day programs instead. If tuition is not received in a timely manner, student will be moved to the half-day program. For additional information please refer to the Full Day Kindergarten Tuition Collection Policy (Appendix A).

## **SPORTS AND EXTRA CURRICULAR ACTIVITIES**

Fees are charged for participation in sports teams, and may be charged for extra curricular activities. This varies by sport, and information will be available at the beginning of each season.

## **BAD CHECK FEES**

Parents whose checks returned by our bank as “not sufficient funds” will be charged a \$25.00 NSF 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 handles in cash for the rest of the school year. This includes field trip fees and activities.

## **REPLACING LOST TEXTBOOKS OR MATERIALS**

Textbooks are signed out to each student by name and book number. Your student is responsible to keep a book cover on the book at all times and to return it in good condition. Teachers will explain to students how to cover books using paper bags or other sturdy paper. Covers need not be purchased.

Replacement costs for books can be obtained through the purchasing office.

## **FUND-RAISING**

RMCA does a few fund-raising school-wide 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.

While there are many worthwhile causes, fund-raising for outside events is not permitted at school.

Current future fund-raising projects include:

- Scrip program – earnings from pre-purchased gift cards (many vendors) goes to PTO Playground / Recess fund.
- Boxtops and Campbell's soup labels – earnings from these coupons found on many household products such as breakfast cereal and Ziploc bags are designated for our library.

**Thank you for your support!**

## **MIDDLE SCHOOL LOCKERS AND BACKPACKS**

Lockers with locks are available for upper school students. A deposit of \$7.00 is required. Lockers must be kept clean. Pictures may be posted, but lockers must be in good condition for the next user at the end of the year. Fines may be charged to repair damages.

School staff will have master keys to all locks, and contents will be monitored through random searches. Occasional random checks may also be made of student's backpacks to ensure safety of entire school population. Contraband will be seized and not returned.

## **LOST AND FOUND**

Lost and found is kept at the front office. Please check periodically for any items you might be missing. Items left more than one month will be donated to a local charity or to our Uniform Sharing closet. (We recommend you label your student's sweaters, jackets, and other items.)

## **PROHIBITED ITEMS**

While we are teaching our students high levels of honesty and integrity, it is unwise to put temptation in the path of someone. Do not bring MP3 players, I Pods, or other valuable items to school unless they are part of an academic project. Photo cell phones are not permitted. Large sums of money should be left at home as well. RMCA will not be held responsible for loss, damage, or theft. Prohibited items may be seized and not returned.

Possession of drugs, whether over-the-counter, prescription, or illegal is prohibited. Medication is to be kept and administered by the main office. Possession of tobacco or alcohol is also prohibited.

Weapons or any item that might be construed as a weapon is prohibited.

## **COMPUTER/INTERNET USE 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 a 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**

RMCA issues a student card for checking out library books. Fines and replacement costs will be charged if books are unreturned, or damaged. No additional books may be checked out if books are late or unreturned.

## **CHILD MOLESTATION POLICY**

RMCA staff, volunteers, contract workers are placed in a position of trust, therefore, must act with the highest standards of moral conduct. RMCA is committed to the safety of children under its care.

Background checks on RMCA and contract staff are conducted through Falcon District 49 and the Colorado Department of Education.

Inappropriate interaction with students is prohibited by law. RMCA requires that its staff, volunteers, and contract workers follow 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 Principal or Dean of Students who will investigate and document the allegations. Under state law, this is a mandatory

reporting situation. Law enforcement will be called. The Dean of Students will maintain records of all complaints.

Annual training for prevention of child molestation will be conducted during the review of the Staff Handbook at the beginning of the year. Signed acknowledgement of staff handbook page constitutes knowledge of this policy.

# ACADEMIC INFORMATION

## INSTRUCTIONAL GOALS

Core Knowledge is the foundation of our academic program. 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 CSAP tests have been overlaid as a grid for the rest of our curriculum.

In Reading and in Math, homogeneous groupings of students will be utilized. Students will learn, beginning at their ability level, in groups across grade levels. Periodic assessment will allow for students to move to higher or lower groups as needed.

RMCA's staff is trained in differentiating instruction. Assignments to enrich the gifted and talented student or to strengthen the weaker student are a part of the classroom experience. Our NWEA Measure of Academic Progress is an electronic testing system aids us in determining students' needs and projected growth.

## HOMEWORK

The Board of Directors of RMCA 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:

Kindergarten -	10 minutes
1 <sup>st</sup> grade –	20 minutes
2 <sup>nd</sup> grade –	30 minutes
3 <sup>rd</sup> grade –	40 minutes
4 <sup>th</sup> grade –	50 minutes
5 <sup>th</sup> grade –	60 minutes
6 <sup>th</sup> grade –	70 minutes
7 <sup>th</sup> grade –	80 minutes
8 <sup>th</sup> – 10 <sup>th</sup> grade –	90 + minutes

**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 encourage students to take initiative in doing homework shortly after school or after dinner. Homework slips and notes home for parent signatures are students' responsibility. Students should ask parents to sign paperwork, rather than parents carrying the responsibility to remember. A good prompt for an

inexperienced student would be, “Do you have anything for me?” rather than the parent rummaging through the backpack or folder to find the item and then sign it. This will assist in promoting responsibility and capability.

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

## **HOMEWORK TURNED IN LATE**

Teachers explain to students at the beginning of the year what their policy is on homework turned in late (other than for excused illness). Consequences may include grade reduction, or loss of credit for the assignment. Repeat offenses may result in Detention. (See page 49 for more on Detention.)

## **MAKE-UP WORK**

If a child 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. Please call no later than 9:00 a.m. to request make-up work on the day of absence. You may pick up the make-up homework at the school office at the end of the school day or we can send it home with a sibling or carpool student.

## **REPORT CARDS AND MID-QUARTER PROGRESS REPORTS**

RMCA is on a 9-week quarter. Report cards will go home or be picked up at Parent-Teacher conferences as scheduled on RMCA’s yearlong calendar. Mid-quarter progress reports are also sent in order to keep parents well informed about students’ progress and give opportunity for improvement well before report card time arrives. Parent signatures are requested as an acknowledgement of receipt.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held each quarter. **At least one parent from each family MUST attend.** Both are welcome. If you cannot be there during the requested time frame, another time may be scheduled within a day or two. If no time is arranged teachers will come to visit you at your home.

**RMCA welcomes the attendance of students at Parent-Teacher conferences as well.** This is an opportunity to complete the loop of conversation and ensure that all parties are hearing the same reports, affirmations, and concerns. Students’ participation is encouraged.

## **GRADING SCALE**

RMCA uses the following grading scale.

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

Although a 70% might appear to be passing, test scores under 80% will require additional work to be determined by the teacher. Projects might include correcting missed work, covering a weak area over again, or similar activities designed to ensure students do not continue on in subject matter and create “gaps” in their learning.

Kindergarteners will be graded using E (Excellent), G (Good), S (Satisfactory), and N (Needs Improvement).

## **SPECIALS OR ENCORE CLASSES**

RMCA offers “Specials” classes such as Art, PE, Music, Spanish, and Latin. Additional instruction is given in Logic and Deductive Reasoning within the regular classes.

## **HIGH SCHOOL ELECTIVES**

Current High School Electives include Computers, Spanish, Latin, PE, and Art.

## **PRE-ARRANGED ABSENCES**

Occasionally family events or medical procedures necessitate a pre-arranged absence. Parents are encouraged to plan such times for regularly scheduled school vacation days when possible. A form must be filled out at the office, and parents may request homework three or more days in advance. Teachers may provide it if it is available. If it is not available in advance, work will be given upon return to school, with one school day allowed for each school day missed before work is due back to the teacher. Absences or work spanning the end of a quarter may not be counted after that quarter is closed out and report cards issued.

Absences during CSAP Testing will not be excused except for illness. A doctor's note may be required. The state 2009-2010 those dates are projected to be:

3 <sup>rd</sup> Grade Reading	February 15-26
3 <sup>rd</sup> Grade Writing and Grades 4-9	March 8-19

## **PLACEMENT, RETENTION AND PROMOTION**

RMCA 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 is viewed and determined on two areas: academic performance and emotional and social readiness. Students who show decided and documented deficiencies in both areas will be considered for retention. Retention decisions will be based upon:

- Teacher documentation and anecdotal information
- Parent anecdotal information
- Developmental and achievement test scores.

Retention concerns will be discussed beginning no later than third quarter by staff and with parents. RMCA reserves the right to determine final placement of any student. "Social promotion" of students who have not completed academic work is not allowed. We recognize the social and emotional pressures created by retention, but affirm the priority of academic success for each students' future well-being.

## **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. An alternative assignment may be suggested by the parent that would satisfy state content standards for that lesson.

## **VIEWING OF MOVIES**

RMCA's Board has approved no movies for viewing with stronger than a PG rating. Parents will be notified 24 hours in advance of scheduled viewing. Content must be pertinent to academic subjects and objectives, and align with school standards in all other areas.

## **GIFTED AND TALENTED PROGRAM**

RMCA provides enrichment material and projects for our Gifted & Talented students. Placement in the GT program is based on test scores and other evidence, including, but not limited to teacher observation.

This material is not graded and does not constitute additional homework. It is designed to stretch and broaden students learning opportunities. If you have questions, please contact Mrs. Zimmerman.

## **SPECIAL EDUCATION – STUDENT DEVELOPMENT SERVICES**

RMCA offers some Special Education services through our contract with District 49. 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.

District 49 provides Special Education teachers at RMCA who may pull students out of class for extra help a few times per week, and the weekly services of a speech therapist. A psychologist and a behavioral specialist are available for consultation. Parents whose students need more than once or twice weekly services may find they are better served at another school in the district.

# **STUDENT INFORMATION**

## **PERMANENT RECORDS**

Report cards, assessment results, conference data and other information about our students are maintained in a secure file. This information is for internal use. If you wish information released to others we must have your written permission.

## **MEDICAL CONDITIONS**

Please inform us of any medical conditions that might affect your child's performance or safety. Staff who will work with your student is notified of any concerns. Severe allergies or acute conditions that would require an adjustment of classroom activities.

## **SHOT RECORDS & SCHEDULE**

Colorado Law does not allow us to enroll students who do not have up-to-date immunizations. The law does allow for waivers to be signed. Please check with the front office or the El Paso County Health Department for the most current requirements.

## **CONFIDENTIALITY**

Information regarding student performance and family information is confidential. RMCA reserves the right to discuss your information internally with those who work with your student. Information and records will only be shared otherwise with your written permission.

# STUDENT DISCIPLINE & 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

Our character education program includes, but is not limited to, many traits or Core Virtues such as:

Respect	Gratitude	Leadership
Responsibility	Curiosity	Determination
Generosity	Alertness	Perseverance
Obedience	Discernment	Joyfulness
Orderliness	Friendliness	Enthusiasm
Thriftiness	Sincerity	Patience
Honesty	Loyalty	Endurance
Compassion	Initiative	Self-Discipline
Citizenship	Kindness	Gentleness

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.

## STATEMENT OF COMPELLING INTERESTS

The Board of RMCA 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 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.

## **UNIFORM DRESS CODE**

The uniform dress code is an important part of the culture of RMCA. We acknowledge that this choice is not for everyone, but the RMCA Board believes there are comprehensive benefits to this policy.

- Some students with adverse behavior choices may prefer to attend another type of school.
- Uniforms set a tone for disciplined learning.
- Uniforms minimize socio-economic differences and place all students on a level playing field, giving them the opportunity to prove themselves through performance and demonstration of character.
- Research has shown that learning increases in schools that use uniforms.

Uniforms must be worn during school hours, including field trips, except under special circumstances or as announced. All uniform items except belts, socks, tights, and bike shorts must be purchased through our approved vendors, Lands' End and Dickies Uniforms.

Our Office Manager can approve alternate numbers or suppliers for hard-to-find sizes.

By using Lands' End and Dickies, a percentage of all purchases will be returned to RMCA, which helps fund our uniform scholarships. This year our PTO has distributed \$1500 in gift cards to needy families attending RMCA. For RMCA to take advantage of the Lands' Ends Contribution Program, please make sure that you enter our school code, **9001-0744-2**, at their website or when ordering over the telephone. Dickies contribution program is only available through The Uniform Shop and Lightning Athletics located in Colorado Springs.

**Rocky Mountain Classical Academy  
Uniform Policy 2009-2010**

**PLEASE NOTE:**

**The following items will not be allowed after the 2007-2008 school year:**

**Peter Pan blouses in blue and pink**

**Mock turtleneck shirts**

**The following items will not be allowed after the 2008-2009 school year:**

**Hooded Lands' End sweater with front zip.**

It is the policy of Rocky Mountain Classical Academy to require uniforms be worn at school and school functions unless special circumstances are prearranged. The school has two vendors from which to choose your child's school uniforms. Lands' End and Dickies brands are both generous companies who contribute a portion of uniform purchases back to the school. RMCA chooses to use these contributions to fund uniform scholarships for our low income families. Both companies' colors are consistent and styles are very similar. Both guarantee their clothing and offer excellent customer service.

You may purchase uniforms directly from Lands' End at [www.landsend.com](http://www.landsend.com). Make sure you enter the preferred school code when ordering to insure the contribution comes to RMCA. Our code for Lands End is 9001-0744-2.

You may purchase Dickies uniforms through:  
The Uniform Shop and Lightning Athletics Inc.  
519 Juanita Street  
Colorado Springs, Co. 80909  
719-227-SHOP (7467)  
or directly from Dickies at [www.dickies.com](http://www.dickies.com)

The following guidelines apply to grades K-8 only:

RMCA upholds a high standard of excellence. Our school uniform is no exception. Please choose your school uniforms carefully.

# UNIFORMS

## **Boys:**

Classic Navy or Khaki colored pants or shorts

## **Approved Styles:**

Plain Front Chinos Pants

Pleated Front Chinos Pants

Cargo Pants or Shorts

Pleated Reinforced-Knee Chinos

Long or short sleeve red, white, classic navy, evergreen or ice pink polo shirt or turtleneck.

## **Shirts**

Short or long sleeve polos or turtlenecks in approved colors that are long enough to be tucked into bottoms. Be aware that the feminine fit shirts are designed with a shorter torso and slits at the hem to look good untucked - making it harder to keep tucked which is mandatory for all students. Peter Pan blouses are only allowed in white.

## **Boys' Pants and Shorts**

Approved styles can be found on the comparison chart; approved pant colors are khaki and navy. The Dickies styles can be ordered unhemmed, and then for \$1.00 the shop can hem them to the correct length.

## **Girls' Pants, Crops/Capris, Shorts, Skirts and Jumpers**

Approved styles can be found on the comparison chart. Khaki and navy are the approved colors for girls' bottoms. Skirts and jumpers should be no more than 2 inches above the knee. Shorts may not be shorter than 4 inches above the knee

Note with skirts and jumpers that girls should wear matching color bike shorts under their skirts to promote modesty.

## **Socks**

Socks must be worn at all times and should match the color of the bottoms. Tights may be worn in colors that match shirt or skirt colors.

## **Shoes**

K-5

Tennis Shoes may be worn daily. The shoes may have no lights or characters. Student may also choose to wear dark-colored, closed-toe, closed-heel shoes. Boots may be worn when weather indicates.

6-8

Dark-colored (Navy, Black or Brown) closed-toe, closed-heel shoes that are free from logos, characters or patterns. Tennis Shoes may only be worn during PE class. No lights or characters on Tennis Shoes.

**Belts:**

K - Belts are optional

1-8 Belts must be worn with all pants. Belts should be solid black or brown leather or similar material.

**Other:**

“Low riding” or baggy pants are not allowed.

“Too tight” clothing is not allowed.

Appropriate undergarments must be worn and not visible.

Make-up may not be worn until the 7th grade and must be conservative in nature.

Nylon stockings may not be worn until the 6th grade.

Tattoos and body piercing, other than girls’ earrings, are not allowed. Large dangling or hoop-type earrings are not allowed. Earrings must be limited to 1 earring per ear.

Jewelry other than watches for boys or girls, and small earrings on girls, may not be worn. Necklaces /chains are not allowed.

Outerwear, such as a sweat shirt or hoodie (including spirit wear) that is worn to and from school and outside during recess is not considered a uniform item and may not be worn in the classroom.

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. No mohawks or dreadlocks. No braids on boys.

Shirts must be worn tucked inside the pants, skirt or short. Pants may not have holes in the knees.

No pocket chains or hats may be worn in the building.

Undershirts may be worn under the uniform shirt but may not show.

Vests are not allowed.

Cardigan, zip-up or pullover red, white, classic navy, evergreen or ice pink sweaters may be worn as outer wear. Sweaters with hoods are not allowed.

## **High School Variations**

All requirements for shoes, belts, socks, pants, skirts, shorts, jumpers are the same as grades 1 - 8.

Shirts - High School Students (9th grade and up) may wear polo style shirts in any solid or striped color. Also button up style shirts (oxfords) may also be worn in any color or stripe. Shirts need to be pressed and neat in appearance. Shirts will be tucked in at all times.

## **DRESS CODE FOR SPECIAL DRESS DAYS**

From time to time, RMCA has special dress days such as “Western Wear Day,” Hawaiian Shirt Day”, or special historical days coordinated with Core Knowledge learning, such as “Civil War Day”. The following general rules apply at those times, unless otherwise published by the Principal.

- Picture Days: “Sunday Best”. For other events, minimum standard equal to uniform dress code.
- No jeans unless it is a designated jeans day.
- No sleeveless tops. Midriffs, halter tops, spaghetti straps, backless clothing, tube tops, tank tops, or camisoles may not be worn. No visible lingerie.
- Skirts may be no more than 2” above the knee
- No sheer, tight or low-cut clothing. No immodest or provocative clothing.

Students who choose not to be in compliance with these guidelines will be sent home for a change of clothing. Administration reserves the right to make the final judgment call on all clothing selections for the day.

## **SPIRIT WEAR DAYS**

PTO sponsors special fundraiser nights at local eating establishments and students may wear spirit wear on these days. Friday of each week is designated as a day for students to wear RMCA logo spirit wear along with their regular uniform pants. You may purchase spirit wear at the front office.

## **APPROPRIATE ATTIRE FOR SPECIAL EVENTS**

Students may be asked to wear dress shirts and ties for boys or dresses for girls in honor of athletic competitions.

Particular dress for music concerts or plays may also be required. Please note – general rules for special days dress applies.

## **CLOSED CAMPUS**

RMCA has a closed campus. Students are not allowed to leave unless accompanied by an approved adult.

## **APPROPRIATE PLAYGROUND & LUNCHROOM BEHAVIOR**

Students must follow guidelines expressed by staff on the playground. No rough-housing play fighting is allowed. Students must play in a way that includes others and is thoughtful.

## **INAPPROPRIATE LANGUAGE**

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

## **PUBLIC DISPLAY OF AFFECTION**

Hand-holding, kissing, hugging, or other public displays of affection by students are prohibited. As an academic institution, RMCA encourages students to build friendships as a foundation to successful future life.

## **FREQUENT TARDIES**

See also policy in Office Procedures section.

Students who are tardy to school in the morning may be given after-school detention for each tardy after the first two tardies of a quarter. Students who are tardy when changing classes (middle school and high school) may be given lunch recess or after-school detention.

## **DETENTION**

When Detention is issued by a teacher or the Principal, a form will be sent home for the parent's signature. That form is to be returned to the front office the next morning before school starts. If the form is not returned, parents will be called to come to the school to sign the form.

Detention time will be served by the student on that (second) day for thirty minutes after school. During Detention, students may be required to pick up trash on the school grounds, sweep walks, write essays on character topics or other improving activities as designated by the Dean of Students or the Principal.

## **PROHIBITED ITEMS**

No weapons or other items that can cause physical harm may be brought to school. No drugs or alcohol is allowed. Prescription and non-prescription medicine must be turned in by parents at the Main Office and will be administered by RMCA personnel. Any other items deemed to be unsafe will be confiscated and may not be returned. The police may be notified.

## **MISUSE OF SCHOOL EQUIPMENT**

Misuse of school equipment that causes damage will require its replacement by parent / guardians.

Misuse of computers or internet may cause student to be prohibited from using such equipment for up to one year.

## **TRUANCY**

Unexcused absence, or truancy, is cause for suspension. Repeated or prolonged truancy may be cause for expulsion from RMCA.

## **BULLYING**

The Board of RMCA 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's safety or security is not allowed. All RMCA staff and students will treat one another respect and kindness. If differences of opinion or disagreements arise, students will work through them with calmness and kind expression. If an adult is needed to mediate, the Dean of Students or another administrator is available to assist.

Students found to be bullying will be placed on a behavioral contract for improvement.

## **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 suspended or expelled.

## **SEXUAL HARASSMENT**

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

## **AT-HOME “RECOVERY”**

One tool sometimes used by RMCA is Recovery Time at home. This is not the same thing as suspension. The time is meant to be used by the student to reconsider his or her behavior and how they might better handle themselves in problem situations. A conference with the student, a parent / guardian, and an administrator is required the following day to review changed attitudes and that the student is truly ready to return and improve behavior. Missed schoolwork may be made up.

## **SUSPENSIONS**

A suspension of one to five days may be instituted for a severe behavior problem. **No schoolwork is allowed to be made up.** A re-entry conference with student, parent, and administration is necessary before returning to class. The conference may also include others as administration deems necessary.

## **EXPULSION**

A student who has been suspended a total of 10 days in 12 months will be automatically referred to District 49 for Expulsion proceedings.

Serious infractions, such as violence, drug possession, or possession of weapons for other than lawful purposes may be cause for immediate expulsion.

Potential expulsion procedures are handled in conjunction with School District 49 and follow their due process systems, as per RMCA’s contract with D49.

# OFFICE PROCEDURES

## ENROLLMENT

The enrollment process begins when a parent submits a signed Letter of Intent to Enroll to our office. Forms may be obtained from the office or from our website: [www.rmca49.org](http://www.rmca49.org).

RMCA accepts students from all districts. Our contract with District 49 requires that 51% of our students live within D49 boundaries.

## LOTTERY

Following commitments by currently enrolled students, remaining seats will be filled through an annual lottery held at the end of January.

Preference is given in the following categories:

- 1 – Founding Families and children of staff (up to no more than 10% of available seats)
- 2 – Siblings of enrolled students
- 3 – Students in our homeschool program who have expressed a wish for full-time enrollment.
- 4 – Previously enrolled students whose families left due to military service.
- 5 – Remaining students, beginning with older grades. Drawing is by family and includes siblings as long as space is available in each grade.

## REGISTRATION

A packet of forms to be completed can be obtained from the office of either campus. This information, along with birth certificate, shot record, and proof of residency must be returned in a timely manner.

## KINDERGARTEN REQUIREMENTS

Any child who is five years of age on or before September 15 is eligible to enter Kindergarten at RMCA. Special considerations may be made for gifted students to start early as Colorado Law has recently changed on this.

“Readiness” tests may be given to determine if a student is ready for the academic nature of the RMCA program. It is usually advisable for students who are not truly ready for school to wait a

year for enrollment. It is better to be the oldest student in the next class than to be the youngest, least mature student the present class.

Here are some skills we recommend that parents work on in preparation for kindergarten:

- Know the alphabet, such as the ABC song or other
- Begin writing some letters
- Able to write own name
- Count to 10
- Begin to write some numbers
- Be able to sit still

## **WAITING LIST**

RMCA maintains a waiting list by grade. As soon as openings become available, the next family on the list will be called. Families who decline to enroll their student at that time must resubmit their Letter of Intent to Enroll and move to the bottom of the waitlist.

## **CLASS PLACEMENT**

Class placement and teacher choices are at the discretion of the administration. Parent-provided information about student learning styles and needs is requested in the registration process, and will be considered.

## **LEAVING SCHOOL EARLY**

Parents needing to pick students up early for medical appointments or other occasional events must arrange with the office and with their student's teachers to do so. Please give the office at least 24 hours notice. The parent must come in and sign out the student. Parents are encouraged to schedule such appointments on Friday afternoons or other times when the student will not have to miss class.

Please do not ask the office to release your student 20 minutes prior to carpool as that is a very busy time for the staff. Students will be released instead at carpool.

## **ABSENCES**

Please call our office when your student is absent due to emergency, illness, or other excused situation. You must call by the end of the school day, or your student will be mark as "absent – unexcused."

Students with unexcused absences will automatically be given detention. Students with more than 10 absences annually, excused or unexcused, may be considered for retention (not passed

on to the next grade.) Students with more than four unexcused absences per quarter will be termed “habitually truant.”

## **PARENT VOLUNTEERS**

Parent volunteers must sign in and sign out at the office. An identifying badge must be worn. Confidentiality of all student and internal school matters must be maintained.

## **VISITORS**

Visitors must sign in and sign out using picture ID at the office. Tours may be scheduled in advance. Visitors unaccompanied by a staff member are not allowed.

## **CHANGE OF ADDRESS OR PHONE**

If you move, please notify our office of your new contact information as soon as possible. Our office must be able to contact you in case of emergency.

## **TRANSFER OR WITHDRAWAL**

You may fill out the transfer / withdrawal form at our office. All fees and/or fines must be paid and materials checked out to your student returned. Permanent student records will be forwarded to the new school at your written request.

## **PERMANENT RECORDS**

Permanent student records are confidential and kept secure. Parents or guardians may request copies or transfer of records in writing.

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## Appendix A

# Rocky Mountain Classical Academy Full Day Kindergarten Tuition Collection Policy

**Rocky Mountain Classical Academy exists to support parents in developing citizens of integrity and character who are equipped with a strong knowledge base rooted in classical education with an emphasis on Core Knowledge.** We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that RMCA is also investing significant dollars into providing a classical education to all the students. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. We assure you that family financial information will be kept confidential.

RMCA provides multiple tuition payment options which are outlined below. All families will be required to sign a tuition agreement, and will be expected to meet their tuition obligation per the signed agreement. **If at any time during the year, a family is unable to meet a tuition payment, it is the family's responsibility to contact the RMCA business office to make alternate arrangements. We are willing to work with families if they contact us before outstanding/delinquent tuition becomes an issue.** If there are any bank fees associated with, late fees, returned checks, NSF notices, collection fees etc., the amount of service charge/fees will be added to the family's tuition bill.

Keeping tuition costs reasonable is the responsibility of all, and the RMCA budget does not include money to cover costs associated with late and delinquent tuition and tuition collection costs. **Families who have a past due tuition balance from RMCA will not be allowed continue in the full day kindergarten program at RMCA (this will be strictly enforced).** The bottom line is that RMCA has financial obligations and payroll to meet. We need a stable and predictable cash flow to operate the school, just as families need to meet their financial obligations. When tuition payments are late, it jeopardizes the solvency of the school for all.

**Tuition** - There are four tuition payment options available:

- A.) **One annual payment** for total tuition due on or before the first day of school.  
A 5% discount is applied to the total tuition if using this option. Payment is made directly to RMCA.
- B.) **Two payments of 50% total tuition.** Both payments must be paid directly to RMCA. The first payment is due on or before the first day of school, and the second payment on or before the first day of the second semester. A 3% discount is applied to the total tuition if using this option.
- C.) **Four payments of 25% total tuition.** All four payments must be paid directly to RMCA. Payment due dates are the first day of each quarter. A 2% discount is applied to the total tuition if using this option.
- D.) **Nine (9) monthly payments.** Payments are 1/9 total tuition. Payments start in August and end in May. Payments are due on or before the 15th of each month.

### **Collection Procedure:**

- A.) If you encounter financial difficulty, and will be unable to meet a monthly payment, you must notify the RMCA business manager before the payment date so alternate arrangements can be made, and you can avoid missed payment fees.
- B.) If after a 30-day period no contact has been made with the business manager, **a final past due notice** will be mailed. You will then have an additional week to contact the business manager or make the necessary payments to bring your account current. If the business manager is not contacted, your child(ren) will be moved to half-day kindergarten for the remainder of the school year after the final notice postmark. **The parent/guardian is completely responsible for making contact with the business manager in the event that a payment will not be made by the due date.**

## RMCA Tuition Agreement/Registration Form

Student Resides with: \_\_\_\_\_

(First Name) (Last Name)

Person responsible for tuition: \_\_\_\_\_

(First Name) (Last Name)

Complete Address: \_\_\_\_\_

Street City ST Zip

Phone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Student Name: \_\_\_\_\_

**DUE DATE:** Tuition payments are due on the **15th** of the month according to plan selected.

**LATE PAYMENT:** Late/delinquent payments may be charged a fee. Tuition collection policy is in effect and a copy is provided with this contract.

Full Day Kindergarten Tuition: **\$300 per month**

**One annual payment** for total tuition due on or before the first day of school.

A 5% discount is applied to the total tuition if using this option. Payment is made directly to RMCA.

**Two payments of 50% total tuition.** Both payments must be paid directly to RMCA. The first payment is due on or before the first day of school, and the second payment on or before the first day of the second semester. A 3% discount is applied to the total tuition if using this option.

**Four payments of 25% total tuition.** All four payments must be paid directly to RMCA. Payment due dates are the first day of each quarter. A 2% discount is applied to the total tuition if using this option.

**Nine (9) monthly payments.** Payments are 1/9 total tuition. Payments start in August and end in May. Payments are due on or before the 15th of each month.

I/We understand the Tuition Contract of RMCA, and the Tuition Policies, and wish to enroll our child(ren) for the 2009-2010 school year.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only: Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Verified by \_\_\_\_\_