



# The Academy

11800 Lowell Boulevard, Westminster, CO 80031-5097 (Main Campus)  
12161 Park Centre Drive, Westminster, CO 80234-2782 (North Campus)  
Phone: 303-289-8088 Fax: 303-289-8087 Website: www.theacademyk12.org

“Pursuing Truth, Wisdom, Excellence”

**Mission Statement:** “The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.”

## THE ACADEMY

### Board of Directors

#### Executive Work Session

Monday, May 24, 2021

5:30 pm – 6:55 pm

Public business may be discussed during this session. No votes will be taken at this Executive Work Session.

### AGENDA

- Board Self-Evaluation – *Expectation: The board will begin their annual self-evaluation process by reviewing sections 1d, 1e, and 1f* 25 minutes
- Board Recruitment – *Expectation – The board will review applications for board seats opening up in August. Read applications and come prepared to discuss the your five candidates you would like to move ahead* 60 minutes

## THE ACADEMY Board of Directors

Board Meeting  
Monday, May 18, 2020, 7:00 pm

- I. Open Meeting
- II. Invocation and Pledge of Allegiance  
**Invocation Disclaimer:** *It is customary for The Board to open all meetings with an Invocation and Pledge of Allegiance. Anyone offended by this may leave the room during this time or may choose not to participate during this time, after which you may return.*
- III. Consent Agenda - *Expectation: Review previous minutes and identify areas where clarification or corrections are needed. Review current agenda and identify/ discuss any potential additional agenda items.*
  - a. Approve Agenda

Consent Agenda	
Moved By	
2 <sup>nd</sup> By	
Action	

Y/N/P/A	Name
	Drewlow, S
	Klenjoski, D
	Miller-Carlson, T.
	Sanchez, K
	Stock, M.
	Walsh, B.
	Weaver, G

- b. Approval of [April 26, 2021 Minutes](#)
  
- IV. Public Comment - *Expectation: Listen and consider any public comment. Board will discuss as any potential responses as a Board at a later time.*
  - The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes' total, ten minutes per topic, and 3 – 5 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.*
  
- V. [PTO Report](#) - *Expectation: Review any written or oral PTO report presented.*
  
- VI. Presentation/Discussion
  - a. [Secondary Dress Code Policy](#) (1<sup>st</sup> Read) – *Expectation: The high school principal along with a group of student representatives will present a proposed revision of the 7<sup>th</sup> – 12<sup>th</sup> grades dress code.*
  - b. End-of-Year Data Presentation – *Expectation: The board will clarify their expectations for end-of year data presentation during the June meeting*
  - c. Review of Strategic Plan – *Expectation: The CEO will present a final draft of the new 5-year strategic plan for board consideration.*
  - d. FY22 Budget – *Expectation: The COO will present an updated draft of the proposed budget for 21/22 for the board's consideration.*
  - e. Board Recruitment – *Expectation: The board will solidify an interview process for selecting new members and identify candidates to invite for interviews.*
  - f. Work Session Summary – *Expectation: Board members summarize actions/presentation from work session for inclusion in formal meeting minutes.*
  
- VII. Reports from Director, Principals, and Committees
  - a. Chief Officer's Reports – Typically discussed in Work Session-may overflow into meeting
    - i. [CEO Report](#) - *Expectation: Review CEO report and ask questions as needed.*
  - b. Committee Reports
    - i. [Finance & Operations](#)
    - ii. SACademic – no meeting this month
  
- VIII. Executive Summary – *Expectation: Review Policy, prepare questions (as needed). Goal is to approve policy this meeting.*
  - 1. Remote Learning Policies – *Expectation: The board will vote to approve a renewal of current remote learning policies to allow for a one-year extension of the remote option for the 2021-22 school year.*

Recommended Motion: Move to approve the [Attendance](#), [Instructional Time](#), and [School Calendar](#) Policies
  - 2. [FY 21-22 Student Fee Schedule](#) – *Expectation: The board will vote to approve a renewal of current student fees for the 2021-22 school year.*

Recommended Motion: Move to approve the FY 21-22 Student Fee Schedule

- 3. Adoption of Strategic Plan – *Expectation: The board will vote to adopt the new 5-year strategic plan.*

Recommended Motion: Move to approve the 5-year Strategic Plan

- IX. Board Meeting Self Scoring - – *Expectation: Board members discuss the meeting and provide feedback to the ICEO to improve the process and meeting efficiency moving forward.*

Scoring Rubric	
1	Unsatisfactory
2	Satisfactory, looking for significant improvement
3	Satisfactory, improving but still below expectations
4	Efficient meeting, meets expectations

- X. Executive Session: The Board may vote to recess into executive session pursuant to §24-6-402(3)(a)(II), C.R.S., and pursuant to §24-6-402(3)(b)(I) for personnel matters.
- XI. Reconvene
- XII. Action following Executive Session
- XIII. Adjourn Meeting



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**Mission Statement:** “The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character, and relationships.”

## THE ACADEMY Board of Directors Board Meeting Minutes Monday, April 26, 2021



### Board Members Present

Kevin Sanchez - Chairperson  
Tamela Miller-Carlson - Board Member  
Greg Weaver - Board Member  
Dan Klenjoski - Board Member  
Sarah Drewlow - Secretary  
Michael Stock - Board Member

### Also Present

Brent Reckman - Chief Executive Officer  
Mark Wilson - Chief Operations Officer

### ***Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd., Westminster, CO 80031 in Adams County on April 26, 2021.***

I. Open Meeting

A quorum being present, Mr. Sanchez called the meeting to order at 7:00 pm and gave the following disclaimer:

***Invocation Disclaimer:*** *It is customary for The Board to open all meetings with an Invocation and Pledge of Allegiance. Anyone offended by this may leave the room during this time or may choose not to participate during this time, after which you may return.*

II. Invocation and Pledge of Allegiance

Mr. Sanchez opened the meeting with an invocation and the Pledge of Allegiance.

III. Consent Agenda

Mrs. Drewlow moved to approve the agenda. This was seconded by Mr. Stock.

Discussion: None

Ayes: Drewlow, Klenjoski, Miller-Carlson, Sanchez, Stock, Weaver

Nays: None

***Motion Carried 6 – 0***

IV. Public Comment

No questions from the Public at this time.

V. PTO Report – No meeting this month

VI. Reports from Director, Principals, and Committees

a. Chief Officer’s Reports

Not a lot has changed from last month. The board did notice a very direct connection to community COVID rates and rates at the school.

b. Committee Reports

i. Finance & Operations – No questions from the board at this time.

ii. SACademic – The board discussed the possibility of the committee making recommendations for what we set the goal number for (SAT, STAR, etc.). The goal is being balanced by many factors (scores, culture, etc.), and we need to give adequate attention to everything. The board asked who comes up with the UIP. It is a state requirement, and CSI gives us guidelines as well as feedback. The UIP draft is due August 15. This will play a large part in what goals we put in there.

VII. Discussion/Presentations

1. Review Draft Strategic Plan – After reviewing the document, the board commented that it would like to highlight our traditions. The board would like a one page flyer or external-facing document, like an annual report or results summary, that would highlight the year’s work and included why you should attend The Academy.
2. Board Recruitment – The board confirmed which board members will be leaving their positions. We currently need to replace four open seats; two with our succession plan. Communication will go out next week for any applicants who are interest to join the board.
3. Work Session Summary – The board discussed the board self-evaluation, agenda for the Board Retreat, received an update for the Big Ask.

VIII. Executive Summary

IX. Board Meeting Self Scoring

Scoring Rubric	
1	Unsatisfactory
2	Satisfactory, looking for significant improvement
3	Satisfactory, improving but still below expectations
4	Efficient meeting, meets expectations

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X. Adjourn Meeting

Mr. Sanchez motioned to Adjourn. Mrs. Drewlow seconded. The meeting was adjourned at 8:34 pm via a verbal all aye vote.

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## The Academy of Charter Schools PTO Meeting Minutes May 11, 2021

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### Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Tuesday, March 2, 2021 at 5:31 p.m. by President Holly Wogoman.

### Attendees – via Zoom

Holly Wogoman- President  
Michelle Mena – Vice President  
Lisa Boyer – Treasurer  
Karianne Klenjoski – Secretary  
Maggie Steel – Teacher

### Approval of Minutes

Holly Wogoman made a motion to approve the meeting minutes for March 2021. Michelle Mena seconded the motion. The meeting minutes were approved unanimously.

### Officer's Reports — Treasurer

Please see attached Treasurer's report from Lisa Boyer.

### Unfinished Business – Marquee Update

Wogoman reported the new marquee has been ordered and is scheduled to be installed this fall. The project has been submitted to the City of Westminster and the fire code plan is in review.

### Bingo

Michelle Mena informed PTO board members that bingo is in need of additional callers for next year. In August, Wogoman will be sending out an email to all staff along with a lottery for clubs who wish to participate. Maggie Steel stated she would talk to high school staff so they are aware of this moneymaking opportunity for their classes and clubs.

### PTO Events

PTO will be hosting five events during the 2021-22 school year. Since the 5K event has seen a decline in attendance over the last several years, Wogoman suggested PTO host a back to school event with food trucks, an ice cream social and a movie. Additional activities will also be available. Information will be announced at the beginning of the school year.

### Staff Appreciation Week

Wogoman stated she would like PTO board members to take some time to think about staff appreciation options for next year. While most staff members were very appreciative of this year's weeklong celebration, there were frustrations shared regarding meal delivery time and the lack of food options due to dietary restrictions. Various community partnerships help minimize the out of pocket costs. PTO paid \$3,000 for one breakfast, two lunches and t-shirts for staff. Without these partnerships, the out of pocket expenses would have been over \$10,000.

### **Other – Wish List**

Earlier this year, PTO sent an all staff survey to gauge interest around school improvements at both campuses. PTO will review all suggestions and obtain quotes for projects that garnered the most interest and/or concern. PTO will meet to discuss options and vote on project priority in the weeks ahead.

### **Questions and Announcements**

PTO signed a contract with CertaPro Painters to paint the hallways and classrooms on the secondary side of the school over the summer months. Details will be sent to Sr. Administration this week in order to prepare the staff accordingly.

### **Adjournment**

Holly Wogoman adjourned the meeting at 6:28 p.m.

Respectfully submitted by:

Karianne Klenjoski, PTO Board Secretary

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## Chief Executive Officer (CEO) Board Report May 2021

“Pursuing Truth, Wisdom, Excellence”

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

### **Reopening Plan Update**

*Expectation: Updated Reopening Plan shared at August meeting. Discuss implementation to date.*

We have nearly made it through the 2021-22 school year with only one week left! Pre-K through 5<sup>th</sup> grade students have been back on a full-time, five-day per week schedule since the beginning of March. Sixth – twelfth grade students have been back on a four-day per week schedule since the end of March. We successfully held an in-person prom in late April, and will host an in-person graduation this weekend.

The Senior Admin Team has begun to outline plans for the 2021-22 school year. Five months between now and the start of the new school year leaves plenty of time for pandemic conditions to change. At this time, though, we expect to start the year in August with a full-time, in-person schedule for all grade levels. We are still moving forward with offering a full remote option in grades K-5 for a limited number of students with health concerns until a vaccine is widely available to children. With vaccine access opening up for children 12 years and older, we will not offer a full remote option for students in 6<sup>th</sup> grade and up. We expect to continue implementing public health protocols that complement in-person learning (masking, hand washing, daily symptom screening, cleaning practices, quarantining, etc.) and move away from protocols that make in-person learning logistically challenging (cohorting and social distancing). This will all be subject to shifting guidance from our local public health agency, and we will remain nimble if changes conditions require adjustments to our plans.

### **Health and Safety Update**

*Expectation: CEO will update on health and safety precautions in place as well as any concerns that have arisen to date.*

Case rates in Adams County have started to move gradually lower over the last month. We are between 300 and 350 cases every two weeks per 100,000 residents. Children have started to represent a growing percentage of new cases. Even though overall community numbers have gone down a bit, we have continued to manage an ongoing string of quarantines at all levels. Fortunately, staff members who are vaccinated have not had to quarantine when positive cases arise among students. This has helped us maintain consistency of operations much better than we were able to last fall.

### **Vision Development Update**

*Expectation: CEO will present a final proposed language for updated mission and vision statements.*

We have completed this work for the year. Final language is included in the full draft of the strategic plan included in this month’s board packet.

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## Chief Operations Officer Board Report May 2021

“Pursuing Truth, Wisdom, Excellence”

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### **FINANCE COMMITTEE AGENDA & REVIEW**

**Members Present:** *Greg Weaver, Tamela Miller-Carlson, Irina Szafranski, Melissa Dedrick, Andrea Foust, Mark Wilson.*

#### **Introduction (5 minutes)**

*Expectation: Review agenda/goals and update any relevant resources for the committee in the past month. Confirm committee positions ahead of 21/22 year.*

Both Shawn and Irina are confirmed as members of the committee next year, with Melissa considering her position (to be decided by the end of June). There will be one Board member added to the committee next year, possibly an additional parent dependent on Melissa’s response, and an administrator if there is interest on the staff side.

#### **Financial Report Review (30 minutes)**

*Expectation: Financial report sent out in advance. Review and discuss current position in relation to 20/21 budget including EOY projections and 21/22 budget forecasting and approval.*

We have experienced another steady month with minimal transactions that fall out of the usual scope. The majority of our work has been focused towards next year’s budget and EOY projections (see section below). Items to note in April are:

- Increase in Pupil Activity revenue
- Bulk of fundraising donations added
- Slight increase in Purchased Services and Athletic Stipend costs.
- Budget process moving forward as planned:

Acct	Account Description	Apr	FY 2021 YTD	FY 2021 Budget	FY2021 Est. EOY	Variance	YTD % of EXP EOY
<b>Revenue</b>							
1500	Earnings on Investments	\$304.84	\$2,175.14	\$2,000.00	\$2,925.14	\$925.14	74.4%
1600	Food Services	\$382.79	\$33,521.01	\$40,000.00	\$33,721.01	-\$6,278.99	99.4%
1700	Pupil Activities	\$31,545.65	\$202,089.50	\$400,000.00	\$232,089.50	-\$167,910.50	87.1%
1800	Community Services Activities	\$59,499.88	\$339,859.07	\$370,000.00	\$424,859.07	\$54,859.07	80.0%
1900	Other Local Sources	\$55,755.01	\$348,111.12	\$497,250.00	\$409,221.12	-\$88,028.88	85.1%
3000	Revenue from State Sources	\$47,663.85	\$462,761.70	\$552,789.10	\$605,753.25	\$52,964.15	76.4%
3100	Categorical Revenue	\$0.00	\$295,976.29	\$242,926.85	\$295,976.29	\$53,049.44	100.0%
3200	Adjustments to Categorical Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
3900	Other Revenue From State Sources	\$95,693.38	\$1,949,688.39	\$2,203,338.14	\$2,525,149.42	\$321,811.28	77.2%
5200	Interfund Transfers	\$0.00	\$6,818.85	\$0.00	\$6,818.85	\$6,818.85	100.0%
5600	Direct Allocations	\$1,227,522.65	\$11,996,835.54	\$14,389,891.48	\$14,623,880.86	\$233,989.38	82.0%
11	<b>Total Revenue</b>	<b>\$1,518,368.05</b>	<b>\$15,637,836.61</b>	<b>\$18,698,195.57</b>	<b>\$19,160,394.51</b>	<b>\$462,198.94</b>	<b>81.6%</b>
<b>Expenditure Summary</b>							
		Apr	FY 2021 YTD	FY 2021 Budget	FY2021 Expected End of Year	Variance	YTD % of EXP EOY
0100	Total Salaries	\$747,998.47	\$6,545,114.64	\$9,289,042.10	\$8,888,432.91	-\$400,609.19	73.6%
0200	Total Benefits	\$113,777.71	\$2,343,992.69	\$3,669,090.95	\$2,904,510.37	-\$764,580.58	80.7%
0300-0500	Total Purchased Svcs	\$374,782.09	\$2,760,767.23	\$3,626,299.92	\$3,337,696.59	-\$288,603.33	82.7%
0600	Total Supplies	\$96,440.93	\$1,152,711.79	\$1,566,749.60	\$1,376,012.54	-\$190,737.06	83.8%
0700	Total Property	\$0.00	\$145,105.53	\$60,000.00	\$214,605.53	\$154,605.53	67.6%
0800	Total Fees/Pupil Activities	\$23,274.08	\$217,444.33	\$463,680.00	\$295,004.33	-\$168,675.67	73.7%
0900	Total Other Uses	\$0.00	\$23,333.00	\$23,333.00	\$23,333.00	\$0.00	100.0%
	<b>Total Expenditures</b>	<b>\$1,356,273.28</b>	<b>\$13,188,469.21</b>	<b>\$18,698,195.57</b>	<b>\$17,039,595.27</b>	<b>-\$1,658,600.30</b>	<b>77.4%</b>
	<b>Total Expenditures</b>	<b>\$1,356,273.28</b>	<b>\$13,188,469.21</b>	<b>\$18,698,195.57</b>	<b>\$17,039,595.27</b>	<b>-\$1,658,600.30</b>	
	Salary Accrual Adj.		\$714,166.67				
	Beg. Fund Balance Use						
	<b>Net Profit (loss)</b>	<b>\$162,094.77</b>	<b>\$1,735,200.73</b>	<b>\$0.00</b>	<b>\$2,120,799.24</b>	<b>\$2,120,799.24</b>	
	<b>Beginning Fund Balance</b>			<b>\$2,486,635.94</b>	<b>\$2,486,635.94</b>		
	<b>Est. Ending Fund Balance</b>			<b>\$2,486,635.94</b>	<b>\$4,607,435.18</b>		

- Budget request process complete with minimal changes expected before EOY
- As the legislative session closes, we have moved to a 9% increase scenario, relative to current recommendations
- Included in next year's budget is a 1.5K minimum raise for teaching staff and 2.5% for support.
- ESSER II reimbursement and ESSER III allocation still outstanding

20/21 EOY Projections are as follows:

**EXPENDITURES:**

Salaries & Benefits [-1.16M]

- Extra duty, Aftercare, Substitutes, Athletic stipends, unfilled teaching positions e.g. MFL, SpEd para., Health rebate, budgeted 3% increase; adjusted plan in Jan, budgeted benefits & PERA for every position

Purchased Services 0300-0500 [-288K]

- Athletic (external) coaches, bank fee transactions, SpEd services, monitoring and follow-up of budgets, CCC contract during shutdown, maintenance contractor, student transportation, athletic rentals, CSI admin rebate, athletics travel, referee costs, FRCC surplus (\$2)

Supplies [-190K]

- IT supplies down (federal request to 0700), Gen. Admin supplies reduced (strongly monitored), 'In Support Of'

Property [+154K]

- Federal requirement; IT supplies movement (see above)

Pupil Activities [-168K]

- Grades and Sports not spending

*Current Expenditure Projection: **-\$1.65M (8.8% of budget)***

**REVENUE:**

Pupil Activities [-167K]

- Will monitor clubs until EOY

Community Services [+54K]

- Aftercare increasing, Pre-K revenue increasing

Other Rev. Local Sources [-88K]

- Fundraising overestimation

Rev. State Sources [+53K]

- CCRG grant (Aftercare)

Categorical Revenue [+53K]

- Additional ECEA granted from CSI

Other Rev. State Sources [+321K]

- Food Services (free family support)

Direct Allocations [+233K]

- Supplemental increase, CSI At-risk reimbursement (50% TBC)

*Current Revenue Projection: **+\$462K (2.47% of budget)***

Proposed 21/22 budget:

		Fiscal Year 2021-22	
		Adopted Budget	Estimated Actuals for Fiscal Year End
<b>Funded Pupil Count</b>		1,845	
<b>BEGINNING FUND BALANCE (3)</b>		4,607,434.92	
<b>REVENUES</b>			
	Local Sources	2,080,470.00	
	State Sources	17,371,942.97	
	Federal Sources	1,268,421.48	
	Other Sources	0.00	
<b>Total Revenues</b>		20,720,834.45	0
<b>Total Available Resources</b>		25,328,269.37	0
<b>EXPENDITURES</b>			
	Salaries	9,740,825.43	
	Benefits	3,872,317.02	
	Purchased Services	4,656,010.54	
	Supplies	1,708,561.46	
	Property	0.00	
	Other	643,120.00	
<b>Total Expenditures</b>		20,620,834.45	0
<b>OTHER RESOURCES:</b>			
	Transfers to Other Funds		
	Other Financing Sources	0.00	
<b>Total Other Resources</b>		0.00	0
<b>Total Current Year</b>		20,620,834.45	0
<b>RESERVES DESIGNATED</b>			
<b>TABOR 3% Emergency Reserve (4)</b>		541,746.08	
<b>Assigned SPED Reserve</b>		90,000.00	
<b>Unreserved Fund Balance (5)</b>		4,075,688.84	
<b>ENDING FUND BALANCE</b>		4,707,434.92	\$0

- 9% PPR increase, 1845 enrollment
- Currently ESSER II included (may be added to balance in 20/21)
- Awaiting ESSER III allocation to go into 21/22 budget
- Enrollment & ESSER remain two outstanding swing factors

**Legislative Updates (10 minutes)**

Expectation: COO to update committee on status of legislative session and potential impacts.

- Proposed budget largely returns spending to pre-COVID levels.
- Report from CSI projects our PPR rate to be \$8,691 (9% increase)

- Should be set to solidify in School Finance Act in the near future.
- Awaiting ESSER II approval. ESSER III CSI application, Mid-May.

### **Fundraising Outline (5 minutes)**

*Expectation: COO to inform committee of fundraising updates and current status.*

- Facebook: 5611 'reached', 392 'engagements' – for every 14.3 people seeing a post, 1 person engaged.
- Business donations: \$31,898.22 through 15 donations = \$2,126.55 average
- Member donations: \$36,170.97 through 167 donations = \$216.59 average
- Total: \$68,988.03 donated [**\$68,069.19 cleared**]

### **Strategic Planning 21/22 (10 minutes)**

*Expectation: COO to outline potential strategic planning goals for 21/22. Gain input, feedback, and discuss.*

Proposed Strategic Goals and Key Performance Indicators were shared and discussed for both Finance and Operational areas. To be confirmed and finalized in upcoming Board work with CEO.

### **Self-Evaluation (5 minutes)**

*Expectation: Finance Committee members discuss the meeting and provide feedback to COO to improve the processes and meeting efficiency moving forward.*

Rated at 4: 'Efficient meeting, meets expectations'

**Final Meeting of the 20/21 Year**

## **OPERATIONS UPDATE & REVIEW**

### **Operations Updates**

*Finance:* See Finance Committee notes above.

*Facilities:* Summer projects being finalized including painting rotation we are reintroducing as well as noting long-term improvements that have been requested on the athletic side.

*HR:* No significant updates. Focus on EOY evals and playbooks.

*Technology:* Integrating new internet company over summer, so site reviews and some infrastructure work will take place. No problems anticipated in making this move. Finalizing plans for Chromebook usage and agreements before students leave for summer.

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## The Academy Secondary Dress Code Policy

*Pursuing Truth, Wisdom, Excellence*

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

### Philosophy

The Dress Code creates opportunities for individual expression given that students follow some basic universal requirements. It creates an environment where everyone can feel comfortable by disallowing hateful or intolerant dress and removing unnecessary and potentially harmful enforcement. Students will be prepared to enter into the broader world with an understanding and acceptance of different people.

### Our Values

- The dress code is enforced consistently, and in a way that does not contribute to the marginalization of students.
- Staff and other students manage their own views without disturbing another person's self-expression.
- The dress code is clear so that it is not interpreted differently between various staff members or students.
- Students are able to wear clothing that they are comfortable with, and matches their self-expression as long as it meets the basic requirements.

### Students Must Wear

There are some pieces of clothing that are required for the student body.

- Shirts, bottoms, and shoes are a requirement.
- Private areas of the body must be covered with opaque fabric.
- Buttocks must be fully covered.
- Undergarments must be covered with exceptions of bra straps and waistbands.
- Facial features including the eyes, nose, mouth, and surrounding area must always be visible and displayed in a way that does not make a student unidentifiable.
- Shirts that have fabric in the front going down to at least the top of the belly button, back, and connect under the arms.
- Shoes of any variety. There may be cases where shoes can be removed for a specific activity, but they must be put back on as soon as the activity is done.
- Certain classes and activities may require specific attire.

### Students May Wear

We find it important that some items are specifically allowed. This list is not exhaustive and as long as students comply with the "Students Must Wear" section, their attire is acceptable.

- Shirts including spaghetti straps, strapless tops, tank tops, halter tops, and muscle shirts that meet the basic requirements.
- Bottoms including holes in jeans and opaque leggings.

- Religious or cultural headwear and accessories are accepted.
- Makeup, tattoos, dyed hair.
- Earrings, nose rings, navel rings, and any other jewelry or piercings.
- Bandanas, bows, or other hair accessories.

### **Students Cannot Wear**

- Clothing featuring hate speech targeting race, ethnicity, gender, sexual orientation, religious affiliation, health conditions, or other protected groups.
- Violent images or language.
- Attire containing profanity.
- Items that clearly promote any illegal activity.
- Items that promote the use of drugs or alcohol.
- Attire that is pornographic or contains nudity.
- Hats, hoodies with hoods up, or beanies with exceptions for religious, cultural, or medical reasons.

### **Enforcement**

#### **Enforcement Rules**

- During enforcement, students are not shamed for their attire. Shaming can look like:
  - Asking students to account for their attire in front of others.
  - Accusing students of being distracting.
  - Measuring the length of straps, bottoms, or skirts.
  - Hand motions such as waving or pointing at a student's body.
  - Joking about a student's appearance.
- Staff may only enforce the dress code as it is written. This ensures consistent enforcement.
- The dress code will be addressed in a private manner.
- If students are not able to correct the dress code infraction with their own clothing, they may be issued clean Academy shirts, jackets or hoodies to cover but not replace their current clothing.
- Discrimination towards diverse bodies, genders, races, cultures, LGBTQ+ individuals, and health conditions, etc. will not be tolerated.
- School staff will use inclusive and positive language to explain the issue.
- Missed instructional time will be taken into consideration when addressing dress code.
- School staff consider a student's privacy when disclosing the specific dress code violation to their parent or guardian.

#### **Resolution Process**

- Enforcement will not escalate beyond a conversation matching the rules in the enforcement section.
- If a student continuously wears the same items they have had a conversation with staff about across multiple different calendar days, it can be considered defiance.

- If a student is wearing hate symbols, violent or threatening language, or other attire that makes or has the possibility to make students feel threatened or unsafe, disciplinary actions regarding their attire will follow our standard behavioral and disciplinary steps as a school.

### **Approaching Enforcement**

Positive reinforcement is the priority. When discussing a student's dress with them, there is a possibility that staff can harm a person's self-image. Staff can approach students regarding their dress in positive ways that prevent this. When staff approaches a dress code violation regarding a student, there is a difference between the intent and the impact due to specific actions or words used. Although a staff member may have good intentions, the way they choose to address the issue can have drastic effects on the student's perception. It is important to counteract this by using considerate words and body language. This can be accomplished by:

- Staff's ultimate goal when addressing the dress code is to support the student and work with them to resolve the issue, not to criminalize or diminish them.
- When possible, and at teacher discretion, a staff member that the student trusts and has a good relationship with should address the dress code. Teachers could consult the "Trusted Adult" list to find their trusted adult.
- Starting the conversation in a positive manner outside of class in a supportive tone.
- Sentence starters that teachers could use to make students comfortable include:
  - "I like the look you're going for, there is just one issue."
  - "Do you have a sweater in your locker that you could add to your outfit?"
  - "I understand that you feel comfortable in this clothing, but it might be better to wear it outside of school."
- Trying to see the situation from the student's perspective during the conversation to ease tension and make them feel comfortable.

### **Complaint Resolutions**

If a student has an issue with enforcement of their dress, it can be addressed in one of the following ways:

- Counseling department
- Trusted adult
- Self-Advocacy

### **Class/Activity Specific Dress Requirements**

Some classes or activities may have specific requirements beyond this dress code, such as for P.E. classes, sporting events, performing arts concerts, or during labs in science classes. These often function as safety requirements and are therefore needed. When special requirements are enforced, staff must still follow the enforcement section of this dress code. Special class/activity requirements must still meet the basic requirements and the dress code "must wear" sections. Any general requirements that are made must be universal and not affect people of different genders, ethnicity, or body type differently.

If a particular set of outfits are required, and there are different styles that are based on gender, students will be able to pick whichever option so long as it does not conflict with their role in the activity. Staff need to be flexible and work with students to make a particular attire correspond with a



person's cultural or religious observances.

All other Academy Board policies will remain in full force. All discrepancies between this policy and others shall be brought to the attention and resolved by the CEO, or designee.

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**POLICY HISTORY**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

LEGAL REF.:

[RETURN TO AGENDA](#)



# The Academy Attendance Policy

*Pursuing Truth, Wisdom, Excellence*

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

The Academy values the time spent in the classroom engaging in learning experiences. In order to fully benefit classroom instruction, regular attendance is critical to a full and complete educational experience. Any absence impairs the students' ability to fully learn the content presented in the classroom.

## **Parent/Guardian Notification of Absences**

Parents/guardians must notify the Attendance Office if their student will be absent for any reason within 24 hours of the absence. Please call 303-289-8088 for a 24-hour answering machine to notify the office. You may also request homework to be collected for parent pickup at the end of the school day (please request by 9:00am to allow time to notify teachers and gather work).

The Attendance Clerk takes many steps to notify parents of absences. The most common form is an automated message. We encourage parents to use their cell phones (if possible) as the primary contact number for these automated messages.

A letter may be sent via mail if a student has multiple absences so administration may assist parents and their student in creating a plan for attendance and any makeup work completion.

## **Exempt Absences**

- Suspensions (in school or out of school)
- School activity (field trip, athletic participation, etc.)
- Court mandated appointments or appearances

## **Excused Absences (with proper documentation)**

- A student who is temporarily ill or injured (including medical appointments)
- A student whose absence is approved by the administration
- A student who is absent for an extended period due to physical, mental, or emotional disability

## **Unexcused Absences**

- Any absences not listed above in the Exempt or Excused absences categories
- Unexcused absences may be dealt with as a disciplinary issue

## **Excessive Absences & High School/No Credit Status**

Students may have no more than 9 (nine) absences in any class period, excused or unexcused. Ten or more absences from a class will result in a student being placed on a No Credit Status for

the class. The student will still be expected to attend class and complete regular assignments. The student will not receive credit for the class unless successfully completing the appeals process outlined below.

Students with ten or more absences in a class may appeal for their grade and credit for the class. Students with a failing grade may appeal to receive a No Grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and consider quality of work completed during the semester, number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

If a student passed the class:

- A successful appeal will result in the student receiving the credit and grade earned in the class
- An unsuccessful appeal will result in the student receiving an NG and will not receive credit for the class

If a student failed the class:

- A successful appeal will result in the grade being changed from an F to an NG and will not reflect in the GPA
- An unsuccessful appeal will result in the grade remaining as an F and calculating in the GPA

Students choosing to not appeal their No Credit Status will be treated as if the appeal were denied.

### **Elementary & Junior High Retention Status**

Students may have no more than 9 (nine) absences in an attendance period in the day, excused or unexcused.

Ten or more absences will result in the student being placed on an attendance contract and on Retention Status. The student will still be expected to attend and complete all assignments. The student will not be able to promote to the next grade level class unless successfully completing the appeals process outlined below.

Students with ten or more absences may appeal for their promotion to the next grade. Successful written appeals will consider documented extenuating circumstances for excessive absences. Extenuating circumstances include, but are not limited to, hospitalization, a death in the family, a family emergency, or a serious family illness. An administrative review process will consider the written appeal for credit and consider quality of work completed during the

semester, number of total absences and tardies, teacher recommendation, and documentation explaining extenuating circumstances that affected attendance. The decision of the administrative review is considered final.

Students choosing to not appeal their Retention Status will be treated as if the appeal were denied and will be retained in the grade level.

### **Habitually Truant Students**

According to the Colorado School Attendance Law of 1963, students will be considered habitually truant when they have reached four unexcused absences in one month or ten unexcused absences in one school year. For the purpose of this provision, four individual unexcused instructional periods will equal one unexcused school day.

Habitually truant students will be referred to the 17<sup>th</sup> Judicial District Juvenile Court to enforce compulsory attendance under the same state law (C.R.S. 22-33-101, et. seq.).

### **The Academy's 2021-22 Learning Plan**

In response to COVID -19, for the 2021-22 academic year, The Academy will offer some flexibility in determining student attendance while still ensuring that students complete a minimum of 900 hours per year for students in kindergarten, 990 hours per year for students in grades 1-5, and 1,080 hours per year for students in grades 6-12. Attendance is expected to be recorded by the parent daily and is verified by teachers to ensure the school is properly calculating and adequately monitoring that students complete the statutory minimum number of hours of planned teacher-pupil contact during the school year.

For students in grades K-5, these hours are accumulated through a variety of methods including:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation;
- Completion of assignments provided through external sites with access and login only available through direct links;
- Completion of offline work documented by parent;
- Attendance at a synchronous live session;
- In-person testing such as CMAS, PARCC, CoAlt, or other required state exams;
- Online assessments accessed through students' accounts; and/or
- In-person attendance in which attendance is taken by the teacher on-site.

For students in grades 6-12, attendance is monitored daily. Synchronous class attendance is monitored by each teacher and also logged into reports. The school calculates attendance in the following way:

- Attending 5+ hours daily in their online course curriculum;
- Course progress in curricular assessments; and/or

- Attending live class sessions for each course as per the schedule.

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**POLICY HISTORY**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_



# The Academy Instructional Time Policy

*Pursuing Truth, Wisdom, Excellence*

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a teacher, including:

- Classroom instruction time
- Individual student work time while at school, including study hall and library research
- School-related field trips
- Independent study
- Assemblies

For in-person instruction, calculations for contact time may include passing periods between classes. Time calculated as "actively engaged in the educational process" shall not include:

- Lunch
- Teacher preparation time
- Passing between lunch and a class

For the 2021-22 school year, in response to COVID-19 and the flexibilities made available by the state, the Board expands its definition of "educational process" to include:

- Instruction delivered electronically
- Independent, remote work time for students that is directed and monitored by educators

For remote instruction, calculations for contact time may be based off of the academic content covered, student demonstrations of learning, estimated times for students to complete independent work, and/or other methods identified by the school to compare in-person learning to remote learning. Additional information about how teacher-pupil instruction will occur during remote learning days as well as a bell schedule equivalency statements is outlined below and shall be further detailed in The Academy's 2021-22 Learning Plan.

## **Kindergarten – 5<sup>th</sup> Grade**

### *Instructional Time*

The Academy defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a teacher, including: classroom instruction time, individual student work time while at school (including study hall and library research), school-related field trips, independent study, assemblies, instruction delivered electronically, independent remote work time for students that is directed and monitored by educators, and other school-organized learning activities.

### *Teacher-Pupil Instruction for Remote Learning*

Remote instruction will be delivered through Google Classroom, Freckle, Envision, Wonders, Lexia, Accelerated Reader, and Google Meets. Students will engage in synchronous learning through Google Meets two times per day Monday through Thursday for math, literacy, social

studies, and science instruction. Students will engage in asynchronous learning through Envision, Wonders, Lexia, Accelerated Reader, and Freckle five days per week. Remote learners will receive Specials instruction on a weekly basis via prerecorded videos, an online menu of activities, and the Google Classroom.

### *Bell Schedule Equivalent*

The Academy follows a semester calendar structure. For each semester into which the student is scheduled as of the pupil enrollment count date, the equivalent teacher-pupil instruction and contact time is 25 hours per week for students in kindergarten and 27.5 hours per week for students in grades 1-5. During remote learning, kindergarten students will engage in the remote equivalent of 5 hours per day of on-site teacher-pupil instruction and students in first through fifth grade will engage in the remote equivalent of 5.5 hours per day of on-site teacher-pupil instruction.

### *Attendance*

For students participating in the hybrid in-person learning model:

- Attendance on in-person days will be taken each morning and recorded in PowerSchool.
- Attendance for remote learning days will be based on completion of independent practice assigned through Google Classroom, parent documentation of completed work, and completion of lessons assigned through external online programs. This will be recorded in PowerSchool each Friday by 3:30pm.

For students participating in the full remote learning model:

- Attendance will be based on participation in synchronous live video sessions, completion of independent practice assigned through Google Classroom, parent documentation of completed work, and completion of lessons assigned through external online programs.
- Attendance will be recorded in PowerSchool at the end of each instructional day.

### *Grading*

In core subject areas (math, literacy, social studies, science), grades will be taken through summative assessments. Summative assessments may include but are not limited to: unit tests, independent classwork, and quizzes. Grade level teams will collaboratively decide on common summative assessments to grade. Assessments will be given without accommodations/modifications except for students who have learning plans (i.e., 504, IEP, ELL). Zeros for missing or late assignments will not be included in grades for achievement. These assignments will be marked as incomplete with the expectation that the teacher will make arrangements for the student to make up the work or repeat the learning experiences missed. Assessments will be allowed to be redone at the teacher's request only. A minimum of one grade per subject per student will be recorded quarterly. General core classes will use a percent, A-F scale. Specials classes will issue Pass/Fail Grades for assignment/activity completion throughout a quarter.

## **6<sup>th</sup> – 12<sup>th</sup> Grade**

### *Instructional Time*

The Academy defines “actively engaged in the educational process” as time when students are working toward achieving educational objectives under the supervision of a teacher, including: classroom instruction time, individual student work time while at school (including study hall and library research), school-related field trips, independent study, assemblies, instruction delivered electronically, independent remote work time for students that is directed and monitored by educators, and other school-organized learning activities.

### *Teacher-Pupil Instruction for Remote Learning*

Remote instruction will be delivered through Google Classroom (6-12), Google Meets (6-8), and Zoom (9-12). All pertinent instructional materials, daily lessons, and assignments will be posted to the Google Classroom for use by remote students. Remote students will also use this platform to submit their completed work. All remote students will have access to teacher-delivered lessons via a synchronous video stream. During synchronous lessons, remote students will be able to interact with their teachers via online chat to ask questions, respond to prompts, and receive feedback. The video from all synchronous lessons will also be saved and posted to the Google Classroom for students to view asynchronously when they are unable to attend in real time.

### *Bell Schedule Equivalent*

The Academy follows a semester calendar structure. For each semester-long course into which a student is scheduled as of enrollment pupil count date, the equivalent teacher-pupil instruction and contact time is 55 minutes a day (on average) per course. Secondary students will be expected to “attend” synchronous or asynchronous classes aligned to that same time duration regardless of their delivery method (in-person, hybrid, or full remote learning).

### *Attendance*

Students in grades 6-12 will attend the majority of their classes synchronously whether they are in their assigned cohort classrooms or have selected full remote learning. To provide some flexibility for both teachers and families, lessons will always be available asynchronously as well. At certain times throughout the week, asynchronous coursework will be assigned in lieu of attending a live-streamed session. Due to this variance in structures throughout the week, teachers in grades 6-12 may take daily attendance through three possible methods:

- Beginning of class “roll call” method, taking into account both students live in class and those attending class via live-stream (morning and afternoon for 6-8, at the beginning of each class for 9-12).
- Submission of a short task or exit ticket following the completion of the assigned classwork.
- In the event that a student is unable to attend in “real time” due to technological difficulties or other barriers, parent documentation of completed assignments.

Teachers are expected to take attendance in PowerSchool for all their classes no earlier than 3:00pm and no later than 4:00pm each day. Students submitting work after 4pm and prior to



midnight (11:59pm) of the same day will be initially marked absent that day but have their attendance rectified within one week.

*Grading*

Grades will be recorded following each level's individual grading policy as would apply in a typical year. Grades are recorded in PowerSchool with the basic expectation of at least one grade recorded per week per student. Grading is expected to remain consistent regardless of the type of schedule chosen by the family or the type of course (core subjects versus electives). Late work, retakes, absent work, and all other subheadings of the grading policies will remain the same.

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**POLICY HISTORY**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_



# The Academy School Calendar Policy

*Pursuing Truth, Wisdom, Excellence*

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

It is the expectation of the Board that each Spring the Chief Executive Officer will annually develop a calendar for final adoption for the upcoming school year.

The school calendar should be no less than 160 days as specified in state law unless annually requested by the school and approved by the state.

The school calendar shall include the dates for all professional development programs scheduled for the coming school year.

A copy of the calendar shall be available to all parents/guardians of students enrolled in The Academy.

Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice. Each time a calendar is amended, an updated copy shall be submitted to CSI.

For the 2021-22 academic year, student contact days may include remote learning days as implemented as a result of public health and safety measures.

If school is closed due to emergencies, which results in student-teacher contact time being reduced below the minimum hours/minutes allowed by state law and provided for in the calendar, the Chief Executive Officer shall adjust the calendar to make up for the lost time. Notification by email shall be made to Charter School Institute on the dates that the school closed and the planned make up dates.

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## **POLICY HISTORY**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_



## 2021-2022 Student Fees Schedule

*Pursuing Truth, Wisdom, Excellence*

**Mission Statement:** The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

### Background

Participation in courses, activities and acquisition of miscellaneous items may be either required or elective depending on individual student choice and academic pathway towards graduation. Fees related to courses, activities and miscellaneous items are required when a student's choice is elective or there are no additional options available for completion of a graduation requirement.

### Fee Schedule

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with individual school/class for their fee schedule.

The school shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed of the fee schedule and how to apply for a waiver of fees if applicable. Students qualifying for a fee waiver will receive it without embarrassment or public exposure of their need.

*ALL students will be charged the following fees for expendable supplies and materials. Fees for expendable supplies and materials shall be used for the actual cost of providing materials to the student. **These fees shall be waived for those students and families who have been approved for "Free or Reduced" lunch.** Applications for Free and Reduced lunch are available on our website under "[ApplyforLunch.com](http://ApplyforLunch.com)"*

STUDENT FEES	FEES	
Mandatory Fees - Grades K - 6	\$120.00	Consumables, Technology, Science
Mandatory Fees - Grades 7 - 8	\$120.00	Consumables, Technology, Science, PE
Mandatory Fees - Grades 9 - 12	\$75.00 +	
	course fees	Consumables, Technology
Mandatory Fees - Grades 5	\$5.00	Planner
	\$15.00	Music
<b>MANDATORY COURSE FEES Grades 9 - 12</b>	<b>FEES</b>	<b>PER CLASS/YEAR/APPLIED OCTOBER AND JANUARY</b>
Art - Ceramics/Mixed/Drawing/Painting	\$25.00	Consumables/Materials
Computer Science Classes	\$25.00	Consumables/Materials
Music (Choir, Band, Orchestra, Guitar)	\$25.00	Consumables/Materials
Physical Education	\$10.00	Equipment
Science	\$25.00	Consumables/Materials/Labs
World Language	\$10.00	Consumables/Materials

**MISCELLANEOUS**

Photo ID Replacement	\$5.00	Lost/Stolen Replacement
Optional School Planner	\$5.00	Highly recommended for 9 <sup>th</sup> grade
Planners Replacement	\$5.00	Lost/Stolen Replacement
Lockers	\$5.00	Maintenance
Outdoor Ed (6 <sup>th</sup> Grade ONLY)	\$250.00	per Student
Outdoor Ed Chaperone	\$150.00	per Chaperone
Luau (6 <sup>th</sup> Grade ONLY)	\$20.00	
Courage Retreat (7 <sup>th</sup> Grade ONLY)	\$30.00	
8 <sup>th</sup> Grade Banquet	\$30.00	
Graduation (Seniors)	\$40.00	
Class Fee	\$20.00	Carried forward each year to fund various class activities
Field Trips*	Amount Varies by grade	
Volunteer Hours	\$10.00	36 hour expectation per family

**\*Failure to pay may result in your student not being able to participate.**

**Athletics**

- Junior High \$90.00\*  
\*same individual/per sport - first and second sport only/third sport is free
- High School \$115.00\*  
\*same individual/per sport - first and second sport only/third sport is free

Advanced Placement (AP) and other focus program courses may incur additional costs that will vary. Testing-Related Costs for activities such as AP, SAT, PSAT, etc., may incur costs for materials and administration. Actual costs will vary.

The Board may approve fees recommended as tuition for programs offered during that period of the calendar year not embraced within the regular school year.

All other Academy Board policies will remain in full force. All discrepancies between this schedule and others shall be brought to the attention and resolved by the CEO, or designee.

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**POLICY HISTORY**

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

*Original:* approved by the Board on \_\_\_\_\_.

*Revision:* approved by the Board on \_\_\_\_\_.