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The Academy
Board of Directors

Executive Work Session
Monday, January 27, 2025
5:30 – 6:55pm

Agenda

School Safety Update *30 Minutes*
Expectation: The Academy's School Resource Officer will present an annual update on school safety.

Monthly Board Communications Review *10 Minutes*
Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Board Self-Evaluation Revisions *25 Minutes*
Expectation: Board members will discuss progress with updating their annual self-evaluation process.

Ongoing Policy Review *20 Minutes*
Expectation: The Board will regularly review new and existing policies as needed for compliance and alignment with the school mission and vision. This month we will review a potential new Health and Wellness Policy.

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The Academy
Board of Directors

Board Meeting
Monday, January 27, 2025
7:00pm

Agenda

I. Open Meeting

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.

II. Consent Agenda

a. Approve Agenda
b. Approval of December 16, 2024, minutes

III. 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.

IV. Reports from Directors, Principals, and Committees

a. Executive Director Report – *Expectation: The ED will update the Board on progress toward financial and operational strategic priorities.*
b. Chief Academic Officer Report - *Expectation: The CAO will update the Board on progress toward instructional and cultural strategic priorities.*
c. 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 – See PTO meeting minutes.

V. Presentation and Discussion
   a. Final Read of Mid-Year Budget Modification - *Expectation: The Executive Director will present final adjustments to the approved school budget.*
   b. Name Change Policy and Name Change Form – *Expectation: The Executive Director will present updates to the proposed Name Change Policy based on previous Board discussion.*
   c. Executive Session C.R.S. §24-6-402(4) – *Expectation: As needed, the Board may call an executive session for one of the specific topics identified below via a 2/3 majority.*
      i. Discussions regarding buying or selling property;
      ii. Conferences with an attorney to receive legal advice;
      iii. Matters required to be kept confidential by state or federal law (e.g., student academic records);
      iv. Security arrangements or investigations;
      v. Determining contract negotiation strategies;
      vi. Personnel matters;
      vii. Consideration of documents protected from disclosure under the Open Records Act; or
      viii. Discussion of individual students where public discussion would adversely affect the student involved.
   d. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

VI. Executive Summary
   a. Name Change Policy – *Expectation: Board members will vote to approve the proposed Name Change Policy.*
   b. Approval of Amended Budget – *Expectation: The Board will vote to amend the budget with the proposed modifications.*

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

VIII. Adjourn Meeting

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The Academy
Board of Directors

Board of Directors
Board Meeting Minutes
Monday, December 16, 2024

Board Members Present:		Also Present:	
Sarah Drewlow	Chairperson	Brent Reckman	Executive Director
Kristen Cofrades	Board Member	Sarah Gramarossa	Chief Academic
Kevin Sanchez	Board Member	Andrea Foust	Director of Finance
Larissa Fransua	Board Member-online	Stacy McCleskey	Exec. Admin. Manager
Autumn Coffee	Secretary-online		

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on December 16, 2024.

I. Open Meeting
A quorum being present, Mrs. Drewlow called the meeting to order at 7:00 pm.

II. Consent Agenda
   a. Mr. Sanchez moved to approve the November 18, 2024, minutes. Seconded by Ms. Fransua.
      Discussion: None
      Ayes: Mrs. Drewlow, Mrs. Cofrades, Mrs. Coffee
      Nays: None

III. Public Comment
There was no public comment this month.

IV. Reports from Directors, Principals, and Committees
   a. Executive Director Report
      i. There are no new updates this month.
      ii. A community message will be sent out this week regarding the building project and will be shared again after winter break.
   b. Chief Academic Officer Report
      i. Staff will be giving the students the mid-year STAR assessments in reading and math.
      ii. Attendance Update

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1. Chronic absences are being examined more thoroughly. That data will be presented in February.
2. Elementary has the highest absences and more communication will be done with families.
3. A process is being created to use PowerSchool to send positive communications, text messages, and celebrations.

iii. The graduation trajectory is the same as reported before at 86%.

c. Committee Reports
   i. Finance-The mid-year budget modification was the main item that was discussed.
   ii. SACademic-The committee did not meet in December. The bulk of the meeting in November was the proposal of new course material which will be presented during this board meeting.
   iii. PTO-The Holiday Bazaar was a success with more vendors than ever.

V. Presentation and Discussion
   a. First Read of Mid-Year Budget Modification
      i. The current budget was approved in June for the fiscal year. Every year, we approve a modified budget for adjustments from the first half of the year such as changes resulting in the October student enrollment count.
      ii. The first read is in December and the second read and vote will be in January. The modified budget will be sent to CSI by January 31.
      iii. Most revenue line items adjusted up with an Increase of $621,179.15
      iv. We run a zero budget with a conservative budget process.
      v. Mr. Reckman went through the budget and pointed out some specifics.
         1. The State adjusted the Per Pupil Revenue (PPR). This year it adjusted down due to the declining enrollment in public schools across the state. The decline was less than expected so the money has to be spread among more students.
         2. We saw an increase on the return of investments.
         3. Food services has a revenue increase because more students are eating school lunches.
         4. Slight reduction in After Care revenue because they will provide care for fewer days than originally planned.
         5. There are increases in some grant money.
         6. Total revenue is at $30 million and the initial budget was $29 million.
         7. There is a variance with funding from CSI.
         8. Since we run a zero budget, there was a need to spend the difference of approximately $600,000. This will be spent on a midyear pay increase to support staff and increase staff positions.
         9. Two items we cannot budget for is the health insurance rebate from Cigna and the CSI rebate.
         10. The salaries best practices are 55-65% and we are at 62.6%.
         11. Annual debt best practice is 15% and we are at 12.2%.
   b. 25-26 Academic Calendar
      i. We are waiting for FRCC to post their academic calendar to align spring break dates.
      ii. PD will be on the day of Halloween and Trunk or Treat will take place on the Thursday before.
   c. Name Change Policy

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i. There is active litigation around the country challenging both sides a school might take; communication with parent and no communication with parents. This is a difficult situation all around and the Asst. Attorney General does not want CSI to give direction on parent notification.
ii. The Asst. Attorney General is comfortable with CSI schools setting their own policy on parent notification and the ASCA guidelines are a good place to start.
iii. The Academy's attorney Amber DeCarli agreed that not notifying families would be a violation of parental rights and that it would be up to the administrators to make that call.
iv. A student's age is a factor and something to consider but specifics on how to factor it in is not spelled out. The administration will use discretion with each individual case.
v. The main change to the draft policy is that only administration should be contacting parents. They will also take into consideration the risk of harm to the student and that the situation is absent of exigent circumstances.
vi. Mrs. Drewlow suggested that the vote be tabled until January. Three Board members were absent and she would like them to be updated to the changes that were made. Brent will email information to absent Board members and the discussion will continue in January.

d. Family Engagement Policy
i. This policy is required to be in place for schools that receive Title I funds.
ii. It is meant to help inform families of school programming.

e Course Approval-Principles of Accounting and Finance
i. A survey was sent out to current students and 80% of them said that they would take the next course if it was offered.
ii. There are four courses in Business Education. We currently have 3 so this would be the final course to add.
iii. There was a unanimous agreement from SACademic Committee to submit the course to the Board for final approval.
iv. There has been space designed specifically for this section in the new construction project.

e Work Session Summary
i. Board Communications Review
1. The donated food in the cafeteria will be monitored for junk food.
2. The 7th grade students who gave public comment in November met with the CSI Food Nutritionist. The students gave the CSI Food Nutritionist some ideas for new menu items and they will do a taste test of new food in January.
ii. Board Self-Evaluation Revisions-the revisions were made together during the meeting.
iii. Executive Director Evaluation-the questions were updated.
iv. Be A Blessing Campaign-The campaign went well but we need to explore ideas to market it next year.

IX. Executive Summary

a. Vote to approve the Principles of Accounting & Finance Course.
Mr. Sanchez made a motion to approve the Principles of Accounting & Finance Course. Mrs. Drewlow seconded the motion.

Discussion: None
Ayes: Mrs. Cofrades and Ms. Fransua,

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Nays: None

b. Vote to approve the 25-26 Academic Calendar.
Ms. Fransua made a motion to approve the 25-26 Academic Calendar. Mrs. Cofrades seconded the motion.
Discussion: None
Ayes: Mr. Sanchez and Mrs. Drewlow,
Nays: None

c. Vote to aprove the Name Change Policy-the vote will take place in January.

d. Vote to approve the Family Engagement Policy.
Mrs. Drewlow made a motion to approve the Family Engagement Policy. Mr. Sanchez seconded the motion.
Discussion: None
Ayes: Mrs. Cofrades and Ms. Fransua,
Nays: None

X. Board Meeting Self-Scoring: 4

XI. Meeting adjourned at 8:06

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Executive Director Board Report – January 2025 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Finance & Operations section of The Academy's 5-year Strategic Plan and other Board priorities.

Finance & Operations

Current Academy families completed their Intent to Return forms earlier this month to indicate their plans for the 2025-26 school year. Overall, 98% of families reported that they plan to return next year with the following breakdown by level: Lower Elementary – 98%, Upper Elementary 97%, Middle School – 96% (89% of current 8th Graders plan to stay at The Academy for High School), and High School – 100%). Our Registrar has completed the enrollment lottery and will soon begin to offer open spots to new families. We received 496 applications for enrollment ahead of this year's lottery compared to 471 last year and 484 two years ago.

The Finance Committee completed its review of the mid-year budget amendment, which will be presented to the Board for final approval this month.

The Board finalized the 2024-25 Data Dashboard at the August meeting. The Executive Director and Director of Operations will present a mid-year update as it pertains to the Bi-Annual Finance & Operations Scorecard early in the second semester.

Finance & Operations Scorecard linked here.

Facilities Master Plan Update

The Academy's architect (HCM) has submitted all initial permit applications and continues to work through feedback from the City of Westminster. With the start of the new year, our contractor (JHL) assigned a new project lead to be our primary point of contact as we ramp up to ground breaking in early June. We have begun meeting every other week to make sure all preconstruction work is moving forward appropriately, including purchasing key materials that are likely to have a long delivery lead-time.

The latest phase of the facilities communication plan involved sharing more detail with students and families via the school newsletter that went out on January 1st and again in the Wildcat Weekly in mid-January. So far, the only responses we have received have communicated general curiosity and support as well as one suggestion to consider improving traffic flow through the parking lot on the east side of the building. We will share the same level of detail with the Bradburn HOA before the end of this month. In February, we will begin connecting directly with staff who will be most impacted by the work.

Return to Agenda

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Chief Academic Officer Board Report -January 2025 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Instruction & Culture section of The Academy's 5-year Strategic Plan and other Board priorities.

Instruction & Culture Scorecard

Each level has taken their midyear assessments and level teams are analyzing and synthesizing the data to adjust and plan for individual students/groups for the second semester along with identifying trends and patterns to inform decision making. This data will be shared at the Data Presentation meeting on 2/24. This data will also inform instructional decisions for the second semester.

Scorecard

CAO January Snapshot

CAO is working with CSI on audits for student services (IEP, 504, ALP, MLL). The feedback from the audits will be used to refine and continue developing our supports and services for students.

CAO is working with the Executive Director to update and revise discipline pathways and processes across K-12. CAO is continuing to collaborate with each level to address absenteeism and to continue to develop and build out MTSS structures and data analyzation.

Graduation Trajectory (Percent of seniors on track to graduate.)

- ***135 Total Students***
- ***84.4% of seniors are on track to graduate.***
- ***3.7% are NOT on track. (5 students will not graduate this year. One of these students is enrolled in the Gateway Program.)***
- ***11.9% are on the cusp. (16 students-They can do it, but they're close. They are being closely monitored and have individualized plans in place. One student is enrolled in Gateway and on track to graduate as a 5th year.)***

Attendance Update

As of 1/21/25, our Year to Data attendance rate is 92%. We are trending about 1.2% higher than last year at this time. Chronically absent rates across levels: K–5- 40% of students are considered chronically absent, 6-12- 21% of students are considered chronically absent. The Attendance Team is looking into this data and the significant difference between levels.

Attendance initiatives and communications will continue at each level with a focus on our elementary level. Level Administration have prioritized families that have not responded to letters or other communication and have been holding attendance meetings. They will also be meeting with families at conferences to develop support plans.

CAO Strategic Initiatives

Big Rock 1 - Declining Growth Among Students Identified with READ Plans

Midyear assessment/progress monitoring taking place in January. Action planning based on data to take place in late January/early February.

Big Rock 2 Declining Growth in Elementary Math

Midyear assessment/progress monitoring taking place in December. Action planning based on data to take place in January.

Big Rock 3 Low Growth in Middle School and High School Math

Midyear assessment/progress monitoring taking place in December. Action planning based on data to take place in January.

Big Rock 4- Low Growth in Middle School Reading

Midyear assessment/progress monitoring taking place in December. Action planning based on data to take place in January.

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Finance Committee

January 2025 Agenda & Meeting Minutes

"Fueling lifelong success through preparation, exploration, and empowerment."

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.

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

Members Present:

Dan Klenjoski, Amy McDuffee, Kris Kelley, Tony Marola, Andrea Foust, Roxanne Ellsworth, Brent Reckman

1. **Welcome and Review Protocols**
   Expectation: All committee members will review norms and start the meeting together with focus.

   Meeting Protocols

   - Start on time; end on time
   - Members arrive prepared
   - Technology for meeting use
   - No sidebar conversations
   - Focus eyes, ears, and heart on speaker and topic

   Notes:
   n/a

2. **Monthly Financial Report Review**
   Expectation: The December Financial Report was shared in advance. The Committee will review and discuss current position and any open questions.

Notes:

Overall, revenue and expenditures are on track with previous years. Halfway, through the year, the budget is running smoothly and there are no concerns. Highlights discussed by the Committee include, food services revenue continues to run higher than projected, revenue from other local sources (student fees) is running low but is expected to catch up in the second half of the year, revenue from community services activities is lower than projected due to a change in the After Care calendar resulting in less tuition collected, and expenses from total property are higher than past years due to ongoing facilities work.

The Academy Financial Report

Jul 2024-December 2024

		Budgeted Student Enrollment = 1835					Budgeted Student Enrollment = 1845				
		Modified Budget = 1845	Current Year - FY2025				Previous Year - FY2024				
Acct		Account	December	FY 2025 YTD	FY2025 Budget	YTD % of Budget	FY2025 Expected End of Year	December	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
Revenue												
1500		Earnings on Investments	25,813.96	207,504.03	$200,000.00	103.8%	$200,000.00	32,664.19	141,894.66	$100,000.00	141.9%	$100,000.00
1600		Food Services	4,732.74	53,299.11	$135,000.00	39.5%	$135,000.00	8,370.71	77,480.28	$375,000.00	20.7%	$375,000.00
1700		Pupil Activities	28,430.87	362,177.36	$650,000.00	55.7%	$650,000.00	20,245.23	363,690.81	$650,000.00	56.0%	$650,000.00
1800		Community Services Activities	63,148.55	370,311.75	$970,000.00	38.2%	$970,000.00	97,664.72	521,434.30	$906,000.00	57.6%	$906,000.00
1900		Other Local Sources	4,880.52	227,582.89	$375,000.00	60.7%	$375,000.00	4,189.49	223,714.17	$275,000.00	81.4%	$275,000.00
3000		Revenue from State Sources	92,252.64	530,219.39	$1,061,171.13	50.0%	$1,061,171.13	155,795.53	422,134.67	$874,735.48	48.3%	$874,735.48
3100		Categorical Revenue	0.00	0.00	$521,082.00	0.0%	$521,082.00	0.00	394,013.45	$382,581.94	103.0%	$382,581.94
3200		Adjustments to Categorical Revenue	0.00	0.00	$0.00		$0.00	0.00	0.00	$0.00		$0.00
3900		Other Revenue From State Sources	155,636.85	2,974,045.54	$5,116,200.12	58.1%	$5,116,200.12	295,708.70	1,834,940.54	$3,439,663.11	53.3%	$3,439,663.11
5200		Interfund Transfers	0.00	486,316.75	$0.00		$0.00	0.00	4,497.96	$0.00		$0.00
5600		Direct Allocations	1,735,969.57	10,415,817.42	$20,362,155.05	51.2%	$20,362,155.05	1,633,769.91	9,802,619.46	$19,125,225.69	51.3%	$19,125,225.69
11		**Total Revenue**	$2,110,865.70	$15,627,274.24	$29,390,608.30	53.2%	$29,390,608.30	$2,248,408.48	$13,786,420.30	$26,128,206.22	52.8%	$26,128,206.22

Expenditure Summary		December	FY 2025 YTD	FY2025 Budget	YTD % of Budget	FY2025 Expected End of Year	December	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
0100	Total Salaries	1,052,585.14	5,486,949.25	13,535,536.60	40.5%	$13,535,536.60	1,010,509.35	5,143,914.73	12,510,341.96	41.1%	12,510,341.96
0200	Total Benefits	379,159.82	1,957,216.41	5,247,739.45	37.3%	$5,247,739.45	376,040.15	1,869,766.02	4,893,487.76	38.2%	4,893,487.76
0300-0500	Total Purchased Svcs	483,034.35	3,574,189.63	6,861,577.87	52.1%	$6,861,577.87	422,105.77	2,574,244.39	5,531,761.22	46.5%	5,531,761.22
0600	Total Supplies	102,235.56	991,178.54	2,412,348.05	41.1%	$2,412,348.05	139,525.32	1,090,556.22	2,345,125.28	46.5%	2,345,125.28
0700	Total Property	0.00	384,509.75	610,714.33	63.0%	$610,714.33	13,138.68	24,698.68	140,000.00	17.6%	140,000.00
0800	Total Fees/Pupil Activities	38,355.87	330,836.00	722,692.00	45.8%	$722,692.00	25,610.73	400,644.68	707,490.00	56.6%	707,490.00
0900	Total Other Uses	$0.00	$0.00	$0.00	0.0%	$0.00	$0.00	$0.00	$0.00	0.0%	$0.00
	Total Expenditures	$2,055,370.74	$12,724,879.58	$29,390,608.30	43.3%	$29,390,608.30	$1,986,930.00	$11,103,824.72	$26,128,206.22	42.5%	$26,128,206.22
Total Expenditures		$2,055,370.74	$12,724,879.58	$29,390,608.30	43.3%	$29,390,608.30	$1,986,930.00	$11,103,824.72	$26,128,206.22	42.5%	$26,128,206.22

3. Mid-Year Budget Modification

Expectation: The Executive Director will review updates to the amended budget and the Committee will discuss any variances from the originally approved budget. The Committee will share its final feedback before a Board vote for adoption.

Notes:

The Executive Director shared several small updates to the amended budget. Revenue increased by about $440,000 from last month's first read of the proposed budget amendment due primarily to the bond reimbursement coming through, changes in per pupil revenue, and an update to READ Act funding. This additional revenue primarily went to a contingency line item with the intention of saving to move into fund balance at the end of the year.

4. **Facilities Master Plan**
   Expectation: The Executive Director will provide monthly updates on the current status of the facilities work and related expenses through the end of the project timeline.

   Notes:

   No major updates this month.

5. **Self-Assessment**
   Expectation: The committee will self-assess on the effectiveness of today's meeting.

   Notes:

   The Committee rated themselves a 4 for this meeting.

Next Meeting: February 6, 2025

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The Academy of Charter School

PTO Meeting Minutes

January 8, 2025

Call to Order:

A meeting of The Academy of Charter Schools PTO was called to order on Wednesday, January 8, 2025, at 6:00 pm by Steph Pearl.

Attendees:

Steph Pearl, President
Ioana Makkai-Dutchievici, Treasurer
Nikki Roma, Co-Vice President (online)
Susan Wagar, Secretary
Kate Karnik, Hospitality Coordinator
Bryan Button (online)
Stephanie Bean Keller (online)
Tammy Hahs

Minutes:

Nikki Roma made a motion to accept the minutes as presented. Steph Pearl seconded the motion, and it carried.

Past Events:

Holiday Bazaar

- Contract stating they will be here the whole event
- No guarantee on sales or attendance
- Be specific in the comment section of the sign up - need a wall
- Susan will send a follow-up email with a survey and a link for next year
- Change name to to craft fair
- Sign on the baseball fence
- Print little flyers for the Friday folders and market to the children so they are excited
- Food perspective - add some pancake batter so we don't cut it too close

Have a PTO specific calendar to hand out to families

Main events:
We should have our sponsorship flyer/packages - have sponsors for each event; have level partnerships

Do other PTOs in the area do a bazaar? Yes
Do we coordinate to cross promote? No
Have a bounce house in another gym

Future Events:
Glow Party

- Share a link of items to purchase from amazon - Ioana
- Beef up the numbers so we don't run out
- Headbands were a hit
- Confirm with Brian Austen - Susan - come a little earlier - be completely set up by 5:45 at the latest
- 6:00 - 7:30 pm
- Draw names for an Academy blanket as an incentive for volunteering
- Celebrate in newsletters those who have volunteered - use the bricks as incentive
- Sign up genius - cafeteria, people to help sell items at the PTO table
- Susan - email art club for volunteering hours
- Steph - email NJHS for volunteers to paint
- Someone be Rowdy?
- Clean Up
- Ioana will do a flyer
- Nikki will do food - no bananas or popcorn

Possibility of doing another event:
Garden party -
Adding an event

- Do we have it in the budget?
- Do we have the time for it?

Senior Photos - Bryan give back 25%
Graduation Pictures

Upcoming Spirit Nights:
Ioana check with Dave and Busters for March or April
Ioana check with One UP

Financial Report:

Adjourn - 7:08 pm

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THE ACADEMY OF CHARTER SCHOOLS

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Name Change Policy

PURPOSE

This policy outlines the process by which students may change the name they are referred to at school. State and federal law, along with school policy, require that all programs, activities, and employment practices are free from discrimination based on sex, sexual orientation, gender identity, and gender expression. The guidelines described in this policy are issued in keeping with these mandates to create a safe learning environment for all students and working environment for all staff, and to ensure that every student has equal access to all school programs and activities.

These guidelines do not anticipate every situation that might occur with respect to students and staff, and the needs of each student and staff member must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the student.

The Academy reserves the right to deny a name change request that would lead to misrepresentation; used for illegal purposes or to avoid a legal responsibility; multiple chosen names simultaneously for the same individual; chosen names that contain threats of violence or violations of copyright or other legal claims; chosen names that include non-alphabetical (a-z) characters; and/or a chosen name that the School deems inappropriate (e.g., vulgar, obscene, offensive, fictional, or creates confusion with another person).

DEFINITIONS

- **"Chosen Name"** as defined in Colorado law, is any name a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.
- **"Gender Identity"** means an individual's innate sense of their own gender, which may or may not correspond with that individual's biological sex.
- **"Legal Name"** is an individual's legal name as it appears on official government records such as licenses, passports, and birth certificate.
- **"Official Records"** These records include but are not limited to grades, transcripts, class lists, student course schedules, attendance records, health records, and student discipline files.

GUIDELINES FOR STUDENTS

A student has the right to be addressed by a name and pronoun that corresponds to their gender identity. A court-ordered or legal name or gender change is not required, and official records need not be changed. Any student may inform a school staff member of their desire to be consistently recognized at school using their stated name and gender identity, and this request should be acted upon respectfully. The intentional or persistent refusal to respect a student's gender identity (for example,

intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of these guidelines. Students ready to socially transition may initiate a process at the school to change their name, pronoun, and access to programs, activities, and facilities consistent with their gender identity.

Privacy

- All students have a right to privacy. This includes the right to keep private one's transgender or gender nonconforming status. Information about a student's transgender status, legal name, or biological sex assigned at birth also may constitute confidential information.
- School personnel should not disclose information that may reveal a student's transgender or gender nonconforming status to others, including school personnel and other community members, unless legally permitted to do so or unless the student has authorized such disclosure. In situations where the student has a desire to compete for their school in CHSAA-sanctioned activities, the school administration will work with the family to identify what information would need to be shared prior to submitting such information.
- When school staff learn of a student's desire for a name change, they should notify administration, who will involve parents or guardians in the implementation of these guidelines and the process of social transition at school to support the student's well-being. However, school administration should first discuss the parental involvement with the student to avoid inadvertently putting the student at risk of harm by contacting the student's parents.

NAME CHANGES ON OFFICIAL RECORDS

The school is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the school's process for amending student records. The school will not process a name change on a student's official record without a parent signature.

The School will amend a student's official record to reflect a change in first name and/or to reflect a change in gender upon receipt of appropriate documentation, such as a written change of name request or a court order from the parent or guardian substantiating the change.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Adopted: December 16, 2024

LEGAL REFS.:

34 C.F.R. §99.1 *et seq. (Family Educational Rights and Privacy Act regulations)*

34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)

34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)

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3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)

C.R.S. 22-1-145 (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)

C.R.S. 22-1-145(b) (*gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).*

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Student Gender, First Name and/or Middle Name Change Request Form

This form is to be used in the absence of legal documentation when gender, first name, and/or middle name changes are requested. The student's legal first name and gender will be maintained in a protected area along with historical records referring to this information. These historical records will be updated upon presentation of legal name change documentation. This information will only be shared with staff when requested by the legal guardian.

PLEASE NOTE:

- When student records are requested, the legal name and/or gender may be revealed if they were indicated in previous records and we have not been presented with legal documentation to change them accordingly.
- A student's legal name will be provided to Colorado Department of Education for all state reporting.
- A student's legal name will be used on all final transcripts and the student's diploma. A student's preferred name may be read at graduation.

I hereby request that

Student's Legal Name/Gender:

_____	_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix	Gender

be changed in the Academy Student Information System to:

Student's Assumed Name and/or Gender:

_____	_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix	Gender

If you are requesting the use of an assumed first and/or middle name, we advise you to proceed with a legal name change. Information for requesting a legal name change may be found at: https://www.courts.state.co.us/Self_Help/namechange/

_____ _____

Parent/Guardian Signature Date

Completed form and copy of photo ID must be returned to the Registrar by the legal parent/guardian via email or sealed envelope.

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