Caprock Academy Board of Directors
Tuesday, February 11, 2025
Regular Business Meeting at 6:00 p.m.
Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505

Meeting can be viewed virtually via Zoom.
In order to attend the meeting via video conference, use the link below:
In order to attend the meeting by phone, dial the number below and follow the prompts:
Join Zoom Meeting
https://us02web.zoom.us/j/86350206719?pwd=eUJYZkZZZnpmN1pVcWh3dHE3clZaQT09
Meeting ID: 863 5020 6719
Passcode: 707033
If you are attending virtually and have a public comment, please fill out the Board Meeting Public Comment form located on the Board of Directors page on the school's website no later than one hour prior to the start of the meeting. During the public comment period, any forms submitted will be read aloud by a board member.
All virtual participants will be muted by the host.

Board Members in attendance: Jessica Derryberry, Ryan McCulley, KJ Kline, Kathy Cantu, Ryan Schramm, Jenna Coffman, Dave Carlo

Others in attendance: Samantha Kendall, Evan Hunt, Randy Wilkens, Kathy Den, Takara Montover

Others in attendance via Zoom: Kim Melancon, Heidi Vidmar, Jessica Rix, Darlene Rice, Dana Thomas, Andrea Simonds-Cummings, Lindsay Clayton, Sydney Swaim, Noah Palmen, George Miller, Jen Heil, Erick Hendrickson, Tracee Flenard, Cheala Herrera, Dana Thomas, Dylan Albert, Kandy Poff, Kim Klene, Kerri Schulze, Kieth Allen, Natalie Clayton, Heather Skinner, Tara Barnes, Sonia Akers, Jewel Most, Teresa Drake, Libby Sorensen**, Josh Matteson**

Mission: We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

I. Pledge

II. Call to Order: Jessica Derryberry, CABD President **@6:03pm**

III. Vision

Vision: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

IV. Presentation of Excellence: Town Hall Recap

Jessica Derryberry asks Evan Hunt to present: Evan expresses gratitude to Candace Freeman, Jen Neely, Krista McCarthy (legal counsel), and the Dustin Sparks Law Group for their contributions

during a recent Town Hall. The meeting focused on student support and special education, acknowledging that these are sensitive and controversial topics. Evan highlights the importance of having open, public discussions on challenging subjects, aiming for the school to evolve from "storming to norming." They see the Town Hall as a positive step toward creating a healthier school environment and look forward to more such discussions in the future. Additionally, appreciation is extended to the Board members who participated.

V. General Public Comments

Members of the public may address the Board during this portion of the agenda on any topic. **Please fill out the check-in form prior to the start of the meeting indicating your interest in addressing the board**. This comment period is not limited to items on the agenda. **Public Comments are limited to three (3) minutes and the total general public comment time is limited to twenty (20) minutes total.** The Board reserves the right to limit or end public comment that it deems to be defamatory, insulting, abusive, or does not comply with character expectations of the Caprock community. Please note that this Public Comment time is separate and distinct from a parent's opportunity to seek Board review of a matter concerning a specific student and a particular class and/or a specific circumstance of administration of a policy (see the Family Handbook, Grievance Policy SE8.5). Similarly, this opportunity is separate and distinct from a Caprock employee requesting Board review of a specific employment matter (see the Employee Handbook, Grievance Policy E 15.0).

No public comments nor comments via Zoom were submitted. Jessica Derryberry closed out public comments.

VI. Consent Agenda

a. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
   i. January 14, 2025, Regular Business Meeting Minutes
      Approved pending one edit: to update Jenna Coffman as the presenter for the strategic planning.
   ii. January 28, 2025, special BOD meeting minutes
      Approved pending one edit: Update board members Ryan Schramm and Ryan McCulley from present too not present
   iii. CAST
   iv. CASAC
   v. Enrollment Report
   vi. Treasurer's Report

Jessica Derryberry addresses the board regarding the consent agenda and acknowledges that the financials were sent out late, apologizing for the delay. They ask if the board is comfortable reviewing the financials or if they would prefer to move the discussion to March. Since no objections are raised, the speaker proceeds with confirming the consent agenda.

Motion to approve Consent agenda: 1st by Kathy Cantu with edits mentioned. 2nd by Ryan Schramm. Motion Carried

VII. Financial

a. Consideration and possible approval of December 2024 Financial Reports as submitted.

Kathy Cantu explains that the December financials show a net loss, which is normal due to the timing of quarterly and annual payments. However, the school still has a positive net income for the year. The mid-year budget, approved after the financials were prepared, will be reflected in the January statements. There may be timing differences in the current financials, which will be corrected next month.

KJ Kline asks about the budget for the Detention Center, and Kathy explains that the school pays a fee of $4.73 per student to help fund the facility, which is available for students in trouble off-campus.

KJ also inquiries about the Penguin fundraiser expenses, which were upfront payments for items, and although it wasn't meant to be a money-maker, it appears to have lost money. Kathy confirms that they are tracking the financial outcome.

Regarding Powderhorn Ski, Kathy clarifies that students pay the school directly, and the school then pays Powderhorn in a pass-through arrangement.

KJ asks about higher-than-normal food expenses. Kathy explains this covers staff events like the holiday breakfast, which exceeds the budget but is seen as worthwhile.

Jenna Coffman asks about the "ramp card" for payments. Kathy describes it as a potential new system that streamlines credit card usage for staff, offering receipt management and cash-back benefits. The system is working well so far, but they want to ensure it integrates with their accounting software before fully committing. The ramp card provides better oversight and control than the previous system.

Motion to approve the financial report. 1st from KJ Kline, 2nd from Ryan Schramm. Motion carried

VIII. Old Business Discussion

a. Committee updates
    i. Strategic planning

Jenna Coffman shares that last Friday's meeting focused on gathering information for the strategic plan, prioritizing actions based on current data. They seek Board feedback to refine priorities and develop clear steps for the upcoming all-day meeting. Evan Hunt adds that they reviewed the scorecard, identified 30 high-priority areas, and plan to send them to the Board for review. They also discussed evolving concurrent enrollment to inspire and retain students, moving away from a one-size-fits-all approach, and welcome Board feedback on their direction.

b. Colorado Chater League Conference: Board attendance

Jessica Derryberry provides a quick update on Board attendance for the Colorado Charter League Conference, noting that Ryan McCulley will be able to attend. They look forward to him bringing back useful tips from the conference. Jessica asks if anyone else wants to add anything, as the event is in a week and a half.

IX. Old business Action

a. Employee Policy 3.0

Jessica Derryberry asks everyone to look over this policy and invites comments. Kathy Cantu expresses appreciation for having the document in front of them, noting that the cleaned-up version this time is easier to read and navigate compared to last month. They also appreciate being able to track the changes that have been made.

Kathy Cantu makes a motion to approve the employee policy 3.0 as submitted. 1st from Kathy Cantu, 2nd from Ryan McCulley. Motion Carried

b. Employee Policy 7.0

Jessica Derryberry announces the policy reading will occur at the end of the meeting. Ryan McCulley asks if the requirement for exempt employees to report time off monthly aligns with payroll schedules, and Evan Hunt confirms it shouldn't be an issue especially with Paylocity. Ryan McCulley also points out a potential typo in the document where "non-exempt" should be deleted, and Ryan Schramm agrees, suggesting the removal of "non-exempt" to improve clarity.

Motion to approve policy 7.0, 1st by Jenna Coffman, 2nd by Ryan McCulley with the modification of removing non-exempt from the 3rd sentence. Motion Carried

X. New Business Discussion

a. Board Election Committee

Jessica Derryberry emphasizes the need for board members to volunteer to lead the Board Election Committee, as per the bylaws, Kathy and herself are not allowed to do so. Jessica stresses the importance of getting the committee started with at least two board members. Jenna Coffman says she can take it on. Jessica asks for a second board member, and explains that elections are in April, with February dedicated to setting up the committee and posting information online. March is for accepting applications, with the deadline at the end of the month. In April, candidates will be announced, a forum will be held, and the election will take place in mid to late April. Jenna Coffman says she can put a timeline together to what the commitment would be, Jessica thanks Jenna for getting the timeline together but notes we do need two board members.

b. Head of School Update

Evan Hunt says the pace at Caprock has been hectic since returning from winter break, with a busy January and early February. Evan Hunt thanks teachers for their hard work, noting the quick passing of the third quarter and the approach of graduation. A site visit to the graduation venue is planned to assess the new location. Letters of intent have been sent to teachers to gauge who will return next year, and evaluations are underway. Samantha Kendall has joined the team as the new executive assistant to the head of school, and Libby Bierbaum has stepped in to cover Melissa Matteson's role. A new front office assistant, Christine, began today. A productive Town Hall meeting was held to review a K-4 Dean applicant, with plans for an announcement soon. Evan also highlights the success of open enrollment, which saw a 20-person increase from last year, and the first-ever varsity hockey win.

c. School Calendar

Evan Hunt presents the 160-day calendar, with a key change of a 4-day week after winter break based on teacher feedback. Internal discussions are ongoing about larger calendar adjustments, including possibly not aligning elementary schedules with middle and high school. While no concrete proposals are ready, Evan assures the current calendar will move forward unless changes are made, with a potential re-evaluation in March. Kathy Cantu raises concerns about the proposed May 20th graduation date potentially affecting seniors' 160 days of attendance. Evan confirms that the move to the 21st ensures seniors meet the requirement, and checks with Heidi Kellogg have been made. Jessica Derryberry clarifies that graduation has historically been on the last day of school, typically a Thursday, but this year's change is due to venue availability. Evan seeks board input on maintaining tradition. Jenna Coffman asks about the 5-day school week at the start of the year, and Evan confirms a 4-day week after winter break, explaining that staff preferred this approach. Evan will research staff preferences regarding the back-to-back Fridays in session.

XI. New Business Action

XII. Future Agenda Items

a. Policy 7.4 Assignment Due Dates, Late Grades, and Remediation (K-12)
b. Harassment and Discrimination policy
c. Discipline policy
d. CASAC Annual survey presentation

Full read through of policy 3.0 employee status/ employee classifications
Full read through of policy 7.0 compensation/ overtime

XIII. Adjourn @7:03pm

Motion to adjourn 1st by Jenna Coffman; 2nd Dave Carlo; Motion carried

Caprock Academy
Enrollment Totals
2/4/2025

CLASS	TOTAL
HTK	12
FTK-Class A	21
FTK-Class B	22
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	24
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	24
4th Grade-Class A	23
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	23
5th Grade-Class C	27
6th Grade-Class A	26
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	23
8th Grade-Class A	23
8th Grade-Class B	24
8th Grade-Class C	25
9th Grade	56
10th Grade	59
11th Grade	34
12th Grade	34
TOTAL	840

WAITING LIST	TOTAL
HTK	0
FTK	1
1st Grade	1
2nd Grade	0
3rd Grade	2
4th Grade	1
5th Grade	0
6th Grade	1
7th Grade	1
8th Grade	3
9th Grade	1
10th Grade	1
11th Grade	0
TOTAL	12

AVAILABILITY	TOTAL
HTK	6
FTK	0
1st Grade	13
2nd Grade	14
3rd Grade	8
4th Grade	16
5th Grade	8
6th Grade	6
7th Grade	14
8th Grade	12
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	128

Intent to Return	TOTAL
HTK	0
FTK-Class A	0
FTK-Class B	0
FTK-Class C	0
1st Grade-Class A	0
1st Grade-Class B	0
1st Grade-Class C	0
2nd Grade-Class A	0
2nd Grade-Class B	0
2nd Grade-Class C	0
3rd Grade-Class A	0
3rd Grade-Class B	0
3rd Grade-Class C	0
4th Grade-Class A	0
4th Grade-Class B	0
4th Grade-Class C	0
5th Grade-Class A	0
5th Grade-Class B	0
5th Grade-Class C	0
6th Grade-Class A	0
6th Grade-Class B	0
6th Grade-Class C	0
7th Grade-Class A	0
7th Grade-Class B	0
7th Grade-Class C	0
8th Grade-Class A	0
8th Grade-Class B	0
8th Grade-Class C	0
9th Grade	0
10th Grade	0
11th Grade	0
TOTAL	0

Retention %

Class	Jun/Year			
	20-21	21-22	22-23	23-24
HTK-AM/PM	15	17	17	7
FTK CLASS A	20	22	21	21
FTK-CLASS B	20	22	21	22
FTK-CLASS C	19	21	21	22
1st Grade-Class A	27	25	24	26
1st Grade-Class B	28	24	26	23
1st Grade-Class C	27	24	26	26
2nd Grade-Class A	27	26	25	25
2nd Grade-Class B	27	27	26	27
2nd Grade-Class C	26	26	26	27
3rd Grade-Class A	21	26	25	26
3rd Grade-Class B	25	25	29	27
3rd Grade-Class C	25	24	26	25
4th Grade-Class A	28	27	25	27
4th Grade-Class B	26	24	24	26
4th Grade-Class C	25	25	23	28
5th Grade-Class A	24	25	27	27
5th Grade-Class B	25	26	27	24
5th Grade-Class C	25	27	27	25
6th Grade-Class A	27	23	26	27
6th Grade-Class B	24	22	26	28
6th Grade-Class C	26	25	26	27
7th Grade-Class A	27	27	25	25
7th Grade-Class B	27	28	24	24
7th Grade-Class C	28	28	26	25
8th Grade-Class A	27	27	28	22
8th Grade-Class B	28	28	28	21
8th Grade-Class C	24	24	27	21
9th Grade	58	61	51	65
10th Grade	52	48	52	45
11th Grade	27	42	49	40
12th Grade	42	23	35	42
Total Enroll	877	869	889	878
Total Waitlist	20	0	2	14
Total Enr+Waitlist	897	869	892	892
Final October Count	**893**	**884**	**894**	**893**

2024-2025 School Year	
August	Total
HTK	12
FTK-Class A	21
FTK-Class B	22
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	24
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	24
4th Grade-Class A	23
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class C	23
5th Grade-Class B	27
6th Grade-Class A	26
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	23
8th Grade-Class A	23
8th Grade-Class B	24
8th Grade-Class C	25
9th Grade	56
10th Grade	59
11th Grade	34
12th Grade	34
Total Enroll	**840**
Total Waitlist	**25**
Total Enr+Waitlist	**v**
Final October Count	

CASAC January 2025 Agenda

Caprock Academy School Accountability Committee:

Meets the responsibilities and duties set forth in the Education Accountability Act of 2009 (S.B. 09-163), which includes making recommendations to the Board and the Head of School, on school budget and finance matters, Head of School evaluations, the school's improvement plan, and family engagement. This committee reviews and evaluates the school's testing data, parent surveys, staff surveys, student surveys, and the Unified Improvement Plan. In addition to the statutory requirements, this committee also makes recommendations to the Board and Head of School regarding curriculum, instructional delivery, and staff professional development.

Caprock Academy Vision:

VISION: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

1. Call to order: Candice Freeman, Co-Chair CASAC * This portion of the meeting was an pen public forum. No attendance taken.
2. Old Business:
    a. Guest Speakers currently arranged:
        a. January: Kristen McCarthy (legal counsel), Jennifer Neely (Dir Supp Services), February: Lindsay Clayton (5th-8th Dean) and Shane Chatfield Director of Analytics. March: Jennifer Heil/Lindsay Dunkin (Literacy/Math coaches).
3. New Business:
    a. Special Education presentation with Kristen McCarthy/Jennifer Neely. Open community discussion to follow.

Kristen McCarthy - Serves as general council for school, provided required legal statement. Speaking on the intersection of student discipline & students who are qualified for special education.

MDR – Manifestation Determination Review – if behavior is a 'manifestation' of their disability they CAN NOT be disciplined to the same standards of behavior for the school. There is a ten day limit on removal of students with an IEP . 504 plan. These do not need to be consecutive days.

When and MDR has occurred and the behavior is NOT a manifestation of disability, they CAN be disciplined according to the policy of the school.

3 categories when MDR does not need to occur

- Carries a weapon to school
- Brings or sells illicit drugs
- Inflicted serious bodily injury to another student *Terminology of 'serious bodily injury' carries a very high threshold. *Currently there is no allowance for anticipated bodily injury or threat of bodily injury.

Threat of violence is not enough… MDR must still take place.

If there is a Title IX investigation – MDR is put on pause until the investigation is complete.

Due to these factors, time frames may be extended for 504 / IEP students, for a discipline process. Failing to follow all policies can result in difficult, lengthy and litigious court cases.

Jennifer Neely – Explained that due to the structure of Caprock as a public charter school we MUST take all students. All students have the legal right to get their 'free and public education' here.

Q &A Time was held

It was noted that at times the rights of the "One" do override the rights of the 'many'. The courts (federal & state) are clear on what is clear. Teachers are to provide the most appropriate education at the time.

CASAC members debriefed open public forum. In attendance for CASAC – Evan Hunt, Jessica Derryberry, Traci Flenard, Heather Thom, Candice Freeman, Lori Muhr, Sydney Swaim, Howard Butcher, Steve Kovarovics, Marisa Barslune, Caroline McGlade, Laura Kligora,
The more we disseminate the understanding of the constraints of the law, and now have a clear understanding of the law we as a school must follow.
Are there parent resources for parents to have conversations with their students.
Could we place something in the communique or see about providing a link to the recording of the meeting or other legal matters surrounding this issue.

b. High School student surveys have been distributed. Please review and track trends. Middle School student survey has been extended to 1/27.
c. Discuss a staff follow-up survey. (Due to a number of changes) A check point to see if staff is more, less, or equally satisfied from the 1st survey, Oct 2024.

d. Executive session to complete HOS evaluation. Vote for Wed. 2/5 or Friday 2/7 We agreed for 5:30 on 2/7 at Four Winds Coffee. One evaluation form is to be completed by committee.

4. Any other items in need of discussion?

Do we have a topic for another Town Hall Meeting? Classic vs Classical and reiteration of what is being covered in literature. Other ideas? Encouraging Caprock community to read the charter. Inviting teachers from inception to now speaking to the school & history, or alumni to speak to how their CA education has impacted them.

5. Adjourn

Caprock Academy is dedicated to fostering a secure and inclusive learning and working environment for all members of its community. Sexual harassment is explicitly forbidden in all educational programs and activities conducted by the school. The ensuing policy and procedure are formulated to guarantee a thorough and suitable response to any allegations of sexual harassment within the school's educational programs and activities, as outlined herein.

The complete policy can be found at www.caprockacademy.org/apps/pages/TitleiXPolicy.

Title IX Documents

- Title IX Policy - Full Policy with all Forms and Notices
- Title IX Complaint Form
- Title IX Notice of Appeal Form

Policy E 3.0 – Employee Status

Employee Classifications

Employees of Caprock Academy are classified as either exempt or non-exempt under ~~federal wage and hour laws~~ Fair Labor Standards Act (FLSA), and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in Caprock Academy's group health plan. Eligibility for participation in Caprock Academy's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in Caprock Academy's group health plan, please contact the Business Office Assistant – Human Resources Manager.

Full-Time Employee -An employee normally scheduled to work at least 32 hours per week. Full-time employees are currently eligible for Caprock benefits.

Part-Time Employee- An employee normally scheduled to work less than a 32-hour workweek. Part-time employees are currently ineligible for Caprock benefits except as required by law.

Temporary Employee- An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Caprock benefits except as required by law.

Exempt Employee- Exempt employees are employees whose job assignments meet specific tests established by the ~~federal Fair Labor Standards Act (~~FLSA and who are exempt from minimum wage and/or overtime pay requirements.

Non-exempt Employee- Non-exempt employees are employees whose job positions do not meet FLSA exemption tests and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid at one and one-half the employees' base rate of pay for any work in excess of: (1) 40 hours per workweek, (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

Policy E 4.0 – Employee Benefits

As part of its compensation strategy, Caprock Academy offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain

- Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than 30 days.

Policy E 6.7 – Voting

- Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.
- Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their Head of School no later than the day prior to Election Day.

Policy E 7.0 – Compensation

- Overtime
  - All overtime for non-exempt employees must be approved in writing in advance by the Head of School or designee . Overtime is paid to non exempt employees at one and one-half the employee's base rate non-exempt when work is performed in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday or 40 hours per workweek. For purposes of calculating overtime, the work-week begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday. The 40-hour threshold is based on actual hours worked in the week. Therefore; paid time off (PTO), holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold. All non-exempt-hourly employees must record all time worked on the payroll platform.
- Paydays
  - Employees are paid on the fifth of every month. If the regular payday occurs on a holiday/weekend, the payday is the last working day prior to the holiday/weekend.
  - On each payday, employees receive a statement showing gross pay, deductions, and net pay that can be viewed via their account on the payroll platform
  - All employee's paychecks will be automatically deposited to their bank account.
- Pay For Exempt Employee
  - Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The School is committed to complying with salary basis requirements which allows properly authorized deductions.

  Pay Discrepancies

  - If you believe an improper deduction has been made to your pay, you should immediately report this information to the Business Office/ Human Resources. Reports of improper deductions will be promptly investigated. The investigation will begin within 5 school business days. If it is determined that an improper deduction has occurred, you will be reimbursed by the next payday following the completion of the investigation.
- Time Reporting
  - Non-exempt hourly employees are required to complete a timecard daily. At the conclusion of each pay period, near the end of the month, employees must review their time record for accuracy and submit any discrepancies by email to the Business Office/ Human Resources. It is

necessary for employees to indicate whether the recorded hours are for time worked, or for time off. ~~Non-exempt~~

- Exempt employees are required to report time off from their regular work schedule to their supervisor on a monthly basis
- These records are the only ones used by the school to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the school if they find a discrepancy between the School's records and their records. Employees should contact the Business Office/Human Resources with any questions about how their pay is calculated. Employees must promptly notify the Business Office/Human Resources of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The school will not tolerate retaliation against employees for making a report or participating in an investigation.

- Meal and Break Periods: Non-Exempt Employees

Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, non-exempt employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that make an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees should take a compensated 10-minute rest period for every four hours of work. The chart below indicates what rest periods are required. Rest periods should be as close to the middle of an employee's shift as practical.

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify Business Office/Human Resources

CAPROCK ACADEMY

CHARACTER. ACCOUNTABILITY. ACADEMICS.

2025-2026 Academic Year Calendar

Current 160 Day Calendar

July 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 26 (tentative)

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important Dates

Fall Break: 10/6-10/10

Fall History Day: 10/30

Thksgvng Brk: 11/24-11/28

Winter Break: 12/22-1/2

Spring Break: 3/16-3/20

Spring History Day: 4/30

Notes

Instructional Days: 160

Holidays:

Labor Day

Presidents' Day

Martin Luther King Jr. Day

First Day of School: July 21

Last Day of School: May 21

Graduation: May 20

First Quarter Ends: Oct 2nd

(44 days)

Second Quarter Ends: Dec. 18

(36 days)

Third Quarter Ends: March 12

(41 days)

Fourth Quarter Ends: May 21

(39 days)

Parent/Teacher Conferences:

Oct. 1-3 and March 4-6

Legend:

- School In Session
- Teacher Work Day
- Holiday/Break- School Closed
- New Teacher Training
- All Staff Training/Work Day
- Summer Break