

Tab 1



# Peak Academy

## Parent/Student Handbook 2025-2026

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

### Peak Mission Statement and Core Beliefs

The mission of *Peak Virtual Academy* is to engage students in an innovative, personalized, rigorous learning environment that prepares students for the 21<sup>st</sup> century and beyond.

Learning is constant; time and place are variables.

### **Mascot: American Pika**

[Track the Colorado Pika Here](#)

**Sherrie Drost-Chacon, Principal**

[Sherrie.DrostChacon@mcsd.org](mailto:Sherrie.DrostChacon@mcsd.org)

**Eve Donohoe, Student Engagement Coordinator**

[Eve.Donohoe@mcsd.org](mailto:Eve.Donohoe@mcsd.org)

### Peak Academy 2025-2026 Academic Calendar

**\*\*Please note that Peak Academy has two different PLP Days  
(Professional Learning/Planning Day) than  
[Montrose County School District's Academic Calendar](#).**

# Peak Staff

## Office and Support Staff

[Sherrie Drost-Chacon](#), Principal

[Eve Donohoe](#), Student Engagement Coordinator

[Brian Purnell](#), Assistant Principal/Homeschool Program Manager

[Brigette Archuleta](#), Counselor

[Bridget Bollinger](#), Head Secretary

[Jessie Curry](#), Attendance Secretary

[Martina Macias](#), Registrar

## Elementary

[Michelle Barger](#), Primary Teacher (K2)

[Kayla Pfannenstiel](#), Intermediate Teacher/Lead Teacher (3-5)

[Abi Stetson](#), K5 Teacher/Interventionist/Homeschool Teacher

[Melissa Senecal](#), Elementary Reading/Math Intervention & Classroom Support

## Secondary Hybrid

[Kim Bessler](#), Math

[Amber Bray](#), Electives

[Lezlee Cox](#), Spanish

[Doug Eccher](#), Science

[Janet Freed](#), Hybrid K12 Special Education Teacher

[Jamie Gann](#), Reading, Writing & Communicating

[Kathleen Jole](#), 6th Generalist

[Christina Kohout](#), Social Studies

[Whitney Murphy](#), Secondary Reading and Math Intervention (Hybrid and Online)

## Secondary Online

[Kaeli Baugh](#), Reading, Writing & Communicating

[Nora Hammer](#), Social Studies

[Mary Maxwell](#), Math

[Gabbrielle Lusk](#), 6-12 Online Special Education-Virtual

[Jessica Varner](#), Science

Peak operates on a **trimester schedule**. There are three trimesters per school year. Students take fewer classes per trimester than in a traditional semester, but will earn the required number of credits each year. The following classes are **year long** classes: math and Spanish.

### Admission and Entrance Requirements

#### **Required Documents:**

- Completed 2025-2026 Peak Academy Online Application
- Completed MCSD OLR for the school year
- Completed Peak Enrollment Packet
- Transfer Request Form (In or Out of District)
- Completed 2025-2026 Device Agreement
- Birth Certificate
- Affidavit of Colorado Residency
- Proof of Immunizations & Health Documentation
- Curriculum Engagement Policy
- Prior school contact information (IEP/504 plan, medications, allergies, health concerns, contact restrictions, etc.)

Peak's hybrid model is partly successful due to the small class sizes. This has been part of Peak's culture since inception in 2011. Additionally, our building's size limits its capacity of the number of students we can accept. Peak's HYBRID program is capped, which means we can only take a certain number of students. We accept students annually based on space at each grade level.

A virtual or hybrid environment is not the appropriate educational setting for every child. Completion of the enrollment packet does not guarantee enrollment or commit the student to attending the school. Full time applicants will have priority over part time applicants.

As part of the application process a required parent and student meeting is scheduled upon submission of the current application. If your child is accepted into the program, orientations for both the student and the parent are also required.

### Special Education

Peak hybrid and online models have certified special education teachers that service students that have an identification of Mild/Moderate Support Need (MMN). Montrose County School District offers center-based programming for Significant Support Needs (SSN) and Affective Needs (AN) at other schools outside of Peak. If you are new to the school district you can reach out to the District Office for information on which schools service students identified SSN or AN.

All students are admitted based on space in the hybrid model. We do not have a cap for students in 6-12 grades in our Online model. We do not discriminate against acceptance into our program for any reason. Due to the nature of our online model, service minutes for identified students will be reduced to the minimum. Additionally, students on an IEP who are enrolled in our online program will have required Zoom meetings that the students **MUST** attend on a regular schedule—this is how they meet their service minutes. If students miss more than two scheduled Zoom meetings per trimester they will be required to attend a mandatory in-person parent meeting and comply with a Support Plan. If any student falls behind (10%+) in coursework and are not connecting (within 24 hours) with the teacher(s) they will be required to attend a mandatory parent meeting where an in-person Attendance Contract and Support Plan will be created. It may be determined that this model is not a suitable pathway for the student or the family and you will need to go back to your boundary school for appropriate support.

### **Enrollment Periods for 2025-2026**

Spring Enrollment for all returning students and new students to Peak is **February 1st-March 31st**. Families who meet this first cutoff will be notified of acceptance by April 17th.

Families may apply any time between **April 1st and August 5th** for Trimester 1 acceptance. Applications received **after August 5th** are not guaranteed to be considered for Trimester 1 enrollment.

Applicants who apply between May 12th and August 5th will be invited for an interview when staff are back in early August. You will be notified as soon as possible prior to the start of Trimester 1 (**August 18th**).

**September 5, 2025** is the last day we will take new students for Trimester 1 for grades 6-12.

**Trimester 2:** Enrollment opens **September 2 through October 10th**. This allows staff time to conduct interviews, accept students, and create schedules. Tri 2 starts **November 10, 2025**.

**Trimester 3:** Enrollment opens **November 11th through January 9th**. This allows staff time to conduct interviews, accept students, and create schedules. Tri 3 starts **February 18, 2026**.

### **Transfers**

Peak Academy is considered a non-traditional school of choice. Students who would like to attend Peak should be prepared to give it at least one full trimester to determine if this program is a good fit for the student and the family. If our programming is not working for the family it is imperative to meet with Peak's school counselor and/or the school principal to determine next steps in transitioning back to the student's boundary school. Immediate transition back to your boundary may not be possible. It is likely you will need to wait until the boundary school's next grading term to start before they will let you rejoin that programming. Any exception in transferring mid term is contingent upon administrative approval by both schools. It is also essential that you are in communication with the principal of your boundary school to keep them in the loop of your transition plans. A transfer request form must be completed and signed off by both the relinquishing school and receiving school anytime a transfer is being considered.

**\*\*High school students should not transfer at trimesters.** We work closely with other high schools to ensure a transition that has the least impact on credits. Peak Academy runs on trimesters, whereas; all other schools in the District run on semesters. It is extremely important to talk to both the incoming and outgoing school counselors to understand the magnitude of transitioning mid-year and determine a solution while waiting for a transfer to go through completely.

**Transferring between non-traditional schools:** Non-traditional schools often have program and enrollment requirements that must be met; therefore, you must set up a meeting with each school to determine if your needs will be met by the new non-traditional school. An in-district transfer request form must be completed.

Transferring to and from Peak–Please call the school for the current transfer request form.

**Process of Transferring to Peak Academy from another MCSD School:**

- 1.) Communicate with your boundary school about your intentions. Talk to the counselor and/or principal. Are there concerns your boundary school needs to know about and can help resolve?
- 2.) Complete the online application for Peak Academy
- 3.) Attend a scheduled interview (parent and student) must attend
- 4.) If you wish to move forward with enrollment after the interview process, then you will complete an in-district transfer request form from your current school that will need to be signed off by both the relinquishing school and receiving school.
- 5.) Details of the transfer and transition to Peak will be communicated to you and supported by our School Engagement Coordinator and School Counselor.

**Process of Transferring from Peak Academy back to your boundary school in MCSD:**

- 1.) Schedule a meeting with the Student Engagement Coordinator, School Counselor or Principal at Peak to discuss your current needs so we can support you with your decision.
- 2.) Complete an in-district transfer request form to be signed off by both the relinquishing school and receiving school.--Be sure to schedule a meeting with the boundary school/counselor or principal to discuss your need to return.
- 3.) Details of the transfer and transition to your boundary school will be communicated to you by either Peak and/or your boundary school.

[Elementary Course Catalog- SY25-26](#)

[Secondary Course Catalog- 25/26](#)

**25/26 Course Catalog** *\*\*Schedule/Drop Changes* – Students have **2 weeks** from the first day of the trimester to make changes to their schedule. Any change made later than that will result in a “**Withdraw/Fail**” on their transcript.

### Required orientation for both the hybrid model and the online model:

- ALL **students** are required to attend a Peak orientation--the hybrid orientation will be separate from the online orientation.
  - **HYBRID STUDENTS:**
    - Orientation for K-8 will be **their** first day of in-person school that week.

- **Elementary parents should plan to stay about 45 to 1-hour for important information from the teachers.**

#### **Elementary-**

5<sup>th</sup>-Aug. 18<sup>th</sup> at 12:00

4<sup>th</sup>-Aug. 19<sup>th</sup> at 8:00

3<sup>rd</sup>-Aug. 18<sup>th</sup> at 8:00

2<sup>nd</sup>-Aug. 18<sup>th</sup> at 12:00

1<sup>st</sup>-Aug. 19<sup>th</sup> at 8:00

Kinder-Aug. 18<sup>th</sup> at 8:00

**Middle School Aug 18<sup>th</sup> 8:00 AM**

**High School Aug. 18<sup>th</sup> 5:00-6:00 (9th ONLY)**

**High School Aug. 19<sup>th</sup> 8:00 AM (10th-12th)**

- **ONLINE STUDENTS:**

- Orientation for **6th-7th** August 18th from 8:00-10:00
- Orientation for **8th** August 18th from 10:00-12:00
- Orientation for **9th Only** August 18th from 2:30-3:30 PM Pika Library
- Orientation for **10th Only** August 18th from 3:30-4:30 PM Pika Library
- Orientation for **11th Only August 19th** from 1:30-2:30 PM Pika Library
- Orientation for **12th Only August 19th** from 2:30-3:30 PM Pika Library

- **ALL new secondary parents** in both the hybrid and online programs are required to attend a beginning of the school year orientation about 1 week after the start of the school year. Our Student Engagement Coordinator will send you an invitation to attend this personalized meeting.

### BTSN - Back to School Night/Meet the Teachers Night: August 18th from 6:00pm-7:00pm

- Take a moment to meet all the teachers, tour the building, ask any questions you may have, pick-up any last minute device, fill out and bring any missing paperwork.

### Peak Hybrid and Online Participation Requirements

Peak Academy's hybrid model is a K-12 school with different participation requirements depending on grade level. All students have scheduled daily coursework regardless if they are in-person or working from home. Students will have coursework in English, Reading, Math, Social Studies and Science.



**Hybrid Elementary Program (K-2) Classes will be capped at 12 students in each grade level.** The majority of the curriculum is completed at home with parents functioning as the learning coach. All graded assessments are required to be taken on in-school days. Students attend in-person classes with a certified Peak hybrid teacher. Attendance on in-person days is critical to the success of every student.

	8:00-11:00	12:00-3:00
Monday	Kinder	2nd
Tuesday	1st	2nd
Wednesday	Kinder	1st
Thursday	1st	2nd
Friday	Kinder	Intervention/Enrichment 12:00-2:00

**Hybrid Elementary Program (3-5) Classes will be capped at 12 students in each class.**

The majority of the curriculum is completed at home, with parents functioning as the learning coach. All graded assessments are required to be taken on in-school days. Students attend in-person classes with a certified Peak hybrid teacher. Attendance on in-person days is critical to the success of every student.

	8:00-11:00	12:00-3:00
Monday	3rd	5th
Tuesday	4th	5th
Wednesday	3rd	4th
Thursday	4th	5th
Friday	3rd	Intervention/Enrichment 12:00-2:00

**Hybrid Middle School (6-8)-Classes are capped based on space.**

Hybrid program with a combination of in-person and online curriculum. Students are required to attend classes Mondays, Wednesdays and Fridays from 8:00 am to 1:45 pm. Students have online school work assigned on all school days. All Teacher Help Time and Support Plan Time runs from 1:45-2:30. All unit tests and cumulative exams must be proctored in the Peak building. Students who are behind and/or failing will be required to stay from 1:45-2:30 MWF as part of a Support Plan.

## **Hybrid High School (9-12)-Classes are capped based on space.**

- Combination of in-person and online curriculum. In-person attendance is required on Tuesdays and Thursdays. Students have online school work assigned on all school days. All unit tests and cumulative exams must be proctored in the Peak building. Students who are behind and/or failing will be required to come in-person outside of their regularly scheduled class time as part of a Support Plan.

## **MCSD Online Middle/High School (6-12) -No Cap on number of students**

- Online – 100% of curriculum, assignments, quizzes, tests, science labs, etc are delivered online in a synchronous (on Zoom) and/or asynchronous (at home with learning coach) model. Teachers will post their office and help time hours. All **middle school students** have required daily Zoom meetings M-Th. **High School students** may have Zoom schedule(s) based on the course. Most HS courses do not require Zoom class time. We do have a couple of courses that do require them at the onset of the class. You will be notified if a course requires Zoom class time.

### **Attendance**

Peak Academy requires excellent attendance in both hybrid and online models at all grade levels. Previous attendance in other schools will be a consideration of enrollment. In our models, students are not seen on a daily basis, so when in-person days are scheduled, students should be in attendance. For online students, required Zoom classes are part of their attendance—students must attend all Zoom classes. For students identified with a learning disability and have an Individualized Education Plan (IEP) and are in the online program at any grade level, you will have additional required Zoom meetings to support your goals. If you can not attend those Zoom meetings as scheduled, this may not be an appropriate program for you.

For both online and hybrid programs, students are expected to log in and complete work on all Peak Academy Calendar scheduled school days whether in-person or online. **Attendance** is directly related to their task completion and will be appropriately reflected in their attendance record if the student falls more than **3 days** or **10%** behind in any course. Students will be marked 1 day absent for each subject of being 10% behind (i.e., 10% =1 day, 20% = 2 days, 30% = 3 days) on a weekly basis in each course. Students may be put on a required in-person Support Plan as well.

## **Excused Absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

5. Other prearranged absences when approved by the building administration.
6. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

### **Truancy/Unexcused Absences (See attached links for board policy)**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally, in writing, or via automated message by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions, or expulsions shall not be imposed for any unexcused absence. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days per semester during any calendar year or school year.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line programs, such student is not considered a dropout and shall not be reported.

### **Prearranged Absences (more than 3 days)**

If your student is knowingly going to be absent, parent/guardian is responsible for notifying the school before they miss class. You must report the absence in writing to the principal.

Parent/guardian and students should consider carefully before deciding to participate in an activity, which necessitates the student being absent from school. However, when an absence is necessary, the student must:

1. Obtain a [Prearranged Absence Form](#) using this link or from the office.
2. Present the form to each teacher for a signature and assignments.
3. Obtain an administrator's signature for approval.
4. Return the **Prearranged Absence Form** to the attendance office before leaving.

### Support Plans

If students are falling behind in their pacing or academic grades are failing the student will be placed on a Support Plan for a minimum of 2 weeks. The student is expected to meet the requirements of the Support Plan. If students are unable to meet the requirements of the program (keeping up with daily coursework, maintaining timely communication with staff, and/or completing the requirements of a Support Plan) it may be that this model is not a suitable pathway for the student or the family and you will need to enroll in your boundary school.

### Home Visits

Peak Academy will work with the District Safety Team to do home visits for any of the following reasons or reasons not listed that have a significant impact on the student's ability to access education: habitual attendance issues, falling more than 15% behind in task completion in multiple subject areas, lack of communication beyond 3 days. It is our goal to maintain communication with all families in a timely manner, please be sure your contact information is updated as needed throughout the school year.

### Additional Information

- Our goal at Peak is to ensure ALL students are performing at grade level or higher to ensure their success following graduation. If a student is identified as needing more time and support academically, through various data points (i.e., testing, performance, teacher observation), Peak will provide appropriate support. These supports may occur outside of students' typical rotations and/or outside their scheduled in-person days. If support is offered, it is imperative your child be in attendance so we can help in filling any gaps.
- Peak Hybrid is a closed campus for middle school students. Middle school students are not allowed to leave campus during lunch or rotations unless a parent comes in and signs them out. For middle schoolers, the last course of the day ends at 1:45. All students have access to support from 1:45-2:28. Students must be with a teacher or working on school work in the library during this time. Students may not be hanging around campus. Students who are placed on a Support Plan are required to stay and work until 2:28.
- Peak Hybrid is an open campus for high school students. Students ARE expected to be in rotations for hybrid classes as scheduled. Outside of rotations, Peak is an open campus, meaning high school students can come and go as they please during business hours. Students are not allowed to hang out in their cars between classes, or during their open hours or lunch period.
- Failure to meet minimum participation requirements will lead to disciplinary action and in-person conferences with administration. It may be determined that this program is not a right fit for your child/family.

- While in rotations and taking tests or exams, students' Personal Electronic Devices-PEDs (phones, iPads, iWatch, etc) may not be used. If a student is found using his/her phone, the teacher will confiscate the PED until the end of rotations. Continued misuse of PED will result in the student and parent having to meet with the principal and the student may not be allowed to carry the PED on campus in the future.

### Peak Hybrid and Online Expectations

PEAK Middle and High Schools will adopt an Online Equivalence of 53.9 equivalent daily minutes for each online course that offers 0.5 semester credit.

### Equivalency Calculation

Olathe High School is our basis:

1. Each OMHS semester class is on average 44 minutes per course per day	
2. 5 passing minutes	$44 + 5 = 49$ Minutes
3. 10% Variation	$49 * .10 = 4.9$ minutes
4. 53.9 equivalent daily minutes for each online course that offers 0.5 semester credit	$49 + 4.9$ minutes = 53.9 minutes
5. 4500.65 minutes per course per semester	53.9 minutes x 83.5 semester days
6. 75.01 hours of instruction per course (.5 credits)	4500.65 minutes per course / 60 minutes

- This document uses brick-and-mortar classes at Olathe HS as a basis (44 minutes per course + 5 passing minutes + 10% variation = 53.9 equivalent daily minutes for each online course that offers 0.5 semester credit). Steps 1-4 above
- Because the semester was calculated to be 83.5 days, in the first trimester, each 0.5-credit online course is the equivalent of 75.01 instructional hours (53.9 equivalent daily minutes \* 83.5 semester days / 60 minutes in an hour) Steps 5-6 above.

	Hours Per Period		
	Trimester 1	Trimester 2 (Half of Trimester)	Total
Trimester Class (0.5 credit trimester)	75.01	37.51	112.51

Trimester Class (0.25 credit trimester)	37.51	18.75	56.26
Trimester Class (0.33 credit trimester)	49.51	24.75	74.26

- Using the above reasoning, in the first trimester, 0.33-credit courses are worth 66% (.33/.50) of that instructional time, which is 49.51 instructional hours; 0.25-credit courses are worth 50% (.25/.50) of that instructional time, which is 37.51 instructional hours.
- For courses in Trimester 2, the instructional time will be half of the trimester one instructional time for that course “type.”
- Full Time Student = 360 hours in Semester
- Part Time Student = 90 hours in Semester

### Students with Concurrent Enrollment Classes:

Students who take a semester long Concurrent Enrollment Class will be a

- Part time student if 3-11 credit hours are taken
- Full time student if 12+ credit hours are taken
- Full time student if Part Time Concurrent Students and Part Time Traditional classes.

## Family/School Expectations

	Minimum Expectations	When Recorded
<b>User Activity &amp; Assignment Submission</b>	<ul style="list-style-type: none"> <li>• Lack of user activity will not extend beyond 3 school calendar days at any given time (cannot fall more than 10% behind). Students will be marked absent.</li> <li>• Submission of required assignments based on course daily calendars (K-12).</li> </ul>	Evaluated weekly
<b>Student/Parent Participation</b>	<p><b>May include but not be limited to the following categories:</b></p> <ul style="list-style-type: none"> <li>• Submitting work within the specified deadlines.</li> <li>• Remaining current in all courses.</li> <li>• Academic support (including but not limited to Special Education, attendance in rotations, face to face or virtual office hours).</li> <li>• Attending Parent Teacher Conferences</li> <li>• Attending any required meetings with administration</li> </ul>	Evaluated weekly

<b>Orientation for New Students</b>	<p><b>All new Peak students are required to complete all scheduled orientations/training. Following are the required components:</b></p> <ul style="list-style-type: none"> <li>● Attendance at an orientation session.</li> <li>● Students/Parents expected to respond to teacher communication within 1 day/24 hours.</li> <li>● Attend required on-site work-days each trimester.</li> </ul>	Parents and students sign orientation documents
<b>Parent/Guardian Responsibilities</b>	<ul style="list-style-type: none"> <li>● Check emails daily.</li> <li>● Ensure students participate in all Peak, MCSD and Colorado mandated standardized assessments (not limited to: DIBELS, MAPS, PSAT, SAT, CMAS, ICAP).</li> <li>● Ensure students participate in scheduled classes.</li> <li>● Attend Parent Teacher Conferences</li> <li>● Attend any required meetings with administration</li> <li>● Physically open student's learning platform to check their completeness of assignments, progress in the course and grades</li> </ul>	Within one business day after the missed communication (to give time to reschedule).

### Parent - Student Responsibilities

#### **Beginning of trimester:**

- Attend orientation and complete all required enrollment paperwork.
- Report to Peak any changes in phone, email, or mailing address.
- Ensure daily access to the computer and Internet.

#### **Daily:**

- Students check and complete daily assignments and communicate with teachers.
- Parents/guardians check text or email daily and respond within 24 hours.
- Attend rotations as scheduled.
- Checking for Canvas and/or Edgenuity (middle/high-school) or Stride/K12 (Elementary) notifications about missing or failing assignments.

#### **Once per trimester:**

- Parent/teacher conferences (2 times per year).
- High school students/parents will need to review high school transcripts when received.

#### **Annually:**

- Counselor and/or Engagement Coordinator meets individually with each student and parents/guardians to address scheduling needs or other concerns.
- Complete re-enrollment paperwork.

### Parent-Teacher Communication

Licensed Colorado teachers are essential and vital in the educational model utilized by Peak. The teacher and administrative staff are responsible for validating student attendance, curricular

progress and educational growth. **The teacher is the FIRST POINT of contact for the parents and students with all issues regarding the school.** Please contact your child's teacher for K-12 grade students with regards to your concern. ONLINE ONLY Families-please contact your mentor teacher as the first point of contact. The second point of contact, if needed, is Eve Donohoe, Student Engagement Coordinator for 6th-12th grades and Sherrie Drost-Chacon for K-5. In addition to phone and office hours, we use email as our primary source of contact between teachers and parents; therefore, parents and students are expected to check their emails at least twice a day (morning and evening). Parents are expected to reply within 24 hours/1 business day to messages received from Peak.

All communications between Peak administration, Peak teachers, parents, students, and other parties directly related to Peak must be conducted with appropriate professionalism. Demeaning or profane language, derogatory remarks/innuendos are not acceptable. This includes phone conferences, texts, emails, and other online communications.

### Grading K-5th

Peak grades for elementary students follow Standards Based Grading guidelines and are reported per trimester.

4-Exceeds Standards (95-100%)

3-Meets Standards (75-94%)

2-Progressing Towards the Standards (60-74%)

1-Limited Progress Towards the Standards (0-59%)

### Grading 6-12

Peak grades are determined by the sum total of points a student earns on all graded assignments and tests.  $\text{Points earned by student} / \text{Total points possible} = \text{Grade}$

#### **Peak Academy Transcript Legend**

##### Grades

Grade	Explanation	Percent	HS Credit Given & Counts in GPA
A+	Excellent	97-100%	Yes
A	Excellent	93-96%	Yes
A-	Excellent	90-92%	Yes
B+	Above Grade Level	87-89%	Yes



B	Above Grade Level	83-86%	Yes
B-	Above Grade Level	80-82%	Yes
C+	Grade Level	77-79%	Yes
C	Grade Level	73-76%	Yes
C-	Grade Level	70-72%	Yes
D+	Below Grade Level	67-69%	Yes
D	Below Grade Level	63-66%	Yes
D-	Below Grade Level	60-62%	Yes
F	Fail	0-59%	No Credit/Will count in GPA

### **Mastery Learning**

#### **What is Mastery Learning?**

Mastery Learning is an instructional approach that focuses on students achieving a deep understanding of specific learning standards. Rather than simply accumulating points and grades based on a variety of factors, Mastery Learning emphasizes mastery of content, ensuring that students truly understand and can apply what they have learned.

#### **How Does Mastery Learning Work?**

1. **Prioritized Standards:** We have identified the most important learning standards for each grade level and subject area. These standards are the focus of our teaching and assessment efforts.
2. **Proficiency Scales:** Each prioritized standard is broken down into a proficiency scale, which outlines the progression of learning from basic understanding to advanced application. The scale ranges from 0 to 4, with 3.0 representing mastery of the standard and 4.0 indicating advanced proficiency.
3. **Mounting Evidence:** Student performance is assessed through multiple assignments and assessments related to each standard. Rather than averaging scores, we look at the most recent and consistent evidence of your child's understanding to determine their current level of mastery.
4. **Clear Communication:** We provide clear and detailed feedback on your child's progress, helping them understand what they have mastered and what areas need further development. This approach supports a growth mindset, encouraging students to see learning as a continuous process.

#### **Benefits of Mastery Learning**

- **Focused Learning:** Students concentrate on mastering essential skills and knowledge, which leads to a deeper understanding of the material.

- **Personalized Feedback:** Your child receives specific feedback on their progress, helping them identify strengths and areas for improvement.
- **Fair and Accurate Assessment:** Grades reflect what your child knows and can do, rather than non-academic factors.
- **Growth Mindset:** Mastery Learning fosters a positive attitude towards learning, emphasizing effort and improvement over time.

Peak teachers who are transitioning to Mastery Learning will send home communication at the beginning of the trimester letting you know how they will be scoring assignments and/or assessments. These teachers are beginning to use the following conversion table for scoring assignments and assessments:

Average Scale Score Across Multiple Goals	Traditional Grade
3.75–4.00	A+
3.26–3.74	A
3.00–3.25	A–
2.84–2.99	B+
2.67–2.83	B
2.50–2.66	B–
2.34–2.49	C+
2.17–2.33	C
2.00–2.16	C–
1.76–1.99	D+
1.26–1.75	D
1.00–1.25	D–
Below 1.00	F

888.949.0851 marzanoresources.com 301 MARZANO Resources

### Credits

Peak Academy		
.25	1/4	Pass/Fail Classes
.33	1/3	
.50	1/2	
MCSD (Montrose High School/Olathe High School) Transfer-In Credits		
.25	1/4	Pass/Fail Classes
.50	1/2	
Concurrent Enrollment Awarded by Semesters		
.5	1/2	
1.0	1	

### Other

W	Withdraw no Penalty
WF	Withdraw Fail
OL	Online Course
Pass/Fail	Not Included in GPA

U/W GPA	Unweighted GPA (Peak does not offer weighted courses)
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### **Class Rank**

Class rank is determined by the cumulative grade point average of all students within a grade level. The following values are assigned to trimester or semester grades in each course:

<b>Standard course value:</b> A = 4 B = 3 C = 2 D = 1 F = 0	<b>Advanced Placement course value:</b> A = 5 B = 4 C = 3 D = 1 F = 0
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### **HS Transcripts**

Transcripts are issued at the completion of each trimester. Please take a vested interest in your transcript, checking for accuracy and completeness.

### **Montrose County School District Graduation Requirements**

<b>Credit Area</b>	<b>Number of Credits Required</b>
English	4
Math	3
Science	3
Social Studies	3
Physical Education and Health	2
Fine Arts	0.5
Elective	9
Math Competency	Pass or Fail**
ELA Competency	Pass or Fail**
<b>Total</b>	<b>24.5</b>

15 hours of community service – to be performed during high school

Community service hours must be completed at a non-profit organization. Examples of non-profits include: schools, recreation districts, churches, libraries, animal shelters, food pantries, Salvation Army, etc. It is the student's responsibility to set up community service.

**\*\*Information about how to achieve the math and English competencies can be found on the [MCSD Graduation Guidelines](#) web site. Achieving specific scores on standardized tests such as the SAT, ASVAB, or WorkKeys, obtaining an industry certification, or completing a capstone project are pathways to meet these requirements.**

### **Transcript Revision Policy**

Only the school counselor with the permission of the school principal shall authorize a transcript revision. If a student believes there is an error in their transcript, the student should contact the counselor immediately for review. If an error has indeed occurred the counselor and principal will approve the revision together. An example of an error could be the grade posted was incorrect. In this example the counselor would consult with the teacher for confirmation.

### **Repeated Course Policy**

 **Peak-Course Repeat Policy/Form**

## **Prospective College Athlete Information**

### **Information for Prospective College Athletes On NCAA Clearinghouse Requirement**

Students who wish to participate in collegiate athletics at the Division I or II level are advised to apply for certification with the National Collegiate Athletic Association (NCAA) Eligibility Clearinghouse before the end of their junior year in high school. Students can access the application by clicking on the NCAA Eligibility link [www.ncaa.org/eligibility-center](http://www.ncaa.org/eligibility-center)

### **List of Peak Academy High School's NCAA Approved Core Courses -These courses noted in Course Catalog**

**\*\*Students need 16 core NCAA approved courses for eligibility.**

The NCAA Eligibility Clearinghouse has approved courses for use in establishing the certification status of student-athletes from Peak Academy High School. If you intend to participate in college athletics at the Division I or II level, please check with your counselor if you have any questions. Remember that Peak Academy graduation requirements are slightly different, and be sure you are planning to meet these requirements as well.

To access Peak Academy High School's List of Approved Core Courses:

- Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
- Click on "Enter Here" for Student Athletes, then "Resources" at the top of the window
- Click on "List of NCAA Courses"
- Enter our high school code of **060207** in the "CEEB/ACT Code" box and click "Submit"
- Click on the "All Subject Areas" box and click "Search"
- You now have the most up-to-date list of our Approved Core Courses in a scrollable list

Be aware that not all Peak Academy courses are approved by the NCAA Clearinghouse.

We strongly encourage student-athletes and their parents to consult the list of Approved Core Courses early in their academic planning to ensure that approved courses are selected in sufficient quantity to meet the eligibility requirements. For complete information go to [www.ncaa.org/eligibility-center.org](http://www.ncaa.org/eligibility-center), click on “Information and Resources for Prospective Student-Athletes”, click on “Guide for the College-Bound Student-Athlete,” which provides specific information on the eligibility process.

Eligibility Center Contact Information:

NCAA Eligibility Processing Center, Certification Processing, P.O. Box 7136, Indianapolis, IN 46207

877-262-1492 (toll-free)

### **Graduation Ceremony and Receipt of Diploma**

Students are not allowed to participate in the graduation ceremony if they have not met all Peak Virtual Academy graduation and residency requirements. Students receive their diploma upon completion of all graduation requirements. Any student wishing to graduate from Peak Virtual Academy must be in full-time attendance beginning August of their senior year unless prior approval is granted from administration.

Peak Academy hosts an annual graduation ceremony. Students in both programs will graduate together on **Friday, May 15, 2026 at 6:30 pm.**

**Cap and Gowns:** Students will buy their cap, and borrow their gown and stole. All borrowed items must be returned following the graduation ceremony that evening unless pre-arranged with the front office. If items are not returned, the family will be charged the replacement cost of the item(s).

Students who earn a certificate/cords from Colorado Mesa University or Technical College of the Rockies may wear their cords at Peak’s graduation ceremony.

**For the graduating class of 2026 student regalia will include:**

Seal of Biliteracy Medal

Seal of Climate Literacy

Industry Certification Cord

Significant Volunteer Hours-Minimum of 40 hours-Cord

Service on Student Council for 3+ Years-Cord

### **Work For Credit, Study Skills (SpEd), and Study Hall**

Work For Credit: Peak does offer work for credit. Students are required to have a job where they have completed a W-4 and receive an official pay statement. These are jobs where the company is paying taxes on behalf of the employee/student. Students need to be currently employed and keep the job for the entire trimester. Certain documentation is required to be completed weekly to remain in the course.

Note: A student can earn a total of 4 credits in the work/internship area (unless approved by administrator).

### Concurrent Enrollment

Concurrent enrollment is available with certain requirements. Information can be found here: <https://sites.google.com/mcsd.org/mcsd-instructional-services/concurrent-enrollment>

### Study Skills

Study Skills: Students who have an individualized education plan may work directly with their special education teacher to earn .5 credit/trimester on study skills related to their courses. These are pass/fail classes based on required attendance and participation and count towards their elective credits.

### Study Hall

Study Hall: Students may earn .25 credit/trimester for attending study hall and working on coursework. These are pass/fail classes based on required attendance and participation and count towards their elective credits. Seniors may have an opportunity to add a second study hall upon approval from the principal.

## HS Credits and Grade Promotion

Peak uses Edgenuity and Canvas as our main learning platforms for all secondary grade levels. All Peak classes are equal in terms of length, content, and rigor to those in a traditional school.

Credit is not awarded for courses in which a student earns an F. Credit is granted for courses in which the student earns an A, B, C or D. Students must earn a minimum of 6.5 credits/year (in high school) to graduate within 4 years.

Peak students who are diploma-seeking (full-time) may transfer in up to six (6) alternative credits on an official transcript/portfolio from a Peak approved/accredited program. Speak with your school counselor before beginning any transfer/alternative credits. Credits from Summer School, Home School, Foreign Exchange, or other correspondence programs must be prearranged and meet Peak criteria to be accepted. Specific classes required for graduation must be taken at Peak or within Montrose County School District and may NOT be transferred in once a student is full-time at Peak. Transfer/alternative credits will be Pass/Fail or No Credit and must be transferred in during the calendar year the course is completed. We do not offer academic classes during the summer and do not accept credit for camps and other activities.

If the student comes from out of state, homeschool or private school, assuming all required documentation is submitted, the student will be placed in an age appropriate grade level. If a parent would like their student placed in advanced classes, the parent must provide assessment documentation that the student is above grade level.

## Credit Recovery

Credit recovery, through summer school, may be an option for students who are credit deficient (are at least one year behind in any core subject) or who have failed a class. Using a “Pass” or “Fail” grading system, credit recovery allows students to demonstrate basic competency in core academic subjects. Peak is not a credit retrieval school and credit recovery is determined on an individual student basis. Students who want to be NCAA eligible cannot take credit recovery courses; they must repeat the course for credit. If your child needs to take credit recovery courses, please reach out to Black Canyon High School—a credit recovery school in Montrose County School District. If you are a current Peak student who has failed a course, please reach out to the school counselor.

## MTSS (Multi-Tiered Systems of Support)

Peak Academy supports students’ academic, behavioral and social emotional needs. We focus on the five components of MTSS: Team-Driven Shared Leadership, Data-Based Problem Solving and Decision Making, Family, School and Community Partnering, Layered Continuum of Supports and Evidence-Based Practices. If you are concerned about your child and would like more information, please contact your child’s teacher or reach out to the school counselor.

## High School Student-Led Clubs

Peak high school students may propose a new club by completing the attached proposal form. Students must have 10 other students interested in attending regularly before the proposal will be considered as well as a staff member who is willing to sponsor the group. Complete the form and turn it into the principal. This form must be completed annually. All Student-led clubs will follow board policy [Student Organizations-Open Forum File: JJA-2](#)

### Peak Student Organization Proposal

## Testing Requirements

- Maps/NWEA (District Diagnostic Test)- K-8
- DIBELS (Reading Diagnostic and Progress Monitoring) - K-3 and some 4th-5th grade students
- CMAS (State Required, Colorado Measures of Academic Success) Math 3rd-8th, English Language Arts (ELA) 3rd-8th, Science and Social Studies are on a sampling cycle determined each year by the state-typically 4th, 7th and 11th take Social Studies and 5th, 8th, 11th take Science
- PSAT/SAT (State Required) PSAT 9, PSAT 10, SAT for 11th/12th

**Required Assessments:** All students must take State Assessments in-person (CMAS, PSAT, SAT). All elementary students are required to also take all District assessments (DIBELS and MAPS testing) in-person and will be scheduled either on their already scheduled in-person days or will follow a schedule for online students to come in for testing. Required assessments will replace daily in-person direct instruction during the testing windows only where feasible.

## PBIS (Positive Behavior Intervention and Supports) at Peak Academy

**P-Be Punctual & Prepared**  
**E-Be Engaged**

## Accountability/Code of Conduct

### MCSD Selected Policies for Parent Review

**Peak Academy students have the responsibility to conduct themselves with the highest standards and integrity. Peak Academy provides a versatile learning environment to meet the needs of its learners while also holding students accountable to the highest levels of achievement. Academic honesty and appropriate behavior are expected at all times. The following are examples of acts that are considered dishonest or inappropriate:**

- Impersonating another person is strictly prohibited.
- Intentional Plagiarism-knowingly representing another's ideas, words, expressions, or data in writing or in a presentation without properly acknowledging/citing the source.(see more below)
- Unintentional Plagiarism-items/information in quotes copied word for word without citing the source, missing or inaccurate citation, items written in student's own words without citing the original source. (see more below)
- Cheating-intentionally using or attempting to use unauthorized material(s), assistance or study aids without expressed permission. Cheating includes copying another student's work and submitting it as your own. (see more below)
- Taking a quiz or exam/test for another person or them taking it for you.
- Submitting made-up data or "dummy" documents.
- Sharing usernames and passwords with anyone other than parents and Peak staff.
- Interfering with other users' ability to access Peak or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Publicly posting personal contact information (address and phone number).
- Inappropriate use of email, discussion forums, or synchronous chat rooms (Zoom, Google Meets or any other).
- Downloading, transmitting or posting material that is intended for personal gain or profit, non-Peak commercial activities, non-Peak product advertising, or political lobbying on a Peak owned instructional computing resource.
- Selling or purchasing any items or substances on any Peak device or using Montrose County School Internet.
- Uploading or posting any software on Peak instructional devices that are not specifically required and approved for student assignments.

### Inappropriate Behavior (Online and In-person)

Peak follows all MCSD policies in regards to the Student Code of Conduct.

Please refer to [MCSD Board Policies Home Page](#) for a complete list of policies.

Inappropriate behavior includes but is not limited to:



- Insults or attacks of any kind against another person.
- Displays of any inappropriate act on or off camera.
- Disobedience, non-compliance, and/or inappropriate behavior.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person as an example) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing “spam” mail, chain email, viruses, or other intentionally destructive content.
- Bullying [See MCSD Policy JICDE](#)
  - Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
  - Making knowingly false accusations of bullying behavior
- Bringing any form of weapon, including any size pocket knife, on campus.

If a student displays inappropriate behavior, there will be consequences. Consequences will depend on type and severity of behavior.

### Disciplinary Action Steps

Students are expected to follow all Peak and MCSD rules. If rules are broken, the following are the steps that will be taken.

**STEP 1:** Teachers will remind the student of the rule and give a prompt about behavior expectation. The student is expected to modify their behavior to fit rules/expectations.

**STEP 2:** Teacher will contact student’s parents/guardians about continuing behavior. The student is expected to modify behavior to fit rules/expectations.

**STEP 3:** Parent(s) and student will be required to meet at Peak with the Student Engagement and Programs Coordinator and/or Principal. A behavior remediation plan will be made.

### Non-School Related Items

- Toys, which includes, but not limited to: trading cards, like Pokemon or baseball, mini drones, hot wheels, or any other object that is non-school related, must not be brought to school at all-Peak is not responsible for lost/stolen items. If it is of value to you, don’t bring it.
- If your child wears shoes with pop-out wheels, like Heeleys, the wheels must be left inside the shoes at all times while on campus.

### Be Food Allergy Aware!

Peak Academy is committed to ensuring a safe and inclusive learning environment for everyone. Food allergies are life threatening. We will follow all guidelines set forth by the MCSD Food Allergy Committee. If you are wanting to bring food to share to school please check in with your teacher or our front office staff for current guidelines/policies.

## Plagiarism and Cheating

Plagiarism and cheating are not tolerated. Cheating is obtaining or attempting to obtain information by dishonest or deceptive means. Examples of cheating that will not be tolerated are listed below:

- Verbally or in writing giving another student answers on assignments, papers, quizzes, tests, or other academic activities.
- Using the Internet, books, other student's notes, or other sources to obtain information and answers while taking a quiz, test, or exam.
- Logging into someone else's Edgenuity, Canvas, Google, or other accounts.
- Students' manipulating teachers, parents, and other students to obtain answers.
- Submitting "dummy" assignments to show work has been completed when it has not

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are listed below:

- Copying, paraphrasing or summarizing another person's work without citing that source.
- Copying and pasting items from anywhere and using it as your answer
- Using screenshots on any type of assessment
- Using material, including photographs, from the internet or any other source and representing them as your own, *even if you have changed some of the words*.
- Having someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, Spark Notes etc.), critical sources, or reference materials in part or whole without acknowledging those sources.

**AI Use:** While AI tools may assist with learning, students must not rely on them to complete assignments dishonestly. AI-generated content should be used ethically and with teacher approval when applicable.

**Authenticity:** Work should reflect the student's own understanding and effort. Misuse of AI or plagiarism may result in a need to redo assignments or other consequences.

**\*\*Parents and students are encouraged to discuss responsible academic practices to support independent learning and critical thinking.**

**\*\*Peak Academy uses programs to verify student submissions are of their own work.**

### Consequences for Plagiarism and Cheating

**First offense at Peak** – The student will complete a conference with the teacher and the parent will be contacted. The student is required to redo the assignment.

**Second offense at Peak** – The student and parent will attend a conference with the administrator and the teacher. The student will be required to redo the assignment or a comparable assignment.

**Third offense at Peak** – Conference between administrator, student, and parent. 0 points for assignment. Additional consequences will be in effect.

## Student Cell Phone Use Policy

In general all students K12 may bring a cell phone to school. However, phones must be put away (backpack, coat, locker– while in class.) Students may check their phones between classes or on breaks like brain break and lunch. At the secondary level, students may use their phone to access their calculator with teacher permission. If a teacher finds that the phone is not being used for school purposes during class, the student may be asked to turn in their phone until the end of class. Teachers may ask for students to turn in their phone during exams and always for state testing like CMAS and SAT. If it becomes habitual or a problem in any way the phone will be turned into the principal's office and a parent meeting will be required.

## Earbuds/Headphones

Students may not wear earbuds or headphones during class unless given explicit permission by the teacher.

## Internet Safety Policies

Students must not reveal on the Internet personal information about themselves or other persons. For example, a student should not reveal his/her name, home address, telephone number, or display photographs of him/herself or others to persons outside of Peak. Students cannot agree to meet in person anyone they have met only on the Internet and who is not affiliated with Peak. First meetings with Peak affiliated students should be at school-sponsored events. Please review MCSD Policy-[Student Use of Internet and Electronic Communication](#).

## Fees

### **New Tech Fee Information**

Starting in the 2025–2026 school year, MCSD will be implementing a new standardized technology fee across the district.

#### **Key Details:**

Annual Tech Fee: \$15.00 per student

- Collected by the IT Department
- Please collect the Tech Fee the same way you always have
- Used for hardware maintenance and software costs
- This fee does not cover damage, loss, or theft of devices
- If a student qualifies for Free/ Reduced meals, this fee may be waived.

This change ensures that all students across the district are charged the same fee and that all schools benefit equally from the funds collected.

Additionally, a new [Parent/Guardian Permission Form for Student Technology Use](#) has been published and is now linked in the Online Registration system for the 25–26 school year.

This form outlines the new fee amount, acceptable use for devices, and fines for device damage (see below).

**Damage Fees:**

- First repairable incident: \$50
- If the device cannot be repaired: Full replacement cost
- Any additional damage (repairable or not): Full replacement cost

Certain field trips and clubs may also require a fee. You will be notified of fee when signing off on the field trip and/or club.

### **Student/Teacher Contact Time**

Hybrid teachers will have daily contact with students through a combination of in-class instruction, small groups, and tutoring.

**ONLINE ONLY facilitating teachers** will have daily synchronous office hours/help time and intervention hours using online video conferencing tools and make available in-person small group and tutoring times available as needed.

### **Online Classroom Safety**

Students are expected to show their full face without coverings, and post their legal first and last names while in online video conferencing classes (Zoom/Google Meets). Students must use their student email when accessing online video conferencing. We use these tools to keep students safe online. If a student tries to access an online classroom without a MCS D email account, using their full legal name and/or without facial video proving who they are, they will be denied access to the conference.

### **School Activities and Eligibility**

Throughout the school year, Peak will have field trips, activity days, dances, and other school-sponsored activities.

Students who choose to participate in school sponsored sports teams at other district schools MUST meet the eligibility guidelines for those schools and sports. Peak's Engagement Coordinator will turn in eligibility weekly.

### **Dress Code Policy**

We expect our students and parents to dress appropriately while in the building and at Peak as well as during attendance on any online streamed platforms and all school sponsored activities/events.

### **Visitors**

Parents or legal guardians are always welcome as visitors at any time but must check in at the main office. Due to limited space and to reduce classroom disruptions we will schedule classroom/building tours for families interested in learning more about Peak.

### **Complaint Response Procedure**

Peak Virtual Academy is dedicated to establishing student/family satisfaction. The following procedure is in place to ensure that designated employees address student/family grievances in a timely manner. Peak prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, sexual orientation, national origin, or religion.

The student and parent(s), custodian(s) or legal guardian(s), must address in writing any concern or grievance to the administrator. The administration shall respond within five (5) working days.

If the concern or grievance is not resolved by the administration, the parent(s), custodian(s) or legal guardian(s) may, within five (5) working days of the response, request in writing a meeting (via phone or in person) with the administration to discuss the concern or grievance. He/she shall investigate and respond within five (5) working days. If the concern is still not resolved after the previous steps, the family may go to the Superintendent for resolution.

#### **Montrose County School District Administration**

Dr. Carrie Stephenson, Superintendent

Dr. Jessica Kalb, Executive Director of Academic Services

Mr. James Pavlich, Executive Director of Operations