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**The Academy
Board of Directors**

Executive Work Session

Monday, May 23, 2022

5:30 – 6:55pm

Agenda

Monthly Board Communications Review 30 Minutes

Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Board Retreat Planning 15 Minutes

Expectation: The Board will confirm a date and time for the July Board Retreat and identify an outline of topics to be covered.

Board Self-Evaluation 40 Minutes

Expectation: The Board will begin working on their annual self-assessment.

The Journey Starts Here...



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**The Academy
Board of Directors**

*Board Meeting
Monday, May 23, 2022*

7:00pm

Agenda

Consent Agenda	
Moved by	
2 nd By	
Action	

Y/N/P/A	Name
	Drewlow, S
	Klenjoski, D
	Coffee, A.
	Sanchez, K
	McDuffee, A
	Fransua, L
	Hamele, S

- I. Open Meeting
- II. Invocation and Pledge of Allegiance

The Academy’s mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.

- III. Consent Agenda
 - a. Approve Agenda
 - b. Approval of [April 25, 2022](#), minutes

- IV. Public Comment

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 2 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.

The Journey Starts Here...

- V. Reports from Directors, Principals, and Committees
- a. [CEO Report](#) – *Expectation: CEO will update the board on the current status of the school’s pandemic precautions as well as progress toward strategic goals.*
 - b. Committee Reports – *Expectation: Committee chairs will update the board on progress with each committee.*
 - i. [Finance](#) – See meeting minutes
 - ii. SACademic – No meeting this month
 - iii. PTO – No meeting this month
- VI. Presentation and Discussion
- a. [FY23 Budget](#) – *Expectation: The COO will present a draft of the 22-23 proposed budget for the Board’s consideration.*
 - b. [SY23 Student Fee Schedule](#) – *Expectation: The COO will propose updates to student fees for the 22-23 school year.*
 - c. [Policy Review](#) – *Expectation: The CEO will present final drafts of the policy proposals discussed at last month’s meeting.*
 - i. [Policy Development](#) (new policy)
 - ii. [Bullying Prevention and Education](#) (new policy)
 - iii. [Student Interviews, Interrogations, and Searches](#) (new policy)
 - iv. [Restraint Policy](#) (update of existing policy)
- VII. Executive Summary
- a. Approve [Student Fee Schedule](#) - *Expectation: The Board will vote to adopt the proposed SY23 Student Fee Schedule.*
 - b. Approve [Policy Development Policy](#) - *Expectation: The Board will vote to adopt the proposed policy.*
 - c. Approve [Bullying Prevention & Education Policy](#) - *Expectation: The Board will vote to adopt the proposed policy.*
 - d. Approve [Student Interviews, Interrogation, and Searches Policy](#) - *Expectation: The Board will vote to adopt the proposed policy.*
 - e. Approve [Restraint Policy](#) - *Expectation: The Board will vote to adopt the updated policy language.*

The Journey Starts Here...

VIII. Board Meeting Self-Scoring – *Expectation: The board will self-score their performance for the meeting according to preset criteria.*

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

 /4

IX. Adjourn Meeting

The Journey Starts Here...



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Board of Directors
Board Meeting Minutes
Monday, April 25, 2022

Board Members Present:

Kevin Sanchez	Chairperson
Sarah Drewlow	Vice Chairperson
Dan Klenjoski	Board Member
Autumn Coffee	Secretary
Shawn Hamele	Board Member
Laurissa Fransua	Board Member

Also Present:

Brent Reckman	CEO
Mark Wilson	COO
Andrea Foust	Finance Director

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on April 25, 2022.

- I. Open Meeting
A quorum being present, Mr. Sanchez called the meeting to order at 7:01 pm and gave the following disclaimer:
- II. Opening 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 March 28, 2022, minutes. Seconded by Mrs. Fransua.

Discussion: None
Ayes: Sanchez, Klenjoski, Coffee, Fransua, Hamele, Drewlow
Nays: None

The Journey Starts Here...

- IV. Public Comment
 - a. There was no public comment this month.

- V. Reports from Directors and Committees
 - a. CEO Report – during the work session, Mr. Reckman gave updates on the following areas:
 - i. Covid – the numbers are up a little bit, but they are remaining fairly consistent. We are continuing with our routine disease protocols.
 - ii. CMAS – several grades on the secondary side had a higher than normal opt out, which will affect the scoring. Overall, we should be in a good spot with the results.
 - b. Finance Report
 - i. Things continue to go along smoothly with nothing unexpected cropping up.
 - ii. Our Wonders curriculum has been delivered, and we’re expecting the envision materials soon.
 - iii. CSI will be giving us an estimated payment report on April 26, 2022. There will be nothing concrete and signed off by legislature, but we can start planning based on the numbers they share with us.
 - iv. Free school meals will be stopping next year.

- VI. Presentation and Discussion
 - a. Executive Session - C.R.S. §24-6-402(4)(f): Personnel matters, head of school annual evaluation.
 - b. 2022-2023 Bell Schedule – The proposed bell schedule exceeds the CSI requirement for school minutes. The K-5 schedule is unchanged. The middle school schedule is adjusted by 15 minutes allowing for a later start. The high school schedule is unchanged.
 - c. Policy Review – each of these policies is under the umbrella of school safety procedures.
 - i. Policy Development – this policy is a model our lawyer sent to us with a few adjustments to best fit The Academy.
 - ii. Bullying Prevention and Education – our attorney stated that it is best practice to have a bullying policy. This is the model she sent to us, which pulls language from the Colorado statute.
 - iii. Student Interviews, Searches, and Seizure of Property Policy – this outlines the separation between law enforcement and the school responsibilities.
 - iv. Restraint Policy – our attorney recommended that we add this policy in conjunction with the Bullying Prevention and Education Policy as well as the Student Interviews, Searches, and Seizure of Property Policies.

- VII. Executive Summary
 - a. Mr. Sanchez made a motion to approve the bell schedule as presented. Mrs. Fransua seconded the motion.
Discussion: None

The Journey Starts Here...

Ayes: Sanchez, Klenjoski, Coffee, Fransua, Hamele, Drewlow
Nays: None

- b. Mr. Sanchez made a motion to approve the discussion from the executive session as presented. Mr. Hamele seconded the motion.

Discussion: None

Ayes: Sanchez, Klenjoski, Coffee, Fransua, Hamele, Drewlow

Nays: None

VIII. Board Self-Scoring

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

4/4

IX. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 8:16 pm.

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The Journey Starts Here...



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CEO Board Report – May 2022 Meeting

Pandemic Response Update

Expectation: Share information about implementation of pandemic precautions and their impacts on the school year.

As of April 18th, the number new COVID-19 cases per 100,000 residents in Adams County over a 7-day period was 114 (up 70 or almost 200% from one month ago). The 7-day average positivity rate is 8.4% (almost double what it was one month ago). Since the Board's April meeting, positive cases and family close contacts among students and staff have been hitting us hard again. Many staff members have been out, making sub coverage incredibly challenging again. Lots of students have also been missing school on isolation. We had an outbreak identified in one elementary classroom.

The past month has been a reminder that the pandemic has not fully gone away and has the potential to cause ongoing challenges at any time.

Strategic Initiatives Update

Expectation: Share information about ongoing implementation of initiatives in support of The Academy 5-year Strategic Plan.

Teachers and students are busy putting the final touches on their year-end data collection. Principals will be organizing those data over the next few weeks. In early June, they will reflect on progress made over the 21-22 school year as they draft their 22-23 Annual Work Plans. I will organize all of these year-end data into a final version of the 21-22 Bi-Annual Scorecard to present to the Board at the June Meeting. Principals will present the 22-23 Annual Work Plans to the Board at the July Retreat.

The Journey Starts Here...

Futures Committee Update

Expectation: Share information about ongoing implementation development of a Facilities Master Plan.

We have formally convened the Futures Committee with 18 Academy Board members and staff from across all aspects of the school. The committee's work will be led by our design partners at HCM Architects. The committee's kickoff meeting is Monday, May 23rd. The committee's goal is to develop a Facilities Master Plan over the next 6-8 months. This plan will guide the prioritization and execution of facilities improvements over the next 5-10 years.

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The Journey Starts Here...



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Finance & Operations Board Report, May 2022

Members Present: Shawn Hamele, Dan Klenjoski, Jennifer Halford, Andrea Foust, Mark Wilson

Introduction (5 minutes)

Expectation: Review agenda, norms and resources as needed. Confirm committee positions ahead of 22/23 year.

Chalkbeat article shared outlining big picture landscape of Colorado's school finance plan including where the state is trying to amend past decisions as well as hopes for the future.

Financial Report Review (25 minutes)

Expectation: Financial report sent out in advance. Review and discuss current position in relation to modified budget. Review status of 22/23 budget ahead of Board's first read. (see next page)

The Journey Starts Here...

		Current Year - FY2022				
Acct	Account Description	April	FY 2022 YTD	FY2022 Mod Budget	YTD % of Budget	FY2022 Expected End of Year
Revenue						
1500	Earnings on Investments	\$1,008.25	\$3,513.13	\$2,100.00	167.3%	\$2,100.00
1600	Food Services	\$2,252.10	\$51,207.30	\$24,000.00	213.4%	\$24,000.00
1700	Pupil Activities	\$60,371.92	\$497,187.36	\$650,000.00	76.5%	\$650,000.00
1800	Community Services Activities	\$77,805.66	\$722,330.16	\$738,400.00	97.8%	\$738,400.00
1900	Other Local Sources	\$4,451.49	\$221,261.76	\$250,000.00	88.5%	\$250,000.00
3000	Revenue from State Sources	\$45,790.54	\$416,405.08	\$594,300.56	70.1%	\$594,300.56
3100	Categorical Revenue	\$1,810.60	\$265,324.44	\$265,483.84	99.9%	\$265,483.84
3200	Adjustments to Categorical Revenue	\$0.00	\$0.00	\$2,968.00	0.0%	\$2,968.00
3900	Other Revenue From State Sources	\$428,357.21	\$1,748,728.70	\$3,465,911.14	50.5%	\$3,465,911.14
5200	Interfund Transfers	\$0.00	\$24,000.00	\$24,000.00	100.0%	\$24,000.00
5600	Direct Allocations	\$1,312,531.19	\$13,469,890.80	\$16,131,751.54	83.5%	\$16,131,751.54
11	Total Revenue	\$1,934,378.96	\$17,419,848.73	\$22,148,915.08	78.6%	\$22,148,915.08
Expenditure Summary						
		April	FY 2022 YTD	FY2022 Mod Budget	YTD % of Budget	FY2022 Expected End of Year
0100	Total Salaries	\$775,384.97	\$7,060,629.26	9,830,671.80	71.8%	9,830,671.80
0200	Total Benefits	\$87,044.63	\$2,416,294.91	3,879,051.75	62.3%	3,879,051.75
0300-0500	Total Purchased Svcs	\$341,132.78	\$3,673,311.25	4,729,409.68	77.7%	4,729,409.68
0600	Total Supplies	\$262,284.26	\$1,570,075.62	2,875,362.57	54.6%	2,875,362.57
0700	Total Property	\$2,748.04	\$8,930.29	6,182.25	144.5%	6,182.25
0800	Total Fees/Pupil Activities	\$34,834.79	\$475,623.18	728,237.03	65.3%	728,237.03
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,503,429.47	\$15,204,864.51	\$22,048,915.08	69.0%	\$22,048,915.08
Total Expenditures		\$1,503,429.47	\$15,204,864.51	\$22,048,915.08	69.0%	\$22,048,915.08
	Salary Accrual Adj.		\$722,500.00			
	Beg. Fund Balance Use	\$430,949.49	\$1,492,484.22	\$100,000.00		\$100,000.00
Net Profit (loss)				\$100,000.00		\$100,000.00
Beginning Fund Balance				\$5,304,726.15		\$5,304,726.15
Est. Ending Fund Balance				\$5,404,726.15		\$5,404,726.15

- Community Services on track to bring profit for the first time in a number of years
- At-risk mitigation funds of 220K landed from mid-year budget revision
- Counseling Corps grant awarded which totals 254K over the next 4 years
- Elementary Wonders literacy curricula in hand and paid
- EnVision curricula in the building – cost will hit May financials

See attached Uniform Budget Summary for the following:

The Journey Starts Here...

- Proposed budget is at 1845 students (9 less than 21/22)
- 1.4M increase in salary and benefits costs due to raises and new schedule
- Coverages added for new/unforeseen hires, subs, discretionary, tech increases, facility upgrades and food costs

Legislative confirmations:

- 6.1% increase in PPR was confirmed during the legislative session
- Charter School Capital Construction fund increased 10M (~25%)
- CSI MLE fund increased 8M (close to 50%)
- 80M added to SpEd funding streams

As planned during our amended budget process in January, we remain on track to add a significant amount to fund balance this year. This is predominantly due to our strategic use of ESSER funds (1.05M), At-Risk Mitigation/Supplemental budget updates (~360K), increased MLE support (157K), Health rebate (190K), FRCC processes (50K+) and grant awards e.g. nurse, WBL, counselor, Aftercare/Pre-K (200K+).

We strongly anticipate this will be the final year we will be able to substantially add to our fund balance. Usual processes of buying down next year's budget is currently impacted by supply chain issues. Moving forward, our focus will be on balancing investment and maintaining planned funds in reserve to support the salary commitments made and the facility as a whole.

As CSI advance in their projections now the legislative session has ended, certain revenues e.g. MLE, Capital Construction will change before the end of the fiscal year. We will continue to monitor and adapt accordingly e.g. health plan projections, to ensure we are working with the most up-to-date and accurate numbers.

Legislative Updates (10 minutes)

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

Please see final confirmations in bullet points accompanying the Uniform Budget Summary section above.

Futures Committee (5 minutes)

Expectation: COO to share relevant sections of CDE facility report to review.

The committee was informed of the outreach and communications sent to staff since our last meeting ahead of signing a design proposal to lay out some options for the future. Any progress on this work will be explicitly covered through the Finance Committee, Futures Committee, and the Board.

The Journey Starts Here...

Self-Evaluation (5 minutes)

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

Committee rated at 4 (efficient meeting, meets expectations)

[22/23 Finance Committee calendar to be sent over summer]

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The Journey Starts Here...

FY2022-2023 PROPOSED SUMMARY BUDGET			
The Academy of Charter Schools School Code: 0015 Adopted Budget Adopted: June 30, 2022			
Budgeted Pupil Count: 1845	Object Source	11 Charter School Fund	
Beginning Fund Balance (Includes All Reserves)		5,304,726	
Revenues			
Local Sources	1000 - 1999	2,042,400	
Intermediate Sources	2000 - 2999	-	
State Sources	3000 - 3999	19,616,367	
Federal Sources	4000 - 4999	787,971	
Total Revenues		22,446,737	
Total Beginning Fund Balance and Reserves		27,751,463	
Total Allocations To/From Other Funds	5600,5700, 5800	-	
Transfers To/From Other Funds	5200 - 5300	-	
Other Sources	5100,5400, 5500,5900, 5990, 5991	-	
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		27,751,463	
Expenditures			
Instruction - Program 0010 to 2099			
Salaries	100	7,052,968	
Employee Benefits	200	2,640,060	
Purchased Services	0300,0400, 0500	581,345	
Supplies and Materials	600	317,242	
Property	700	75,000.00	
Other	0800, 0900	689,850	
Total Instruction		11,356,465	
Supporting Services			
Students - Program 2100			
Salaries	100	555,502	
Employee Benefits	200	204,216	
Purchased Services	0300,0400, 0500	23,900	
Supplies and Materials	600	5,150	
Property	700		
Other	0800, 0900	1950	
Total Students		790,717	
Instructional Staff - Program 2200			
Salaries	100	202,617	

Employee Benefits	200		72,314	
Purchased Services	0300,0400, 0500		21,400	
Supplies and Materials	600		32,000	
Property	700	-		
Other	0800, 0900			
Total Instructional Staff			328,332	
General Administration - Program 2300, including Program 2303 and 2304				
Salaries	100	-		
Employee Benefits	200	-		
Purchased Services	0300,0400, 0500		737,115	
Supplies and Materials	600		13,090	
Property	700	-		
Other	0800, 0900		6,200	
Total School Administration			756,405	
School Administration - Program 2400				
Salaries	100		1,612,636	
Employee Benefits	200		559,729	
Purchased Services	0300,0400, 0500		47,400	
Supplies and Materials	600		101,250	
Property	700	-		

Other	0800, 0900	-	
Total School Administration			2,321,015
Business Services - Program 2500, including Program 2501			
Salaries		100	387,382
Employee Benefits		200	362,267
Purchased Services	0300,0400, 0500		102,100
Supplies and Materials		600	0
Property		700	
Other	0800, 0900		0
Total Business Services			851,750
Operations and Maintenance - Program 2600			
Salaries		100	269,079
Employee Benefits		200	112,449
Purchased Services	0300,0400, 0500		2,955,698
Supplies and Materials		600	368,000
Property		700	-
Other	0800, 0900		-
Total Operations and Maintenance			3,705,225
Student Transportation - Program 2700			
Salaries		100	-
Employee Benefits		200	-
Purchased Services	0300,0400, 0500		22,000
Supplies and Materials		600	500
Property		700	-
Other	0800, 0900		-
Total Student Transportation			22,500
Central Support - Program 2800, including Program 2801			
Salaries		100	201,612
Employee Benefits		200	72,025
Purchased Services	0300,0400, 0500		295,721
Supplies and Materials		600	247,701
Property		700	
Other	0800, 0900		500
Total Central Support			817,560
Other Support - Program 2900			
Salaries		100	-
Employee Benefits		200	-
Purchased Services	0300,0400, 0500		-
Supplies and Materials		600	-
Property		700	-
Other	0800, 0900		-
Total Other Support			0
Food Service Operations - Program 3100			
Salaries		100	249,717
Employee Benefits		200	107,488
Purchased Services	0300,0400, 0500		33,750
Supplies and Materials		600	469,000
Property		700	0
Other	0800, 0900		100
Total Other Support			860,055
Enterprise Operations - Program 3200			
Salaries		100	-
Employee Benefits		200	-
Purchased Services	0300,0400, 0500		
Supplies and Materials		600	-
Property		700	-
Other	0800, 0900		-
Total Enterprise Operations			0
Community Services - Program 3300			
Salaries		100	371,385
Employee Benefits		200	127,845
Purchased Services	0300,0400, 0500		6,700

Supplies and Materials	600	26,000	
Property	700 -		
Other	0800, 0900	15,200	
Total Community Services		547,130	
Education for Adults - Program 3400			
Salaries	100 -		
Employee Benefits	200 -		
Purchased Services	0300,0400, 0500 -		
Supplies and Materials	600 -		
Property	700 -		
Other	0800, 0900 -		
Total Education for Adults Services		0	
Total Supporting Services		11,000,689	
Property - Program 4000			
Salaries	100 -		
Employee Benefits	200 -		
Purchased Services	0300,0400, 0500 -		
Supplies and Materials	600 -		
Property	700 -		
Other	0800, 0900 -		
Total Property		0	
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure			
Salaries	100		N/A
Employee Benefits	200		N/A
Purchased Services	0300,0400, 0500		N/A
Supplies and Materials	600		N/A
Property	700		N/A
Other	0800, 0900 -		
Total Other Uses		0	
Total Expenditures		22,357,154	
APPROPRIATED RESERVES			
Other Reserved Fund Balance (9900)	840 -		
Other Restricted Reserves (932X)	840 -		
Reserved Fund Balance (9100)	840 -		
District Emergency Reserve (9315)	840 -		
Reserve for TABOR 3% (9321)	840 -		
Reserve for TABOR - Multi-Year Obligations (9322)	840 -		
Total Reserves		-	
Total Expenditures and Reserves		22,357,154	
BUDGETED ENDING FUND BALANCE			
Non-spendable fund balance (9900)	6710 -		
Restricted fund balance (9990)	6720 -		
TABOR 3% emergency reserve (9321)	6721	541,746	
TABOR multi year obligations (9322)	6722 -		
District emergency reserve (letter of credit or real estate) (9323)	6723		
Colorado Preschool Program (CPP) (9324)	6724 -		
Full day kindergarten reserve (9325)	6725 -		
Risk-related / restricted capital reserve (9326)	6726 -		
BEST capital renewal reserve (9327)	6727 -		
Committed fund balance (9900)	6750 -		
Committed fund balance (15% limit) (9200)	6750 -		
Assigned fund balance (9900) SPED Reserve	6760	90,000	
Unassigned fund balance (9900)	6770	4,762,564	
Net investment in capital assets (9900)	6790 -		
Restricted net position (9900)	6791 -		
Unrestricted net position (9900)	6792 -		
Total Ending Fund Balance		5,394,310	89,584

Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))		0	
Use of a portion of beginning fund balance resolution required?		No	

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The Academy 2022-2023 Student Fees

All carry-over fees, Start of Year (SOY) must be cleared / paid prior to check-in for the 2021-2022 school year.

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"

Expendable supplies and materials as outlined in the Student Handbook

TYPE	ITEM	FEE
Kinder to 4th Grade Total \$192	Basic Expendable Supplies & Materials	\$145 / Student
	Field Trips/Must sign permission slip	\$47 / Student
5th Grade Total \$227	Basic Expendable Supplies & Materials	\$145 / Student
	Music 5th Grade	\$15 / Student
	5th Field Trip (\$47) and End of Year Celebration (\$20)	\$67 / Student
6th Grade \$165 with Outdoor Ed \$415	Basic Expendable Supplies & Materials	\$145 / Student
	Field Trip	\$20 / Student
	Outdoor Ed	\$250 / Student
	*Outdoor Ed (Chaperone)	\$150 / Chaperone
7th Grade \$190	Basic Expendable Supplies & Materials	\$145 / Student
	Locker	\$5 / student
	Class Fee (Carried forward each year)	\$20 / student
	7th Field Trip	\$20 / Student
8th Grade \$220 with Outdoor Ed \$370	Basic Expendable Supplies & Materials	\$145 / Student
	Locker	\$5 / student
	Class Fee (Carried forward each year)	\$20 / student
	8th Outdoor Ed - Camp Shady Brook	\$150 / Student
	*Outdoor Ed (Chaperone)	\$100 / Chaperone
	8th Field Trip (\$20) and End of Year Celebration (\$30)	\$50 / Student
Student course fees will be added in October and January after the semester commences		
9th Grade Total \$145	Basic Expendable Supplies & Materials	\$100 / Student
	Class Fee (Carried forward each year)	\$20 / student
	Locker	\$5 / student
	Class Trip to the Zoo	\$20 / student
10th - 11th Grade Total \$125	Basic Expendable Supplies & Materials	\$100 / student
	Class Fee (Carried forward each year)	\$20 / student
	Locker	\$5 / student
12th Grade Total \$175 W/O Locker \$170	Basic Expendable Supplies & Materials	\$100 / student
	Class Fee (Carried forward each year)	\$20 / student

	Graduation	\$50 / student
	Locker	\$5 / student
All Expendable Supplies and Materials must be paid in order to participate in Athletics		
Athletics	Junior High	\$125 / per sport
	High School	\$150 / per sport
SOY	Start of Year Balance	Carryover from FY22

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Board Policies vs. Administrative Procedures

Purpose

This working document distinguishes between Board-approved policies and procedures delegated to school administration to develop and implement.

Board Policy	Administrative Procedure
<ul style="list-style-type: none">• Policy Development• Equal Education• Instructional Time• Enrollment• Attendance• Graduation• Bullying• Dress Code• Financial Controls• FERPA• Data Transparency• Conflict of Interest• Crisis Management• Restraint• Grievances• Hiring	<ul style="list-style-type: none">• Student Academic Supports• Instructional Practices• Assessment Practices• Grading• Student Behavior Supports• Discipline Procedures• Communications• Athletics• Events• Student & Family Handbook• Staff Handbook• Staff Evaluation

Last Updated May 2022

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POLICY DEVELOPMENT

Mission Statement:

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

Purpose:

It is the intent of The Academy to develop written policies and make them available to all interested persons. Policies serve as direction for the operation and successful and efficient functioning of The Academy schools.

Board policy establishes the boundaries of acceptability within which staff methods and activities can responsibly be left to staff. With this format, the Board does not make day-to-day decisions about operational issues or routine problems. Therefore, the Board policies provide school direction.

General:

A periodic review of board policies and regulations shall be conducted. The Board reserves the right to review school policies and regulations at any time.

Policies must align with negotiated agreements, beliefs, strategic planning, collaborative decision making, equity issues, resources, training, safety, and communication. Since individual policies vary markedly in the number of groups and individuals affected by each, policy development itself varies in degree, scale, and number of individuals or groups to become involved in a particular policy development.

Proposals regarding policies may originate with a member of the Board, the CEO, Principal, staff member, parent, or student. A careful and orderly process shall be used in examining such proposals prior to action upon them by The Academy Board.

The policies of The Academy are framed and meant to be interpreted in terms of state laws and authorizer regulations along with other regulatory agencies within state and federal levels of government.

The Board delegates to the CEO the responsibility of developing and adopting school policies and regulations under which the schools will be operated in accordance with Board policy. In the development of school policies and regulations, the CEO shall consider the viewpoints of those who will be affected. The Board reserves the right to review school policies and regulations issued by the CEO, but it shall revise or veto such policies and regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all school policies and regulations issued by the CEO when requested.

The Board itself shall approve school policies and regulations when specific state or federal laws require the Board to do so, or when the CEO considers such approval desirable.

Policy Development Process:

The Board shall adhere to the following procedures in considering and adopting policy proposals to ensure that they are well examined before final action.

1. Any policy proposal or revision shall be presented to the CEO, along with the rationale for the development or revision of the policy, and the names of the groups and/or individuals consulted regarding policy development.
2. CEO shall evaluate the new policy based on its alignment with:
 - Groups consulted
 - Fiscal accountability
 - Contracts
 - Statute
 - School values
 - The strategic plan
 - Other factors as defined by the developer of the policy
3. CEO may accept or reject the policy or revision for study. If accepted for study, CEO will then define any additional necessary input and any additional stakeholders to be consulted. CEO will also define a communication plan.
4. The policy or revision or regulation will be adopted by a majority vote of The Academy Board members present at any regular or special meeting.

The CEO is responsible for informing personnel of Board policies and regulations and for seeing that they are implemented in the spirit intended. All employees have the responsibility to familiarize themselves with Board policies and to follow them. Disregard for Board policies and regulations may be considered insubordination and/or neglect of duty.

References

The Board of Directors at The Academy approved the Grievance Policy on Monday, February 28, 2022.

Board Chairperson

Date

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BULLYING PREVENTION AND EDUCATION POLICY

Mission:

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

Purpose:

The Academy Board supports a positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote a safe school climate where all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on school property, at school or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to school curricular or non-curricular activity or event.

Prohibited Behavior:

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Definitions:

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e. cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including, but not limited to disability, race, creed, color, sex, sexual orientation (which includes transgender), gender identity, gender expression, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and Intervention:

The Chief Executive Officer (CEO) is encouraged to create a tiered system of supports to engage students in bullying prevention best practices. These best practices include, but are not limited to, the following:

- Partnering with families and the community to increase their awareness of the warning signs that students are being targeted or perpetrating bullying, as well as basic bullying prevention and intervention strategies.
- Designating a team of persons at The Academy who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, counselors, teachers, administrators, parents, and students.
- Surveying students' impressions of the severity and frequency of bullying behaviors in their school.
- Investing in positive school climate efforts that clearly define, teach, and reinforce prosocial skills. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
- Include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
- Character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.
- Measuring the implementation fidelity of bullying prevention best practices, including the adherence to policy and intervention strategies.
- Training school staff on an annual basis regarding the school's bullying prevention practices and this policy such that staff know their responsibilities in supporting students and reporting bullying incidents.

Reporting:

Any student who believes he or she has been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor or teacher.

Investigating and Responding:

As part of the CEO’s comprehensive program to address bullying, procedures shall be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy.

Supports and Referrals

As part of the CEO’s comprehensive program to address bullying, procedures shall be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying.

A student who engages in any act of bullying, retaliation and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

References

The Board of Directors at The Academy approved the Grievance Policy on Monday, February 28, 2022.

Board Chairperson

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STUDENT INTERVIEWS, SEARCHES, AND SEIZURE OF PROPERTY POLICY

Mission:

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

Purpose:

The Academy's Board of Directors (Board) seeks to maintain a school climate that is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school staff to interview students in the process of an investigation as well as search the person and/or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by School Administrators:

"Administrator" refers to The Academy's Chief Executive Officer, a principal, and/or their designee. Interviews of students conducted pursuant to this policy shall be conducted by two staff members, when at all possible. Absent extenuating circumstances, there will always be a staff member of the same gender as the student in the room during the interview. The nature and extent of the questioning will be reasonably related to the objectives of the questioning.

When a suspected violation of school policy, or federal, state, or local law occurs, the administrator may question potential student victims, witnesses, and suspects without the prior consent of the student's parent/guardian. If staff are investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made. In such cases, The Academy will follow the Colorado Department of Education's Mandatory Reporter process.

Searches Conducted by School Administrators:

Administrators may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized, or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school staff conducting a search shall be considered grounds for disciplinary action. Absent extenuating circumstances, there will always be a staff member of the same gender as the student conducting the search of the student's person.

A written report shall be prepared by the administrator who conducted the search explaining the reasons for the search, the results, and the names of any witnesses to the search.

Search of School Property:

All storage areas located on premises or school-sponsored premises are The Academy's property and remain at all times subject to search without notice pursuant to this policy.

Students shall assume full responsibility for the security of any storage areas authorized for their use in the manner approved by administration. Unapproved locking devices shall be subject to removal.

Search of The Student's Person or Personal Effects:

An Administrator may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at a school-sponsored events/activities if the search is done in compliance with the other provisions of this policy, and the search will likely uncover:

- Evidence of a violation of school policies, or federal, state, or local law.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Searches of a student shall always be reasonable in scope. Searches may include, but are not limited to: jackets, coats, other outerwear, hats, shoes, socks, and any object in the student's possession such as a purse, backpack, book bag, or briefcase.

Pat downs of a student shall only be done on the exterior of the student's clothing and shall only be done using the back of the staff member's hand(s).

The Academy staff conducting a search shall be respectful of privacy considerations, in light of the gender and age of the student.

Searches of a student and their personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of a student that requires removal of clothing other than coats, jackets, hats, shoes, socks, or other outer clothing, shall be referred to law enforcement. The Academy staff shall not participate in these types of searches except for in extremely limited circumstances where there is an immediate danger of physical harm or illness to any person.

Search of Student Vehicle:

Students are permitted to park on school property as a matter of privilege, not of right. The privilege of bringing a student-operated vehicle on to school property is conditioned on consent by the student driver to allow a search of the vehicle when it's reasonably related to the objectives of the search and not excessively intrusive.

The refusal by a student, parent/guardian, or owner of a vehicle to allow access to and search of a vehicle on school property shall be cause for termination of the privilege of bringing the vehicle onto school property. Refusal to submit to a search also may result in disciplinary action and referral to law enforcement.

Routine patrolling of student parking lots and an open view inspection of student vehicles will be permitted at all times. Vehicles may be subjected to suspicionless sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives, or other contraband.

Seizure of Items:

Anything found in the course of a search conducted by school staff which is evidence of a violation of school policy/law, or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by staff until it is presented at the hearing. If possession of the item is a violation of law (e.g., controlled substances and weapons), the items shall be turned over to law enforcement as soon as practicable.
- Photographed and may be introduced as evidence at the expulsion hearing in lieu of the items themselves if the item(s) is no longer in The Academy's possession.
- Returned to the student or the parent/guardian after a determination is made by staff that the item is no longer needed as evidence.

Use of Metal Detectors and Drug Detecting Dogs and Mechanisms:

The Academy may use metal detectors, drug dogs, or other minimally intrusive detecting mechanisms to conduct mass, general, or random screenings of school grounds, and any property on school property without any individualized suspicion concerning a particular student or group of students in accordance with the rights of students under state and

federal laws. Under no circumstances shall dogs be allowed to sniff any student. Students shall be separated from their property during drug dog sweeps as to avoid potential embarrassment to students, to ensure that students are not targeted by dogs, and to decrease the possibility of dangerous interactions between dogs and students.

Searches During Field Trips or Other School-Sponsored Events:

If conducted in accordance with the other terms of this policy, staff may search student hotel rooms, luggage, and other property in possession of students during field trips, athletic trips, and other school-sponsored trips and events away from campus.

Involvement of Law Enforcement:

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards.

Upon request by law enforcement to interview a student witness or interrogate a student suspect, staff shall notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. If the student is under 18, the student's parent/guardian also shall be present during the law enforcement interrogation or interview unless:

- the juvenile is emancipated as that term is defined in state law;
- the student's parent/guardian has not been notified pursuant to this policy; or
- the student's parent/guardian agrees to the interrogation or interview without being present.

The Academy may request a search on school property be conducted by law enforcement. No staff will assist or otherwise participate in searches and arrests made by law enforcement.

Students shall only be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian. It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, staff are not responsible for an officer's legal compliance when arresting a student.

Record of Search:

Administrators shall make a written record of every search conducted on school property or by school staff of a student. The record shall include the following: name of the individual searched, the name of the staff that both conducted and witnessed the search, the grade level of the student, the race and gender of the student, the reason for the search, and the outcome of the search.

Surveillance Cameras:

Video and audio surveillance recorders may be used by The Academy or The Academy-authorized representatives to monitor students on school property, buses, at bus stops, and at school-sponsored events on and off school property, except in areas that if monitored would violate a student’s right to privacy (e.g., bathrooms, locker rooms, hotel rooms).

Additional Legal References:

C.R.S. 22-32-109.1 (2)(a)(I) (duty to adopt policies on student conduct, safety, and welfare)

C.R.S. 22-32-109.1 (2)(a)(II) (policy required as part of a safe schools plan)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 19-3-304 (mandatory reporting laws)

The Board of Directors at The Academy approved the Grievance Policy on Monday, February 28, 2022.

Board Chairperson

Date

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THE ACADEMY RESTRAINT POLICY

Mission Statement:

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

Background

This policy was developed to ensure that schools develop a conduct and discipline code in their safety plan that addresses procedures for dealing with students who cause a disruption on school grounds.

Purpose

To maintain a safe learning environment, school employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. This policy applies to incidents that occur on school property or at an off-campus, school-sponsored event or activity.

Definitions

In accordance with state law and the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act (1 CCR 301-45), the following definitions apply for purposes of this policy.

1. "Deadly Weapon" means a firearm, whether loaded or unloaded; a knife, bludgeon, or any other weapon, device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used or intended to be used, is capable of producing death or serious bodily injury.

2. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion.
 - a. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
 - i. Prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
 - ii. The administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).
 - b. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:
 - i. Devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
 - ii. Protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan; or
 - iii. Adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
 - iv. Positioning or securing devices used to allow treatment of a student's medical needs.
 - c. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
 - i. Holding of a student for less than five minutes by a staff person for the protection of the student or others;
 - ii. Brief holding of a student by one adult for the purpose of calming or comforting the student;
 - iii. Minimal physical contact for the purpose of safely escorting a student from one area to another; or
 - iv. Minimal physical contact for the purpose of assisting the student in completing a task or response.

- d. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.
3. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:
 - a. Placement of a student in residential services in the student's room for the night; or
 - b. "Time-out", which is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
4. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to **affect** such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.
5. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
6. "Parent" shall be as defined by 1 CCR 301-45.

Applicability

The requirements of this policy shall apply to all school personnel, before and after school providers, and any public or private entities with which the School contracts during any and all educational programs, activities, or events provided, supervised, or sponsored by the School, including off-campus school-sponsored events.

Basis for Use of Restraint

Restraints shall only be used:

1. In an emergency and with extreme caution; and
2. After:
 - a. The failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and re-structuring the environment); or
 - b. A determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.

4. School personnel or contracted personnel shall:
 - a. Use restraints only for the period of time necessary and using no more force than necessary; and
 - b. Prioritize the prevention of harm to the student.

Duties Related to the Use of Restraint – General Requirements

When restraints are used, the School shall ensure that:

1. No restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
2. No restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
3. Restraints are only administered by school personnel who have received training in accordance with 1 CCR 301-45;
4. Opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. When it is determined by trained school personnel that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed. In the case of seclusion, staff must reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student; and
6. The student is reasonably monitored to ensure the student's physical safety.

Proper Administration of Specific Restraints

1. Chemical Restraints shall not be used.
2. Mechanical and Prone Restraints shall not be used, except where:
 - a. The student is openly displaying a deadly weapon;
 - b. When used by an armed security officer who has received documented training in defensive tactics utilizing handcuffing procedures and restraint tactics utilizing prone holds and who has made a referral to a law enforcement agency.
3. Physical Restraint shall only be used in accordance with the following:
 - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student;

- b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised; and
 - c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion shall only be used in accordance with the following;
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities;
 - b. Any space in which a student is secluded shall have adequate lighting, ventilation and size; and
 - c. To the extent possible under the specific circumstances, the space should be free of injurious items.

Notification Requirements

1. If there is a reasonable probability that restraint might be used with a particular student, designated appropriate school personnel shall notify, in writing, the student's parents, and, if appropriate, the student of:
 - a. The restraint procedures (including types of restraints) that might be used;
 - b. Specific circumstances in which restraint might be used; and
 - c. Staff involved.
2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

Documentation Requirements

1. If restraints are used by any school personnel or contracted personnel, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day, aside exigent circumstances, that the restraint was used.
3. A written report based on the findings of the staff review required by review of specific incidents of restraint paragraph below shall be e-mailed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:
 - a. The antecedent to the student's behavior if known;
 - b. A description of the incident;
 - c. Efforts made to de-escalate the situation;
 - d. Alternatives that were attempted;

- e. The type and duration of the restraint used;
 - f. Injuries that occurred, if any; and
 - g. The staff present and staff involved in administering the restraint.
4. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

Review of Specific Incidents of Restraint

1. The School shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
 - a. Staff review of the incident;
 - b. Follow up communication with the student and the student's family;
 - c. Review of the documentation to ensure use of alternative strategies; and
 - d. Recommendations for adjustment of procedures, if appropriate.
3. If requested by the School or the student's parents, the School shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

General Review Process

1. The School shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the School is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:
 - a. Analysis of incident reports, including all reports prepared pursuant to documentation requirements paragraphs above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
 - b. Training needs of staff;
 - c. Staff to student ratio; and
 - d. Environmental conditions, including physical space, student seating arrangements and noise levels.

Staff Training

1. The School shall ensure that staff utilizing restraints are trained in accordance with 1 CCR 301-45.
2. Training shall include:
 - a. A continuum of prevention techniques;
 - b. Environmental management;
 - c. A continuum of de-escalation techniques;
 - d. Nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
 - e. Methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
 - f. Appropriate documentation and notification procedures.
3. Retraining shall occur at a frequency of at least every two years.

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security offers working in a school and who meet the legal requirements of C.R.S. § 26-20-111(3); and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. § 18-1-901(3)(e).

Complaints

A student or a parent or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of the School utilizing the School's Grievance Policy and/or the state complaint procedures established pursuant to 1 CCR 301-45.

LEGAL REF.:

- [C.R.S. § 18-1-703](#) (use of physical force by those supervising minors)
- [C.R.S. § 18-1-901\(3\)\(e\)](#)(definition of a deadly weapon)
- [C.R.S. § 18-6-401 \(1\)](#) (definition of child abuse)
- [C.R.S. § 19-1-103 \(1\)](#) (definition of abuse and neglect)
- [C.R.S. § 22-32-109.1 \(2\)\(a\)](#) (adoption and enforcement of discipline code)
- [C.R.S. § 22-32-109.1 \(2\)\(a\)\(I\)\(D\)](#) (policy required as part of safe schools plan)

[C.R.S. § 22-32-109.1 \(2\)\(a\)\(I\)\(L\)](#) (policies for use of restraint and seclusion on students and information on process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)
[C.R.S. § 22-32-109.1 \(9\)](#) (immunity provisions in safe schools law)
[C.R.S. § 22-32-147](#) (use of restraints on students)
[C.R.S. § 26-20-101](#) et seq. (Protection of Persons from Restraint Act)
[1 CCR 301-45](#) (State Board of Education rules for the Administration of the Protection of Persons from Restraint Act)

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.

POLICY HISTORY

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

The Board of Directors at The Academy approved the Grievance Policy on Monday, February 28, 2022.

Board Chairperson

Date

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