



# Excel Academy Board Policy Manual

A Jefferson County K-8 Charter School  
11500 W 84th Place  
Arvada, CO 80007  
303-467-2295

Definitions:

As used in this Policy Manual, the terms set forth below shall have the following meanings:

- A. "Board" shall mean the Board of Directors of Excel Academy.
- B. "Excel Academy" shall mean Excel Academy Charter School.
- C. "District" or "Jeffco" shall mean Jefferson County School District No. R-1.
- D. "Member" is defined as each parent or legal guardian of a child enrolled at Excel Academy and each staff member employed at Excel Academy shall be a member of the Corporation. Such membership shall terminate when the child ceases to be enrolled at the school or when the staff member ceases to be employed at the school.as a person who is a member of Excel Academy as set forth in Excel Academy's Bylaws.
- E. "Parent" is defined as an Excel Academy parent or legal guardian.
- F. "Executive Director" is defined as the employee in charge of daily operations of Excel Academy.
- G. "Designated School Administrator" is defined as the Excel Academy Executive.
- H. Director, or in the absence of the Executive Director, the Assistant Director(s).
- I. "C.R.S." defines the Colorado Revised Statutes.

## 1. THE SCHOOL

- POLICY 1.1 - [MISSION AND VISION STATEMENT](#)
- POLICY 1.2 - [SCHOOL LEGAL STATUS](#)
- POLICY 1.3 - [NONDISCRIMINATION](#)

## 2. THE BOARD

- POLICY 2.1 - [ARTICLES OF INCORPORATION](#)
- POLICY 2.2 - [BY-LAWS](#)
- POLICY 2.3 - [GOVERNING BOARD](#)
- POLICY 2.4 - [DECISION MAKING](#)
- POLICY 2.5 - [BOARD ELECTION PROCEDURE](#)
- POLICY 2.6 - [PUBLIC ATTENDANCE AT BOARD MEETINGS](#)
- POLICY 2.7 - [POLICY ADOPTION](#)
- POLICY 2.8 - [CONFLICTS OF INTEREST](#)
- POLICY 2.9 - [BOARD REVIEW OF ADMINISTRATIVE PROCEDURES](#)
- POLICY 2.10 - [ADVISORY COMMITTEES TO THE BOARD](#)
- POLICY 2.11 - [EXECUTIVE SESSION PROCEDURE](#)
- POLICY 2.12 - [PUBLIC \(OPEN\) RECORDS REQUEST](#)
- POLICY 2.13 - [MANAGEMENT OF BOARD OPERATIONS](#)
- POLICY 2.14 - [BOARD CONDUCT](#)
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## 3. ADMINISTRATION

- POLICY 3.1 - [ADMINISTRATIVE STRUCTURE](#)
- POLICY 3.2 - [EXECUTIVE DIRECTOR JOB DESCRIPTION](#)
- POLICY 3.3 - [ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR](#)

## 4. PERSONNEL

- POLICY 4.1 - [STAFF HANDBOOK](#)
- POLICY 4.2 - [STAFFING PHILOSOPHY](#)
- POLICY 4.3 - [EQUAL OPPORTUNITY EMPLOYMENT](#)
- POLICY 4.4 - [STAFF QUALIFICATIONS](#)
- POLICY 4.5 - [STAFF HIRING AND TERMINATION POLICY](#)
- POLICY 4.6 - [PROFESSIONAL STAFF LETTERS OF EMPLOYMENT](#)
- POLICY 4.7 - [STAFF COMPENSATION AND SALARY SCHEDULES](#)
- POLICY 4.8 - [PROFESSIONAL AND SUPPORT STAFF EVALUATIONS](#)
- POLICY 4.9 - [STAFF CONFLICTS OF INTEREST](#)
- POLICY 4.10 - [HARASSMENT](#)
- POLICY 4.11 - [REPORTING CHILD ABUSE](#)
- POLICY 4.12 - [PERSONNEL RECORDS](#)
- POLICY 4.13 - [PROFESSIONAL STAFF CAREER DEVELOPMENT OPPORTUNITIES](#)
- POLICY 4.14 - [STAFF PERSONAL SECURITY AND SAFETY](#)

## 5. STUDENTS

- POLICY 5.1 - [STUDENTS' RIGHTS AND RESPONSIBILITIES](#)
- POLICY 5.2 - [STUDENT CONDUCT](#)
- POLICY 5.3 - [DISCIPLINE](#)

- POLICY 5.4 - [STUDENT HEALTH](#)
- POLICY 5.5 - [STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS](#)
- POLICY 5.6 - [STUDENT SAFETY](#)
- POLICY 5.7 - [STUDENT FUNDS](#)
- POLICY 5.8 - [INTERROGATIONS AND SEARCHES](#)
- POLICY 5.9 - [SEXUAL HARASSMENT OF OR BY STUDENTS](#)
- POLICY 5.10 - [STUDENT ATTENDANCE](#)
- POLICY 5.11 - [STUDENT FEES](#)
- POLICY 5.12 - [STUDENT USE OF PERSONAL DEVICES](#)
- POLICY 5.13 - [STUDENT FUNDRAISING ACTIVITIES](#)
- POLICY 5.14 - [STUDENT ORGANIZATIONS](#)

## 6. EDUCATIONAL PROGRAM

- POLICY 6.1 - [INSTRUCTIONAL GOALS AND OBJECTIVES](#)
- POLICY 6.2 - [EQUAL EDUCATIONAL OPPORTUNITY](#)
- POLICY 6.3 - [TEACHING CONTROVERSIAL ISSUES](#)
- POLICY 6.4 - [RELIGIOUS EXPRESSION](#)
- POLICY 6.5 - [FIELD STUDIES](#)
- POLICY 6.6 - [SNOW DAYS AND EMERGENCY CLOSINGS](#)
- POLICY 6.7 - [STUDENT PUBLICATIONS](#)
- POLICY 6.8 - [STUDENT INTERNET ACCEPTABLE USE](#)
- POLICY 6.9 - [TRANSPORTATION](#)
- POLICY 6.10 - [SCHOOL CALENDAR](#)
- POLICY 6.11 - [INTERNATIONAL/DOMESTIC OVERNIGHT STUDENT TRAVEL](#)

## 7. ENROLLMENT AND WAIT LIST

- POLICY 7.1 - [ENROLLMENT AND WAIT LIST](#)

## 8. FINANCES AND ACCOUNTING

- POLICY 8.1 - [BUDGETING AND FINANCE](#)
- POLICY 8.2 - [ACCOUNTING AND BUDGETING POLICIES](#)
- POLICY 8.3 - [CONTINUING DISCLOSURES](#)
- POLICY 8.4 - [CASH MANAGEMENT](#)
- POLICY 8.5 - [CASH RECEIPT PROCEDURE](#)
- POLICY 8.6 - [PURCHASING AUTHORITY/REVIEW AND APPROVAL OF VENDORS](#)
- POLICY 8.7 - [PURCHASING PROCEDURE](#)
- POLICY 8.8 - [LARGE PURCHASE POLICY](#)
- POLICY 8.9 - [PURCHASING CARD PROCEDURE](#)
- POLICY 8.10 - [PETTY CASH PROCEDURE](#)
- POLICY 8.11 - [ACCOUNTS PAYABLE/DISBURSEMENT PROCEDURE](#)
- POLICY 8.12 - [RESERVE REQUIREMENTS](#)
- POLICY 8.13 - [PUBLIC GIFTS/DONATIONS](#)
- POLICY 8.14 - [TECHNOLOGY ACQUISITIONS](#)
- POLICY 8.15 - [FOOD SERVICES/NUTRITIONAL FOOD CHOICES](#)

## 9. FACILITIES

- POLICY 9.1 - [PROPERTY, BUILDING FACILITIES USE](#)

## 10. SCHOOL-COMMUNITY RELATIONS

- POLICY 10.1 - [CONFIDENTIAL PARENT SURVEYS](#)
- POLICY 10.2 - [GRIEVANCE PROCESS](#)
- POLICY 10.3 - [PARENT CODE OF CONDUCT COMPLIANCE](#)
- POLICY 10.4 - [AFTER-SCHOOL SPORTS PROGRAM POLICY](#)

## REFERENCES

### LEGAL AUTHORITY

The Excel Board of Directors uses the following hierarchy of legal authority into which board policies fit. The top level superseding all levels below it:

1. Federal laws
2. Non-waived state statutes and regulations and the school's replacement plan for non-automatic waivers to state statute and regulations.
3. Authorizer (Jeffco) policies (unless waived).
4. Charter school contract with Jeffco.
5. Articles of Incorporation for the Excel Academy Charter School.
6. Bylaws of the Excel Academy Board of Directors.
7. Standing policies of the Excel Academy Board of Directors.
8. One-time or short-term policies found in the Excel Academy Board of Directors board minutes.
9. Personnel policies and procedures.
10. Administrative decisions made by staff based on, and/or consistent with, the above.

No action or policy decision at any one level within this hierarchy may violate the rules set in the level above it.

### BOARD DOCUMENTS

[BYLAWS](#)

[EXECUTIVE DIRECTOR EVALUATION TEMPLATE](#)

[EXECUTIVE DIRECTOR JOB DESCRIPTION](#)

[EXECUTIVE DIRECTOR EVALUATION TIMELINE](#)