

**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=eUJYZkZZZnNmN1pVcWh3dHE3clZaQT09>

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

Board Members in attendance via Zoom: Josh Matteson

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

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 inquires 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 Charter 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 open 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 counsel 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

CASAC February 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
2. Old Business:
 - a. Guest Speakers currently arranged:
 - a. February: Jennifer Heil (Literacy Specialist), Lindsay Dunkin (Math Specialist), Howard Butcher (HS Dean). March: Shane Chatfield Director of Analytics, Lindsay Clayton (5th-8th Dean)
3. New Business:
 - a. Jennifer Heil (Literacy Specialist), Lindsay Dunkin (Math Specialist), Howard Butcher (HS Dean) Jennifer and Lindsay provided details on their support efforts to onboarding new teachers, in classroom support, individual teacher support and student support across multiple levels. They reviewed some curriculum details around the spiral effect of Singapore Math, building on the curriculum at each level. They answered questions on ability grouping, supporting each level of the ability grouping, at the student level, pushing the lowest ability grouping to continue advancement, providing additional support where needed. Also providing opportunities for the highest ability group, to continue to push that student group to their abilities.
 - b. Discuss sharing survey results with Strategic Planning Committee Vote taken for sharing data with the committee: 8 voted yes, 1 voted no. Data to be shared to provide the Strategic Planning Committee with a full picture of each shareholders sentiment across the most recent 3 years. Discussions included resistance in sharing negative comments where specific individuals are named within surveys, and the objective of the committee, to use those sentiments in planning improvements over the next 3-5 years across the school community.
 - c. Survey review to develop recommendations for the HOS & BOD General discussions around survey data, full review did not take place. Discouragement shared about the most recent staff check in survey results from January 2025. The topics discussed included ideas/suggestions on how to revamp surveys to include more intentional, more frequent surveys with all shareholders. Goal: to engage more shareholders to complete surveys, to gain a more thorough perspective of the satisfaction across the school campus. Also, with more intentionality toward grade level surveys, to help with the identification of where appropriate support is being provided and better identify specific areas needing additional support. Another topic regarding parent engagement

included shared ideas on how to offer grade level communication between parents, to create more camaraderie and connection between students and parents.

1. Parent
2. Staff (original and follow-up)
3. Student

There were also discussions around more efficient CASAC meetings going forward. Reign in some of the discussions to ensure the agenda is followed, the duties & responsibilities are fulfilled.

Anna Glinko sent a follow up email to the committee on identifying the top 5 things revealed through surveys this year, to use those items for the presentation to the BOD in April and recommendations from this committee.

4. Any other items in need of discussion?
5. Adjourn

Caprock Academy
Enrollment Totals
3/4/2025

CLASS	TOTAL
HTK	12
FTK-Class A	21
FTK-Class B	21
FTK-Class C	21
1st Grade-Class A	24
1st Grade-Class B	23
1st Grade-Class C	23
2nd Grade-Class A	23
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	26
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	24
5th Grade-Class C	26
6th Grade-Class A	25
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	22
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	835

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	14
2nd Grade	14
3rd Grade	9
4th Grade	16
5th Grade	8
6th Grade	7
7th Grade	15
8th Grade	12
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	132

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 %

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, March 11, 2025

I. REPORT

The Finance Committee met on February 25, 2025 to review and approve the January 2025 financial reports. We also met to discuss other financial matters affecting the school.

1) January 2025 Financial Reports

Caprock's net income for January was \$6,954.27. The school's fiscal YTD net income was \$52,689.37. We had budgeted income of right over \$75,000 at this point YTD, so we are over \$22,000 behind the budget. Specific Account information for January:

- Theatre/Drama (Acct 1090r1) – This account is negative for the month as expenses were reclassified to this account from the general concession account. This is a regular true-up that is done on a quarterly basis and has no effect to the bottom line.
- Miscellaneous Revenue (Acct 1030) – This account contains credit card rebates earned via points.
- CAST Fundraising (Acct 1039) – This account represents the money that was deposited in January for the penguin patch that was held in December.
- Donations/Contributions (Acct 1040) – This account represents rebates from our partnership with MJ Thomas Photography and a rebate from Grand Valley Power.
- Contributions and Donations from Private Sources (Acct 1920) – This account represents a donation for an in-trade donation for athletic services that are provided for our athletes for games held at our school.
- State Revenue ECEA (Acct 3130) – This account has been funded in full for the year.
- READ Act Funds (Acct 3259) – This account represents funds that we are able to ask for reimbursement for certain expenses once we have paid for them. This account adds directly to the bottom line since we have already incurred expenses. There are more funds that we are going to ask for reimbursement for over the next few months.
- State MLE (Acct 3951) – This account was being paid on a quarterly basis and now we have received funds in January and February so it might be back on a monthly pay schedule again.
- IDEA Part-B (Acct 4027) – This account represents funds that we are able to ask for reimbursement for certain expenses once we have paid for them. This account adds directly to the bottom line since we have already incurred expenses. There are more funds that we are going to ask for reimbursement for over the next few months.
- Salaries (Acct 0100) – This account is running over budget for the month mainly due to overtime. The end of the year is usually light for hourly wages so we are monitoring this account to see if we will remain on budget for the year or not. There are some other positions that we have lost staff in and we may not be able to replace these positions for the remainder of the year.
- Medical Services (Acct 0335) – This is the direct offset of account 1920 mentioned above for the in-kind trade.
- Repairs and Maintenance (Acct 0430) – This account includes fire alarm servicing.
- Staff Dev – Board (Acct 0511) – This account includes professional development for the HOS as well as the annual Colorado League of Charter School meeting that was held the last week of February.

- Advertising (Acct 0540) – This account includes fees for niche.com (which provides the ranking of schools in the valley), FaceBook fees and radio advertising. These are in the budget.
- Books and Periodicals (Acct 0640) – This account includes replacement fees charged for lost/damaged books that have to be replaced.
- HS Hockey (Acct 0685g2) – This account includes various fees for Hockey including the rental of the River City Complex for training and games.
- Other Supplies (Acct 0690) – This account includes more fees for the safety buckets that are in each classroom. There were specific donations that paid for these and those monies were included in the December 2025 financial statements.
- Concessions-Holding (Acct 0668) – This account represents monies that were reclassified to the appropriate buckets. This account is a catch all for regular expenses and then get reclassified as needed to specific events. These reclasses went to the Basketball, Theater and Volleyball accounts this time.
- Deferred Rev Concurrent enrollm (Acct 7481E) – The remaining monies left in this account are as of 6/30/22 and were thought to be needed to be repaid to the state. These were monies received pre-COVID for certain expenses determined by the state and could only be spent upon certain expenses. It was determined with additional discussions with the state that there were additional expenses that we paid for that could qualify for these specific expenses so we will go through the process of releasing this deferred income to help offset expenses that we have already incurred therefore reducing expenses.

2) Mid-Year 2024/2025 Budget

The mid-year budget was approved in the special January 2025 board meeting. That budget is reflected in these January 2025 financial statements. We are still awaiting on the final MLE numbers from the state so if these change then we may need to do a supplemental budget later in the year depending on the final number. We will be funded at 880 students and the PPR amount if \$10,797.

3) Cash On Hand

	<u>January 31, 2025</u>	<u>February 28, 2025</u>
Money Market/CD	\$2,983,927	\$3,156,680
General Checking	\$3,117,293	\$3,127,047
Total Cash	\$6,101,220	\$6,283,727

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

- 1) Approval of January 2025 Financial Reports
Motion to approve the January 2025 Caprock Academy Financial Reports as submitted.

Caprock Academy
Statement of Financial Position
As of January 31, 2025

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
ASSETS							
Current Assets							
Bank Accounts							
1072 Bill.com Money Out Clearing	0.00	33,758.00	1,745.07	665.77	665.77	511.15	540.34
8101A Vectra General Checking 4478	114,257.43	20,502.30	42,455.61	47,914.85	11,318.13	108,039.08	115,946.53
8101B Sunflower Insurance 3137	22,713.28	20,017.25	40,417.99	113,722.38	94,768.02	28,875.04	63,174.68
8101C Sunflower Money Market 2374	1,027,401.28	1,549,246.16	534,694.73	537,067.50	1,538,660.96	1,542,210.25	1,545,446.78
8101D Sunflower Operating 0034	3,936,835.06	3,605,109.16	3,317,073.24	3,556,281.81	2,587,338.38	2,340,786.11	2,452,461.23
8101E Sunflower Payroll 0106	-157,548.60	257,611.58	86,640.75	21,316.04	21,316.04	21,316.04	21,316.04
8101F Sunflower CD 9546		0.00	1,018,838.82	1,022,491.57	1,026,279.60	1,029,959.02	1,033,774.72
8103 Petty Cash	384.58	384.58	384.58	384.58	384.58	384.58	384.58
8111A Sunflower CD 7296	516,672.38	0.00	0.00	0.00	0.00	0.00	0.00
8111B Vectra CD 5459	526,677.37	526,677.37	529,597.82	531,511.18	533,431.45	535,358.66	538,071.29
Total Bank Accounts	\$ 5,987,392.78	\$ 6,013,306.40	\$ 5,571,848.61	\$ 5,831,355.68	\$ 5,814,162.93	\$ 5,607,439.93	\$ 5,771,116.19
Accounts Receivable							
8141 Intergovernmental accounts receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8153 Accounts Receivable	683.00	683.00	9,927.01	9,927.01	5,291.12	25,243.62	32,916.79
Total Accounts Receivable	\$ 683.00	\$ 683.00	\$ 9,927.01	\$ 9,927.01	\$ 5,291.12	\$ 25,243.62	\$ 32,916.79
Other Current Assets							
8105 Escrow Account - Zions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8105B Zions Interest 8657A	150,961.26	223,208.60	294,548.60	359,473.69	216,563.40	72,577.82	145,355.84
8105C Zions Principal 8657	83,619.97	123,840.05	163,840.05	200,799.69	121,396.14	41,708.48	81,958.23
Total 8105 Escrow Account - Zions	\$ 234,581.23	\$ 347,048.65	\$ 458,388.65	\$ 560,273.38	\$ 337,959.54	\$ 114,286.30	\$ 227,314.07
8191 Deposits	73,287.40	73,287.40	73,287.40	73,287.40	73,287.40	73,287.40	73,287.40
Total Other Current Assets	\$ 307,868.63	\$ 420,336.05	\$ 531,676.05	\$ 633,560.78	\$ 411,246.94	\$ 187,573.70	\$ 300,601.47
Total Current Assets	\$ 6,295,944.41	\$ 6,434,325.45	\$ 6,113,451.67	\$ 6,474,843.47	\$ 6,230,700.99	\$ 5,820,257.25	\$ 6,104,634.45
Fixed Assets							
8211 Land and Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8211A Land Purchase - CVVC - 2010	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33	761,083.33
8211B Land - South parcel 2015	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46	1,066,192.46
Total 8211 Land and Buildings	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79	\$ 1,827,275.79
8221 Parking, Drives, Hardscape	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02	301,681.02
8231 Buildings	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96	5,240,817.96
8231A Buildings - original (2007)	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27	1,071,776.27
8231B Buildings - 10 rm modular	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00	685,276.00
8231C 10 rm Modular (2011)	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00	493,148.00
8231D 7 rm modular (2014)	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56	173,402.56
8231E 7 rm modular (2014) Electrical	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54	52,183.54
8231F Gym Additions	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80	35,516.80
8231H Main Bldg Phase 2 - 2020	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79	12,021,181.79

8231I Permanent Facility	9,637.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50	17,497.50
Total 8231 Buildings	\$ 19,782,940.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42	\$ 19,790,800.42
8232 Accumulated Depreciation - Bldg	-5,469,441.33	-5,511,315.73	-5,553,190.13	-5,595,064.53	-5,636,938.93	-5,678,813.33	-5,720,687.73
8241 Machinery and Equipment		0.00	0.00	0.00	0.00	0.00	0.00
8241A Mor Storage FY24 Shed	10,302.38	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48	13,805.48
8241B PE Shed So Field	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
8241C Storage Shed	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00	27,600.00
8241D Capitalized Equipment	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25	148,331.25
8241E Security System	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00	8,262.00
Total 8241 Machinery and Equipment	\$ 199,995.63	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73	\$ 203,498.73
8242A Accumulated Depr. - Equip	-32,525.95	-33,489.45	-34,452.95	-35,416.45	-36,379.95	-37,343.45	-38,306.95
8242B Accumulated Depr - Vehicles	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46	-90,048.46
Total Fixed Assets	\$ 16,519,877.12	\$ 16,488,402.32	\$ 16,445,564.42	\$ 16,402,726.52	\$ 16,359,888.62	\$ 16,317,050.72	\$ 16,274,212.82
Other Assets							
8800 Deferred outflow - 2010 Bond	65,364.39	65,023.42	64,682.45	64,341.48	64,000.51	63,659.54	63,318.57
Total Other Assets	\$ 65,364.39	\$ 65,023.42	\$ 64,682.45	\$ 64,341.48	\$ 64,000.51	\$ 63,659.54	\$ 63,318.57
TOTAL ASSETS	\$ 22,881,185.92	\$ 22,987,751.19	\$ 22,623,698.54	\$ 22,941,911.47	\$ 22,654,590.12	\$ 22,200,967.51	\$ 22,442,165.84
LIABILITIES AND EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
7421 Accounts Payable	243,655.99	19,090.13	64,363.77	31,720.44	20,733.83	14,470.14	6,683.98
Total Accounts Payable	\$ 243,655.99	\$ 19,090.13	\$ 64,363.77	\$ 31,720.44	\$ 20,733.83	\$ 14,470.14	\$ 6,683.98
Credit Cards							
7421A Vectra Credit Card Control Acct 7875	28,408.06	-29,633.30	21,399.46	32,974.25	8,356.13	8,592.79	11,628.96
7421B Ramp card		0.00	0.00	0.00	0.00	267.40	7,352.01
Total Credit Cards	\$ 28,408.06	-\$ 29,633.30	\$ 21,399.46	\$ 32,974.25	\$ 8,356.13	\$ 8,860.19	\$ 18,980.97
Other Current Liabilities							
7451B Sunflower Loan Interest Payabl	102,178.87	173,953.87	245,293.87	316,633.87	172,648.87	243,553.87	314,458.87
Total 7471 Payroll Liabilities	\$ 157,976.90	\$ 510,254.58	\$ 105,873.89	\$ 152,249.20	\$ 198,698.74	\$ 41,270.14	\$ 202,274.58
Total 7482 Grants - Deferred Revenue	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96	\$ 22,421.96
Total Other Current Liabilities	\$ 282,577.73	\$ 706,630.41	\$ 373,589.72	\$ 491,305.03	\$ 393,769.57	\$ 307,245.97	\$ 539,155.41
Total Current Liabilities	\$ 554,641.78	\$ 696,087.24	\$ 459,352.95	\$ 555,999.72	\$ 422,859.53	\$ 330,576.30	\$ 564,820.36
Long-Term Liabilities							
7451A Sunflower Loan	19,800,000.00	19,800,000.00	19,800,000.00	19,800,000.00	19,680,000.00	19,345,980.00	19,345,980.00
Total Long-Term Liabilities	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,800,000.00	\$ 19,680,000.00	\$ 19,345,980.00	\$ 19,345,980.00
Total Liabilities	\$ 20,354,641.78	\$ 20,496,087.24	\$ 20,259,352.95	\$ 20,355,999.72	\$ 20,102,859.53	\$ 19,676,556.30	\$ 19,910,800.36
Equity							
6770 Unassigned Fund Balance	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11	2,478,676.11
Net Revenue	47,868.03	12,987.84	-114,330.52	107,235.64	73,054.48	45,735.10	52,689.37
Total Equity	\$ 2,526,544.14	\$ 2,491,663.95	\$ 2,364,345.59	\$ 2,585,911.75	\$ 2,551,730.59	\$ 2,524,411.21	\$ 2,531,365.48
TOTAL LIABILITIES AND EQUITY	\$ 22,881,185.92	\$ 22,987,751.19	\$ 22,623,698.54	\$ 22,941,911.47	\$ 22,654,590.12	\$ 22,200,967.51	\$ 22,442,165.84

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
July 2024 - January 2025

	Jan 2025				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
1000 Local Revenue			0.00		0.00	0.00	0.00	
1940 Classroom Teacher Funds	2,627.00	5,416.67	-2,789.67	48.50%	27,177.44	37,916.69	-10,739.25	71.68%
1089c 7-8 MS Activities			0.00		6,157.13	0.00	6,157.13	
1090 High School			0.00		0.00	0.00	0.00	
1090a HS Activity Fund			0.00		108.00	0.00	108.00	
1090a1 HS Student Council	0.00		0.00		2,281.62	0.00	2,281.62	
Total 1090a HS Activity Fund	\$ 0.00	\$ 0.00	\$ 0.00		\$ 2,389.62	\$ 0.00	\$ 2,389.62	
1090l Band/Marshall			0.00		18.00	0.00	18.00	
1090r HS PE	26.00		26.00		413.40	0.00	413.40	
1090r1 Theatre/Drama	-85.23		-85.23		1,651.16	0.00	1,651.16	
Total 1090 High School	-\$ 59.23	\$ 0.00	-\$ 59.23		\$ 4,472.18	\$ 0.00	\$ 4,472.18	
1099 Specials			0.00		0.00	0.00	0.00	
1099a Art - Flenard	18.00		18.00		215.71	0.00	215.71	
1099a2 Art - Henson	72.00		72.00		280.80	0.00	280.80	
1099a4 Original Works Fundraising			0.00		2,013.00	0.00	2,013.00	
1099c Instrumental Music	36.00		36.00		539.00	0.00	539.00	
1099c2 Choral Music	0.00		0.00		726.91	0.00	726.91	
1099d Science - Chemistry	18.00		18.00		401.35	0.00	401.35	
Total 1099 Specials	\$ 144.00	\$ 0.00	\$ 144.00		\$ 4,176.77	\$ 0.00	\$ 4,176.77	
1940.3C 3rd C			0.00		1,000.00	0.00	1,000.00	
1940.4A 4th A			0.00		1,000.00	0.00	1,000.00	
1940.8A 8th A			0.00		172.00	0.00	172.00	
1940.GH Goal Hour	6.00		6.00		104.41	0.00	104.41	
1940.HTK HTK			0.00		80.00	0.00	80.00	
Total 1940 Classroom Teacher Funds	\$ 2,717.77	\$ 5,416.67	-\$ 2,698.90	50.17%	\$ 44,339.93	\$ 37,916.69	\$ 6,423.24	116.94%
Total 1000 Local Revenue	\$ 2,717.77	\$ 5,416.67	-\$ 2,698.90	50.17%	\$ 44,339.93	\$ 37,916.69	\$ 6,423.24	116.94%
1030 Miscellaneous Revenue	1,413.38	833.33	580.05	169.61%	4,031.62	5,833.31	-1,801.69	69.11%
1030A HS Testing	944.50		944.50		9,620.46	0.00	9,620.46	
1030b HS parking			0.00		-0.64	0.00	-0.64	
Total 1030 Miscellaneous Revenue	\$ 2,357.88	\$ 833.33	\$ 1,524.55	282.95%	\$ 13,651.44	\$ 5,833.31	\$ 7,818.13	234.03%
1031 CA Apparel	108.00		108.00		878.67	0.00	878.67	
1039 CAST Fundraising	7,235.36	0.00	7,235.36		10,611.72	0.00	10,611.72	
1040 Donations/Contributions	2,978.95	3,166.67	-187.72	94.07%	16,203.02	22,166.69	-5,963.67	73.10%
1040r Reading Challenge/Lending Library	600.00		600.00		6,480.66	0.00	6,480.66	
1040s Donation - Security			0.00		2,796.84	0.00	2,796.84	
Total 1040 Donations/Contributions	\$ 3,578.95	\$ 3,166.67	\$ 412.28	113.02%	\$ 25,480.52	\$ 22,166.69	\$ 3,313.83	114.95%
1061 Pupil Activity - Fundraiser			0.00		766.42	0.00	766.42	
1067 Records/Transcripts Fee	6.00		6.00		76.69	0.00	76.69	
1069 Calculator Revenue			0.00		176.14	0.00	176.14	
1611 Student Lunch	6,501.90	3,750.00	2,751.90	173.38%	31,867.20	26,250.00	5,617.20	121.40%
1700 Pupil Activity Funds		22,250.00	-22,250.00	0.00%	2,617.82	155,750.00	-153,132.18	1.68%
1710 Athletic Booster	559.45		559.45		31,390.98	0.00	31,390.98	
1710bHS Booster HS Basketball	200.00		200.00		300.00	0.00	300.00	
1710xHS Booster - HS Cross Country			0.00		-200.00	0.00	-200.00	
Total 1710 Athletic Booster	\$ 759.45	\$ 0.00	\$ 759.45		\$ 31,490.98	\$ 0.00	\$ 31,490.98	
1715 Basketball	-76.00		-76.00		6,501.50	0.00	6,501.50	
1715HS Basketball - High School	1,594.00		1,594.00		14,369.30	0.00	14,369.30	
1715MS Basketball - Middle School	0.00		0.00		3,358.79	0.00	3,358.79	
Total 1715 Basketball	\$ 1,518.00	\$ 0.00	\$ 1,518.00		\$ 24,229.59	\$ 0.00	\$ 24,229.59	
1716 K - 5 Basketball	1,245.00		1,245.00		5,450.00	0.00	5,450.00	
1716a K - 5 Concessions	67.00		67.00		67.00	0.00	67.00	
Total 1716 K - 5 Basketball	\$ 1,312.00	\$ 0.00	\$ 1,312.00		\$ 5,517.00	\$ 0.00	\$ 5,517.00	
1720 Volleyball			0.00		0.00	0.00	0.00	
1720HS HS Volleyball	0.00		0.00		17,755.02	0.00	17,755.02	
1720MS MS Volleyball			0.00		3,768.90	0.00	3,768.90	
Total 1720 Volleyball	\$ 0.00	\$ 0.00	\$ 0.00		\$ 21,523.92	\$ 0.00	\$ 21,523.92	
1721 HS Hockey - registration fee	2,288.00		2,288.00		31,757.17	0.00	31,757.17	
1721a Additional fee - HS Hockey	3,257.15		3,257.15		5,869.15	0.00	5,869.15	
1721b Hockey Fundraising	2,359.60		2,359.60		17,676.09	0.00	17,676.09	
1721c HS Hockey donations			0.00		13,285.00	0.00	13,285.00	
Total 1721 HS Hockey - registration fee	\$ 7,904.75	\$ 0.00	\$ 7,904.75		\$ 68,587.41	\$ 0.00	\$ 68,587.41	
1725 HS Dance Fund	0.00		0.00		1,284.40	0.00	1,284.40	
1735 NHS	141.00		141.00		562.56	0.00	562.56	
1736 NJHS	160.00		160.00		488.56	0.00	488.56	
1740 Enhancement Fund	11.00		11.00		11.00	0.00	11.00	
1749 Ski Club			0.00		5,515.69	0.00	5,515.69	
1750 Latin Club	132.00		132.00		132.00	0.00	132.00	
1764 Knowledge Bowl			0.00		534.00	0.00	534.00	
1766 OWL income			0.00		100.00	0.00	100.00	
1770 Drama			0.00		290.00	0.00	290.00	
1771 Choir/Band Activities	18.00		18.00		129.00	0.00	129.00	
1775 Senior Fees			0.00		493.51	0.00	493.51	
1785 Soccer			0.00		0.00	0.00	0.00	
1785HS HS Soccer	0.00		0.00		5,679.60	0.00	5,679.60	
Total 1785 Soccer	\$ 0.00	\$ 0.00	\$ 0.00		\$ 5,679.60	\$ 0.00	\$ 5,679.60	
1785cHS Cross Country - High School	0.00		0.00		6,512.83	0.00	6,512.83	
1799 Uniform Deposits	72.00		72.00		575.00	0.00	575.00	
Total 1700 Pupil Activity Funds	\$ 12,028.20	\$ 22,250.00	-\$ 10,221.80	54.06%	\$ 176,274.87	\$ 155,750.00	\$ 20,524.87	113.18%
1800 Childcare Revenue	8,566.00	6,875.00	1,691.00	124.60%	72,601.39	48,125.00	24,476.39	150.86%
1910 Rentals/Leases			0.00		1,000.00	0.00	1,000.00	
1920 Contributions and Donations from Private Sources	44,300.00		44,300.00		44,300.00	0.00	44,300.00	
3000 State Revenue			0.00		0.00	0.00	0.00	

3113 Charter School Capital Const.			29,295.83	-29,295.83	0.00%	173,469.07	205,070.81	-31,601.74	84.59%					
3130 State Revenue ECEA			16,531.67	-16,531.67	0.00%	198,380.00	115,721.69	82,658.31	171.43%					
3140 ELPA			180.00	-180.00	0.00%	2,900.54	1,260.00	1,640.54	230.20%					
3150 Gifted and Talented			900.17	-900.17	0.00%	11,309.47	6,301.19	5,008.28	179.48%					
3228 GT-Universal Screening			73.42	-73.42	0.00%	0.00	513.94	-513.94	0.00%					
3235 At Risk per pupil add funding			275.92	-275.92	0.00%	0.00	1,931.44	-1,931.44	0.00%					
3259 READ Act Funds	21,757.68		1,998.33	19,759.35	1088.79%	21,757.68	13,988.31	7,769.37	155.54%					
3898 PERA On-Behalf			23,182.33	-23,182.33	0.00%	0.00	162,276.31	-162,276.31	0.00%					
3951 State MLE	53,125.39		60,603.58	-7,478.19	87.66%	462,234.03	424,225.06	38,008.97	108.96%					
3999A SSD grant			1,228.33	-1,228.33	0.00%	14,740.00	8,598.31	6,141.69	171.43%					
Total 3000 State Revenue	\$	74,883.07	\$	134,269.58	\$	59,386.51	55.77%	\$	884,790.79	\$	939,887.06	-\$	55,096.27	94.14%
4000 Revenue From CDE				0.00		0.00	0.00	0.00						
4027 IDEA Part-B	32,233.79	14,035.00	18,198.79	229.67%		70,646.54	98,245.00	-27,598.46	71.91%					
4365 Title III Revenue		65.00	-65.00	0.00%		0.00	455.00	-455.00	0.00%					
4367 Title II Revenue		593.33	-593.33	0.00%		0.00	4,153.31	-4,153.31	0.00%					
Total 4000 Revenue From CDE	\$	32,233.79	\$	14,693.33	\$	17,540.46	219.38%	\$	70,646.54	\$	102,853.31	-\$	32,206.77	68.69%
5710 PPR State Revenue		794,933.53	791,783.33	3,150.20	100.40%	5,527,072.03	5,542,483.31	-15,411.28	99.72%					
Total Revenue	\$	989,450.45	\$	983,037.91	\$	6,412.54	100.65%	\$	6,904,534.35	\$	6,881,265.37	\$	23,268.98	100.34%
Gross Profit	\$	989,450.45	\$	983,037.91	\$	6,412.54	100.65%	\$	6,904,534.35	\$	6,881,265.37	\$	23,268.98	100.34%
Expenditures														
0100 Salaries				0.00		0.00	0.00	0.00				0.00		
0110 Regular Salaries				0.00		0.00	0.00	0.00				0.00		
0110.1 Salaries - Admin	50,953.94		50,953.94			371,716.54	0.00	371,716.54						
0110.2 Salaries - Professional	248,731.27	450,721.17	-201,989.90	55.19%		1,660,529.57	3,155,048.19	-1,494,518.62	52.63%					
01105 HS Teachers - Salaries (deleted)			0.00			80,268.34	0.00	80,268.34						
Total 0110.2 Salaries - Professional	\$	248,731.27	\$	450,721.17	-\$	201,989.90	55.19%	\$	1,740,797.91	\$	3,155,048.19	-\$	1,414,250.28	55.18%
0110.4 Salaries - Paraprofessionals	75,698.03		75,698.03			485,514.08	0.00	485,514.08						
0110.5 Salaries - Clerical	89,698.19		89,698.19			596,350.47	0.00	596,350.47						
Total 0110 Regular Salaries	\$	465,081.43	\$	450,721.17	\$	14,360.26	103.19%	\$	3,194,379.00	\$	3,155,048.19	\$	39,330.81	101.25%
0120 Substitutes			0.00			0.00	0.00	0.00				0.00		
0120.2 Substitutes - Professional	7,002.17	6,592.50	409.67	106.21%		35,180.78	46,147.50	-10,966.72	76.24%					
0120.4 Substitutes - Paraprofessionals	1,115.19		1,115.19			13,686.04	0.00	13,686.04						
Total 0120 Substitutes	\$	8,117.36	\$	6,592.50	\$	1,524.86	123.13%	\$	48,866.82	\$	46,147.50	\$	2,719.32	105.89%
0190 Bonuses		6,333.33	-6,333.33	0.00%		0.00	44,333.31	-44,333.31	0.00%					
0190.1 Bonuses - Admin	0.00		0.00			2,155.00	0.00	2,155.00						
0190.2 Bonuses - Professional	0.00		0.00			15,780.50	0.00	15,780.50						
0190.4 Bonuses - Paraprofessionals	0.00		0.00			6,897.50	0.00	6,897.50						
0190.5 Bonuses - Clerical	0.00		0.00			5,537.50	0.00	5,537.50						
Total 0190 Bonuses	\$	0.00	\$	6,333.33	-\$	6,333.33	0.00%	\$	30,370.50	\$	44,333.31	-\$	13,962.81	68.50%
Total 0100 Salaries	\$	473,198.79	\$	463,647.00	\$	9,551.79	102.06%	\$	3,273,616.32	\$	3,245,529.00	\$	28,087.32	100.87%
0200 Benefits			0.00			0.00	0.00	0.00				0.00		
0210 Life and Disability	0.00	625.58	-625.58	0.00%		34,295.15	4,379.06	29,916.09	783.16%					
0210.1 Life and Disability - Admin	25.04		25.04			165.89	0.00	165.89						
0210.2 Life and Disability - Professional	183.11		183.11			1,283.63	0.00	1,283.63						
0210.4 Life and Disability - Paraprofessionals	80.30		80.30			567.20	0.00	567.20						
0210.5 Life and Disability - Clerical	65.73		65.73			466.37	0.00	466.37						
Total 0210 Life and Disability	\$	354.18	\$	625.58	-\$	271.40	56.62%	\$	36,778.24	\$	4,379.06	\$	32,399.18	839.87%
0210 Teacher- Benefits (deleted)			0.00			79,655.34	0.00	79,655.34						
0221 Medicare		6,722.92	-6,722.92	0.00%		0.00	47,060.44	-47,060.44	0.00%					
0221.1 Medicare - Admin	722.98		722.98			5,287.91	0.00	5,287.91						
0221.2 Medicare - Professional	3,585.78		3,585.78			14,686.24	0.00	14,686.24						
0221.4 Medicare - Paraprofessionals	1,084.84		1,084.84			7,188.86	0.00	7,188.86						
0221.5 Medicare - Clerical	1,260.52		1,260.52			8,442.00	0.00	8,442.00						
Total 0221 Medicare	\$	6,654.12	\$	6,722.92	-\$	68.80	98.98%	\$	35,605.01	\$	47,060.44	-\$	11,455.43	75.66%
0222 Social Security			0.00			0.00	0.00	0.00				0.00		
222.2 Social Security - Professional	0.00		0.00			7.38	0.00	7.38				7.38		
Total 0222 Social Security	\$	0.00	\$	0.00	\$	0.00		\$	7.38	\$	0.00	\$	7.38	
0230 PERA		103,856.92	-103,856.92	0.00%		0.00	726,998.44	-726,998.44	0.00%					
0230.1 PERA - Admin	10,709.84		10,709.84			77,925.94	0.00	77,925.94						
0230.2 PERA - Professional	53,717.08		53,717.08			372,911.90	0.00	372,911.90						
0230.4 PERA - Paraprofessionals	16,287.60		16,287.60			105,745.31	0.00	105,745.31						
0230.5 PERA - Clerical	18,768.35		18,768.35			124,988.33	0.00	124,988.33						
Total 0230 PERA	\$	99,482.87	\$	103,856.92	-\$	4,374.05	95.79%	\$	681,571.48	\$	726,998.44	-\$	45,426.96	93.75%
0251 Health		63,368.42	-63,368.42	0.00%		0.00	443,578.94	-443,578.94	0.00%					
0251.1 Health - Admin	4,361.95		4,361.95			32,193.75	0.00	32,193.75						
0251.2 Health - Professional	50,171.03		50,171.03			187,484.15	0.00	187,484.15						
0251.4 Health - Paraprofessionals	6,979.12		6,979.12			33,615.93	0.00	33,615.93						
0251.5 Health - Clerical	10,468.68		10,468.68			68,105.79	0.00	68,105.79						
Total 0251 Health	\$	71,980.78	\$	63,368.42	\$	8,612.36	113.59%	\$	321,399.62	\$	443,578.94	-\$	122,179.32	72.46%
0252 Dental			0.00			0.00	0.00	0.00				0.00		
0252.1 Dental - Admin	247.10		247.10			1,771.96	0.00	1,771.96						
0252.2 Dental - Professional	1,659.10		1,659.10			9,296.54	0.00	9,296.54						
0252.4 Dental - Paraprofessionals	529.50		529.50			3,284.02	0.00	3,284.02						
0252.5 Dental - Clerical	529.50		529.50			4,656.54	0.00	4,656.54						
Total 0252 Dental	\$	2,965.20	\$	0.00	\$	2,965.20		\$	19,009.06	\$	0.00	\$	19,009.06	
0253 Vision			0.00			0.00	0.00	0.00				0.00		
0253.1 Vision - Admin	43.40		43.40			331.00	0.00	331.00						
0253.2 Vision - Professional	291.40		291.40			4,504.55	0.00	4,504.55						
0253.4 Vision - Paraprofessionals	86.80		86.80			603.11	0.00	603.11						
0253.5 Vision - Clerical	99.20		99.20			994.18	0.00	994.18						
Total 0253 Vision	\$	520.80	\$	0.00	\$	520.80		\$	6,432.84	\$	0.00	\$	6,432.84	
0280 Pension Expense		23,182.33	-23,182.33	0.00%		0.00	162,276.31	-162,276.31	0.00%					
Total 0200 Benefits	\$	181,957.95	\$	197,756.17	-\$	15,798.22	92.01%	\$	1,180,458.97	\$	1,384,293.19	-\$	203,834.22	85.28%
0300 Professional and Technical Svcs		2,219.58	-2,219.58	0.00%		7,112.73	15,537.06	-8,424.33	45.78%					
0313 Bank Service/Charge Fees	535.31	0.00	535.31			2,351.38	0.00	2,351.38						
0313.1 Payroll Expenses	4,289.32	3,507.25	782.07	122.30%		27,001.22	24,550.75	2,450.47	109.98%					
Total 0313 Bank Service/Charge Fees	\$	4,824.63	\$	3,507.25	\$	1,317.38	137.56%	\$	29,352.60	\$	24,550.75	\$	4,801.85	119.56%
0320 Counseling & Guidance Services	1,554.00	0.00	1,554.00			7,654.34	0.00	7,654.34						
0320b 0320b Contracted SpEd Services	6,842.50	11,267.33	-4,424.83	60.73%		85,907.50	78,871.31	7,036.19	108.92%					
0331 Legal Svcs		704.17	-704.17	0.00%		4,620.99	4,929.19	-308.20	93.75%					

0332 Accounting / Audit	20,766.67	21,583.33	-816.66	96.22%	153,669.19	151,083.31	2,585.88	101.71%
0335 Medical Services	44,300.00		44,300.00		44,300.00	0.00	44,300.00	
0340 IT agreement	3,518.20	3,518.00	0.20	100.01%	26,688.09	24,626.00	2,062.09	108.37%
0390 Other Professional Services	411.46	0.00	411.46		18,784.89	0.00	18,784.89	
0399 CDE Admin Overhead		1,333.33	-1,333.33	0.00%	15,773.80	9,333.31	6,440.49	169.01%
Total 0300 Professional and Technical Svcs	\$ 82,217.46	\$ 44,132.99	\$ 38,084.47	186.29%	\$ 393,864.13	\$ 308,930.93	\$ 84,933.20	127.49%
0400 Purchased Property Services		0.00	0.00		688.78	0.00	688.78	
0414 Water/Sewer	2,143.53	1,583.33	560.20	135.38%	12,724.17	11,083.31	1,640.86	114.80%
0421 Trash Services		842.25	-842.25	0.00%	4,855.61	5,895.75	-1,040.14	82.36%
0423 Custodial Services	19,845.97	14,166.67	5,679.30	140.09%	104,586.99	99,166.69	5,420.30	105.47%
0430 Repairs and Maintenance	7,359.76	8,203.33	-843.57	89.72%	63,576.49	57,423.31	6,153.18	110.72%
0430.1 Auto/Equip Maintenance & Repair	163.39		163.39		9,678.36	0.00	9,678.36	
Total 0430 Repairs and Maintenance	\$ 7,523.15	\$ 8,203.33	\$ 680.18	91.71%	\$ 73,254.85	\$ 57,423.31	\$ 15,831.54	127.57%
0431 Alarms & Monitoring	125.00	416.67	-291.67	30.00%	2,588.99	2,916.69	-327.70	88.76%
0442 Rental of Equip (Includes IT)	2,457.27	3,250.00	-792.73	75.61%	20,952.19	22,750.00	-1,797.81	92.10%
Total 0400 Purchased Property Services	\$ 32,094.92	\$ 28,462.25	\$ 3,632.67	112.76%	\$ 219,651.58	\$ 199,235.75	\$ 20,415.83	110.25%
0500 Other Purchased Services	2,287.50	2,166.67	120.83	105.58%	2,287.50	15,166.69	-12,879.19	15.08%
0510 Staff Dev - Prof Ed Svcs	951.73	2,666.67	-1,714.94	35.69%	14,058.17	18,666.69	-4,608.52	75.31%
0511 Staff Dev - Board	3,800.00	1,142.83	2,657.17	332.51%	9,631.46	7,999.81	1,631.65	120.40%
0513 Field Trips	894.16		894.16		1,703.76	0.00	1,703.76	
0520 Insurance Premiums			0.00		0.00	0.00	0.00	
0521 Liab/Prop Ins		7,750.00	-7,750.00	0.00%	92,964.00	54,250.00	38,714.00	171.36%
0522 Workman's Comp	3,034.89	2,583.33	451.56	117.48%	25,318.89	18,083.31	7,235.58	140.01%
0525 Unemployment	5,851.03	2,500.00	3,351.03	234.04%	22,237.82	17,500.00	4,737.82	127.07%
Total 0520 Insurance Premiums	\$ 8,865.92	\$ 12,833.33	\$ 3,947.41	69.24%	\$ 140,520.71	\$ 89,833.31	\$ 50,687.40	156.42%
0530 Communications			0.00		0.00	0.00	0.00	
0531 Telephone	1,124.59	677.08	447.51	166.09%	7,949.83	4,739.56	3,210.27	167.73%
0533 Postage	517.50	229.17	288.33	225.81%	1,142.09	1,604.19	-462.10	71.19%
0534 Online Services	1,159.12	5,232.83	-4,073.71	22.15%	23,336.86	36,629.81	-13,292.95	63.71%
Total 0530 Communications	\$ 2,801.21	\$ 6,139.08	\$ 3,337.87	45.63%	\$ 32,428.78	\$ 42,973.56	\$ -10,544.78	75.46%
0540 Advertising	10,224.09	3,816.67	6,407.42	267.88%	17,522.97	26,716.69	-9,193.72	65.59%
0541 Promotional Materials			0.00		204.19	0.00	204.19	
Total 0540 Advertising	\$ 10,224.09	\$ 3,816.67	\$ 6,407.42	267.88%	\$ 17,727.16	\$ 26,716.69	\$ -8,989.53	66.35%
0551 Office Maintenance Contracts			0.00		6,272.23	0.00	6,272.23	
0570 Fundraising Expenses	68.00		68.00		1,022.89	0.00	1,022.89	
0570b CAST - Fundraising expense			0.00		8,858.75	0.00	8,858.75	
Total 0570 Fundraising Expenses	\$ 68.00	\$ 0.00	\$ 68.00		\$ 9,881.64	\$ 0.00	\$ 9,881.64	
0580 Travel, Registration, Entrance	3,630.41	1,666.67	1,963.74	217.82%	21,506.73	11,666.69	9,840.04	184.34%
0585 Concurrent Enrollment Expenses		1,041.67	-1,041.67	0.00%	900.00	7,291.69	-6,391.69	12.34%
0590 Other Purchased Services	163.96	3,032.75	-2,868.79	5.41%	44,961.53	21,229.25	23,732.28	211.79%
0595 Admin Overhead Costs	23,848.01		23,848.01		165,812.15	0.00	165,812.15	
0596 CSI		18,221.25	-18,221.25	0.00%	0.00	127,548.75	-127,548.75	0.00%
Total 0595 Admin Overhead Costs	\$ 23,848.01	\$ 18,221.25	\$ 5,626.76	130.88%	\$ 165,812.15	\$ 127,548.75	\$ 38,263.40	130.00%
0599 Purchase Special Ed	878.00	0.00	878.00		1,503.90	0.00	1,503.90	
Total 0590 Other Purchased Services	\$ 24,889.97	\$ 21,254.00	\$ 3,635.97	117.11%	\$ 212,277.58	\$ 148,778.00	\$ 63,499.58	142.68%
Total 0500 Other Purchased Services	\$ 58,432.99	\$ 52,727.59	\$ 5,705.40	110.82%	\$ 469,195.72	\$ 369,093.13	\$ 100,102.59	127.12%
0600 Supplies	1,179.68	9,504.83	-8,325.15	12.41%	10,792.85	66,533.81	-55,740.96	16.22%
0610 Safety & PPE	0.00		0.00		3,777.90	0.00	3,777.90	
0611 Instructional Supplies	420.55		420.55		10,624.15	0.00	10,624.15	
0615A Assessment Expenses			0.00		4,264.61	0.00	4,264.61	
0615A1 HS Testing	144.05		144.05		398.53	0.00	398.53	
Total 0615A Assessment Expenses	\$ 144.05	\$ 0.00	\$ 144.05		\$ 4,663.14	\$ 0.00	\$ 4,663.14	
0615b Inst Supplies - After School			0.00		510.98	0.00	510.98	
0615c Lending Library/Reading Chall.	381.50		381.50		2,120.13	0.00	2,120.13	
0615HS HS Instructional Supplies	91.97		91.97		4,845.78	0.00	4,845.78	
0616 Software/License		435.42	-435.42	0.00%	4,295.03	3,047.94	1,247.09	140.92%
0617 Special Ed			0.00		4,125.99	0.00	4,125.99	
Total 0611 Instructional Supplies	\$ 1,038.07	\$ 435.42	\$ 602.65	238.41%	\$ 31,185.20	\$ 3,047.94	\$ 28,137.26	1023.16%
0615 Office Supplies	3,535.50	1,916.67	1,618.83	184.46%	36,605.01	13,416.69	23,188.32	272.83%
0613 Custodial Supplies	3,386.77	4,208.33	-821.56	80.48%	23,590.24	29,458.31	-5,868.07	80.08%
0622 Electric/Gas	14,591.54	14,208.33	383.21	102.70%	80,981.90	99,458.31	-18,476.41	81.42%
0626 Motor Vehicle Fuel	916.52		916.52		5,660.35	0.00	5,660.35	
0630 Food	1,032.68	625.00	407.68	165.23%	9,763.95	4,375.00	5,388.95	223.18%
0631 Caprock Apparel			0.00		4,778.00	0.00	4,778.00	
0640 Books and Periodicals	-82.12	10,416.67	-10,498.79	-0.79%	58,160.40	72,916.69	-14,756.29	79.76%
0640b HS Books	783.36		783.36		39,685.44	0.00	39,685.44	
Total 0640 Books and Periodicals	\$ 701.24	\$ 10,416.67	\$ 9,715.43	6.73%	\$ 97,845.84	\$ 72,916.69	\$ 24,929.15	134.19%
0650 Classroom Fund Expenditures			0.00		257.90	0.00	257.90	
0611.1A 1st A	191.26		191.26		247.26	0.00	247.26	
0611.1B 1st B			0.00		56.00	0.00	56.00	
0611.1C 1st C	31.98		31.98		375.78	0.00	375.78	
0611.2A 2nd A			0.00		345.39	0.00	345.39	
0611.2B 2nd B			0.00		316.36	0.00	316.36	
0611.2C 2nd C			0.00		219.30	0.00	219.30	
0611.3A 3rd A	24.96		24.96		24.96	0.00	24.96	
0611.3B 3rd B			0.00		180.87	0.00	180.87	
0611.4A 4th A			0.00		83.11	0.00	83.11	
0611.4B 4th B			0.00		201.10	0.00	201.10	
0611.4C 4th C			0.00		113.00	0.00	113.00	
0611.5A 5th A	24.68		24.68		74.84	0.00	74.84	
0611.5B 5th B	9.99		9.99		152.54	0.00	152.54	
0611.5C 5th C			0.00		409.79	0.00	409.79	
0611.6A 6th A			0.00		276.30	0.00	276.30	
0611.6B 6th B			0.00		143.10	0.00	143.10	
0611.6C 6th C			0.00		214.07	0.00	214.07	
0611.7B 7th B			0.00		77.64	0.00	77.64	
0611.HTK HTK			0.00		70.34	0.00	70.34	
0611.KA FTK A	59.98		59.98		116.51	0.00	116.51	
0611.KB FTK B			0.00		15.89	0.00	15.89	
0611.KC FTK C			0.00		151.18	0.00	151.18	

0665d MS 7-8 Activities Expenses			0.00		6,747.20	0.00	6,747.20		
0666 High School			0.00		3,534.00	0.00	3,534.00		
0666a HS Activity Fund			0.00		198.39	0.00	198.39		
0666a1 HS Student Council			0.00		457.00	0.00	457.00		
Total 0666a HS Activity Fund	\$	0.00	\$	0.00	\$	655.39	\$	0.00	\$ 655.39
0666d HS PE			0.00		4,700.00	0.00	4,700.00		
0666f HS Brady			0.00		38.58	0.00	38.58		
0666i HS Jones			0.00		16.98	0.00	16.98		
0666i HS T Van Schaick			0.00		13.98	0.00	13.98		
0666o Science - Chemistry			0.00		1,244.73	0.00	1,244.73		
0666r HS Henson			0.00		1,434.05	0.00	1,434.05		
0666s HS Berndt			0.00		99.84	0.00	99.84		
0666t HS Flenard			0.00		2,382.22	0.00	2,382.22		
Total 0666 High School	\$	0.00	\$	0.00	\$	14,119.77	\$	0.00	\$ 14,119.77
0678 School Nurse		292.97		292.97		2,667.50		0.00	2,667.50
0680 Specials Expenses			0.00		0.00	0.00	0.00	0.00	0.00
0680a Art Department			0.00		189.24	0.00	189.24		
0680a2 Art		650.08		650.08		1,892.76		0.00	1,892.76
0680a4 Original Works Expenses			0.00		1,468.05	0.00	1,468.05		
0680b PE Department			0.00		25.00	0.00	25.00		
0680c Instrumental Music		235.00		235.00		949.49		0.00	949.49
0680c2 Choral Music			0.00		1,987.98	0.00	1,987.98		
0680d1 Science - Akers			0.00		1,256.93	0.00	1,256.93		
0680d2 Science - Wilson			0.00		262.04	0.00	262.04		
0680e Latin		95.00		95.00		188.72		0.00	188.72
0680f Spanish		28.76		28.76		178.58		0.00	178.58
0680j Theatre		-21.63		-21.63		1,602.99		0.00	1,602.99
Total 0680 Specials Expenses	\$	987.21	\$	0.00	\$	987.21	\$	0.00	\$ 10,001.78
Total 0650 Classroom Fund Expenditures	\$	1,623.03	\$	0.00	\$	1,623.03	\$	0.00	\$ 37,659.48
0685 Pupil Activities Expenses		32.29	22,250.00	-22,217.71	0.15%	7,342.04	155,750.00	-148,407.96	4.71%
0685a Yearbook/Journalism		55.93		55.93		9,108.38	0.00	9,108.38	
0685b Basketball				0.00		0.00	0.00	0.00	0.00
0685bHS Basketball - High School		1,263.15		1,263.15		13,166.34	0.00	13,166.34	
0685bMS Basketball - Middle School				0.00		130.00	0.00	130.00	
Total 0685b Basketball	\$	1,263.15	\$	0.00	\$	1,263.15	\$	0.00	\$ 13,296.34
0685b2 K - 5 Basketball		163.97		163.97		163.97	0.00	163.97	
0685c Newspaper				0.00		2,074.53	0.00	2,074.53	
0685d NHS				0.00		385.00	0.00	385.00	
0685d2 NJHS				0.00		1,245.51	0.00	1,245.51	
0685e Volleyball				0.00		2,749.53	0.00	2,749.53	
0685eHS HS Volleyball		420.00		420.00		10,964.69	0.00	10,964.69	
0685eMS MS Volleyball				0.00		1,796.14	0.00	1,796.14	
Total 0685e Volleyball	\$	420.00	\$	0.00	\$	420.00	\$	0.00	\$ 15,510.36
0685f HS Dance Expense				0.00		348.26	0.00	348.26	
0685g1 Athletic Booster		1,122.18		1,122.18		8,242.61	0.00	8,242.61	
0685g1b Booster - Basketball				0.00		55.92	0.00	55.92	
0685g1v Booster Volleyball				0.00		546.00	0.00	546.00	
0685g1x Booster Cross Country				0.00		537.46	0.00	537.46	
Total 0685g1 Athletic Booster	\$	1,122.18	\$	0.00	\$	1,122.18	\$	0.00	\$ 9,381.99
0685g2 HS Hockey		23,856.28		23,856.28		37,364.60	0.00	37,364.60	
0685g2a HS Hockey fundraising expenses				0.00		792.00	0.00	792.00	
Total 0685g2 HS Hockey	\$	23,856.28	\$	0.00	\$	23,856.28	\$	0.00	\$ 38,156.60
0685h2 Knowledge Bowl		80.00		80.00		854.19	0.00	854.19	
0685k Latin Club		75.00		75.00		75.00	0.00	75.00	
0685o Graduation Expenses		1,219.35		1,219.35		3,719.35	0.00	3,719.35	
0685p Track				0.00		0.00	0.00	0.00	0.00
0685pHS Track - High School				0.00		215.00	0.00	215.00	
Total 0685p Track	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$ 215.00
0685r Soccer				0.00		421.78	0.00	421.78	
0685rHS HS Soccer		92.00		92.00		5,138.24	0.00	5,138.24	
Total 0685r Soccer	\$	92.00	\$	0.00	\$	92.00	\$	0.00	\$ 5,560.02
0685v Choir/Band Activities				0.00		756.14	0.00	756.14	
0685x Cross Country				0.00		3,820.52	0.00	3,820.52	
0686 Powderhorn Ski Club				0.00		5,526.69	0.00	5,526.69	
Total 0685 Pupil Activities Expenses	\$	28,380.15	\$	22,250.00	\$	6,130.15	127.55%	\$ 117,539.89	\$ 155,750.00 -\$ 38,210.11 75.47%
0690 Other Supplies		5,304.91		5,304.91		17,931.30	0.00	17,931.30	
0690b Parking - HS				0.00		225.00	0.00	225.00	
Total 0690 Other Supplies	\$	5,304.91	\$	0.00	\$	5,304.91	\$	0.00	\$ 18,156.30
Total 0600 Supplies	\$	61,690.09	\$	63,565.25	\$	1,875.16	97.05%	\$ 478,336.91	\$ 444,956.75 \$ 33,380.16 107.50%
0689 Lunch - Students		3,964.25		3,964.25		25,462.99	0.00	25,462.99	
0649 Scholarship Expense		456.86	3,750.00	-3,293.14	12.18%	1,408.45	26,250.00	-24,841.55	5.37%
Total 0689 Lunch - Students	\$	4,421.11	\$	3,750.00	\$	671.11	117.90%	\$ 26,871.44	\$ 26,250.00 \$ 621.44 102.37%
0710 Land and Improvements			2,458.33	-2,458.33	0.00%	13,123.12	17,208.31	-4,085.19	76.26%
0730 Purchase/Lease of Equipment			958.33	-958.33	0.00%	0.00	6,708.31	-6,708.31	0.00%
0733 Furniture and Equipment			1,800.00	-1,800.00	0.00%	24,825.66	12,600.00	12,225.66	197.03%
Total 0730 Purchase/Lease of Equipment	\$	0.00	\$	2,758.33	\$	-2,758.33	0.00%	\$ 24,825.66	\$ 19,308.31 \$ 5,517.35 128.58%
0734b Technology Equipment			3,781.00	-3,781.00	0.00%	40,464.13	26,467.00	13,997.13	152.89%
0740 Depreciation		41,874.40		41,874.40		293,120.80	0.00	293,120.80	
0740b Depreciation - Tractor&Equip		963.50		963.50		6,744.50	0.00	6,744.50	
Total 0740 Depreciation	\$	42,837.90	\$	0.00	\$	42,837.90	\$	0.00	\$ 299,865.30
0800 Child Care			500.00	-500.00	0.00%	844.37	3,500.00	-2,655.63	24.12%
0810 Dues and Fees		765.00	2,083.33	-1,318.33	36.72%	22,603.15	14,583.31	8,019.84	154.99%
0830 Interest Expense		71,245.97	71,417.50	-171.53	99.76%	501,766.79	499,922.50	1,844.29	100.37%
0890 Misc Expense		58.23		58.23		1,885.58	0.00	1,885.58	
0900 gifts and donations			220.83	-220.83	0.00%	95.00	1,545.81	-1,450.81	6.15%
0910 Redemption of Principal (Interest)			40,000.00	-40,000.00	0.00%	0.00	280,000.00	-280,000.00	0.00%
Total Expenditures	\$	1,008,920.41	\$	977,260.57	\$	31,659.84	103.24%	\$ 6,947,468.17	\$ 6,840,823.99 \$ 106,644.18 101.56%
Net Operating Revenue	-\$	19,469.96	\$	5,777.34	-\$	25,247.30	-337.01%	-\$ 42,933.82	\$ 40,441.38 -\$ 83,375.20 -106.16%
Other Revenue									
1007b CD Interest		2,712.63	833.33	1,879.30	325.52%	13,294.10	5,833.31	7,460.79	227.90%

4119.35 155.10

1008a Money Market Interest	3,236.53	2,083.33	1,153.20	155.35%	20,753.50	14,583.31	6,170.19	142.31%
1009 Zions Accounts interest	2,122.77		2,122.77		5,504.06	0.00	5,504.06	
1020b CD 1020 Interest	3,815.70	2,083.33	1,732.37	183.15%	17,102.34	14,583.31	2,519.03	117.27%
1088a 8th grade trip revenue	12,822.71	5,833.33	6,989.38	219.82%	79,536.13	40,833.31	38,702.82	194.78%
1088a2 8th Grade Concessions Revenue	394.00		394.00		2,196.25	0.00	2,196.25	
Total 1088a 8th grade trip revenue	\$ 13,216.71	\$ 5,833.33	\$ 7,383.38	226.57%	\$ 81,732.38	\$ 40,833.31	\$ 40,899.07	200.16%
1090b1 Senior Trip Junior Fundraising		5,833.33	-5,833.33	0.00%	1,710.00	40,833.31	-39,123.31	4.19%
1090b2 Senior Trip Concessions	260.00		260.00		1,133.00	0.00	1,133.00	
1090b3 2020 Italy fundraising amounts	1,025.75		1,025.75		3,112.42	0.00	3,112.42	
Total 1090b1 Senior Trip Junior Fundraising	\$ 1,285.75	\$ 5,833.33	-\$ 4,547.58	22.04%	\$ 5,955.42	\$ 40,833.31	-\$ 34,877.89	14.58%
Total Other Revenue	\$ 26,390.09	\$ 16,666.65	\$ 9,723.44	158.34%	\$ 144,341.80	\$ 116,666.55	\$ 27,675.25	123.72%
Other Expenditures								
0664a 8th grade trip expenses		5,833.33	-5,833.33	0.00%	41,345.83	40,833.31	512.52	101.26%
0665b 8th Concession Stand Expenses	335.91		335.91		770.42	0.00	770.42	
0667A Senior Trip (Junior Fundraising		5,833.33	-5,833.33	0.00%	5,355.70	40,833.31	-35,477.61	13.12%
0667b Senior Concession Expenses	640.87		640.87		675.81	0.00	675.81	
0668 Concessions - Holding	-1,010.92		-1,010.92		570.85	0.00	570.85	
Total Other Expenditures	-\$ 34.14	\$ 11,666.66	-\$ 11,700.80	-0.29%	\$ 48,718.61	\$ 81,666.62	-\$ 32,948.01	59.66%
Net Other Revenue	\$ 26,424.23	\$ 4,999.99	\$ 21,424.24	528.49%	\$ 95,623.19	\$ 34,999.93	\$ 60,623.26	273.21%
Net Revenue	\$ 6,954.27	\$ 10,777.33	-\$ 3,823.06	64.53%	\$ 52,689.37	\$ 75,441.31	-\$ 22,751.94	69.84%

Friday, Feb 21, 2025 05:27:00 PM GMT-8 - Accrual Basis

Category	SWOT	Metric	Current	Goal	Source
Academics	Strength	Performance Framwork Score	74.1	School Performance Framework at or above 74%	School Performance Framework
Academics	Weakness	CMAS Elementary Growth in Math	30	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Weakness	CMAS Elementary Growth in English Language Arts	46	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Weakness	CMAS Middle School Growth in Math	47.5	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Weakness	CMAS Middle School Growth in English Language Arts	38	A year over year median growth percentile rate increase of 20% or above 50 (Meets Expectation)	School Performance Framework
Academics	Strength	PSAT Score	964	Combined Math and EBRW score over 1000	CARS Report (9th and 10th)
Academics	Strength	SAT Score	1063	Combined Math and EBRW score over 1100	CARS Report (11th)
Academics	Opportunity	Concuurent enrollment/VOTECH/Trades/Military		Offer on/off-campus opportunities in vocational studies (Develop a secondary track)	
Employee Experience	Weakness	Staff satisfaction		80% of staff satisfied with Caprock	CASAC Survey or New Staff Survey
Employee Experience	Weakness	Low salaries, benefits		80% of staff satisfied with employee benefits	CASAC Survey or New Staff Survey
Employee Experience	Weakness	Health insurance	0	Increase the number of staff participating in the family plan	Paylocity
Employee Experience	Opportunity	Percent of Staff Trained in ClassicalU		100% of staff trained and certified in ClassicalU	Classical U
Employee Experience	Weakness	SpEd Related, FAPE		100% of students are compliant with FAPE	
Infrastructure	Weakness	Reducing Risk (Insurance Liability)		Address all infractions on our liability assessment	Facilities, Saftey and Security Reporting
Infrastructure	Weakness	Emergency Preparedness	100%	100% compliance with all fire, shelter, lockdown drills	Facilities, Saftey and Security Reporting
Parent/Community Experience	Strength	% parents pleased with the experience at Caprock Academy		80% of parents satisfied with Caprock	CASAC Survey or New Parent Survey
Parent/Community Experience	Strength	Parent Involvement (PT conferences, portal usage)		75% of parents participate in Parent/Teacher conferences	
Student Experience	Weakness	School hot lunch, bus	N/A	Offer a school hot lunch program	
Student Experience	Weakness	Reduce the numbers of suspension		20% reduction the number of student suspensions	
Student Experience	Opportunity	Retention (High School)		75% of Caprock freshman graduate from Caprock	Student Information Sysytem (FACTS)
Student Experience	Opportunity	Student survey		80% of student are satisfied with Caprock	CASAC Survey or New Student Suyrvey
School	Opportunity	Number of enrolled students		95% of capacity	Student Information Sysytem (FACTS)
Student Experience	Opportunity	Postsecondary readiness, STEM		On hold until we gather data from the STEM team	
Finance	Opportunity	Dollars in Reserve		Finance	
Finance	Opportunity	Cash on Hand		Finance	



CAPROCK ACADEMY

CHARACTER. ACCOUNTABILITY. ACADEMICS.

2025-2026 Academic Year 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						
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31						

September 25						
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October 25						
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November 25						
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30						

December 25						
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January 26						
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February 26						
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March 26						
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April 26						
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19	20	21	22	23	24	25
26	27	28	29	30		

May 26						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26						
Su	M	Tu	W	Th	F	Sa
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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
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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 (tentative)

First Quarter Ends: Sept 25th

(40 days)

Second Quarter Ends: Dec. 18

(40 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

Policy E 2.0 (Employee Handbook)– Harassment/Non-discrimination Policy

Caprock Academy Charter School (“Caprock Academy”) is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school’s educational programs, activities, or employment can report their concerns without fear of retaliation. **Caprock Academy will adhere to all applicable federal and state definitions.**

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific policy governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student and complaints of bullying against a student based on membership in a protected class should be made pursuant to the school’s Harassment and Discrimination Investigation Procedures. Complaints under Title IX should be made under the school’s Sex-based Harassment Investigation Procedures Policy.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witnesses bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee (“hereafter referred to as “Compliance Officer”).

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or **make** false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in

particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff and community training materials regarding sex-based discrimination and sexual harassment are available to the public on Caprock Academy's website, **in the employee handbook and upon request.**

Students and employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Harassment and Discrimination Investigation Procedures for Students

Caprock Academy Harassment and Discrimination Policy can be found in the employee handbook and will be distributed annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment and/or discrimination or those who participate in a harassment investigation. **Caprock Academy will adhere to all applicable federal and state definitions.**

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed.

The complaint should be made as soon as possible after the incident.

- **Title IX Compliance Officer:** Karin Ranta-Curran, J.D.
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)
- **Harassment and Discrimination Compliance Officer-** Evan Hunt; Head of School

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct. If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Board of Directors**
board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Title IX Compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Head of School- Evan Hunt:**
970-243-1771 ext. 1116
e.hunt@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process:

Throughout the complaint process, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within **sixty days** after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling, modifications to class or work schedules and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to all parties at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment, discrimination or Title IX violation. The Compliance Officer will refer the matter back to the Head of School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- **Initial meeting with Reporting Party (if any) and Complainant:** Within five school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- provide the complainant with the information detailed in paragraph, as outlined below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- **Initial Meeting with Respondent:** As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent (and parents/guardians if applicable) in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.
- **Information Provided at the Initial Meetings:** The Compliance Officer will provide to both the complainant and respondent the same basic information, including:
 - available supportive measures;
 - copies of the Board Nondiscrimination/Equal Opportunity Policy;
 - timeline for the investigation process and the school's legal obligations;
 - the possibility of resolving the complaint informally upon agreement of all parties;
 - that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
 - all parties have a right to have an advisor present during all stages of the investigation; and
 - parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal complaint process may be instituted. The informal complaint process is not appropriate in all circumstances. It may only be used if both parties are students or both parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. An informal complaint process may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in an informal complaint and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through the informal complaint process, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal complaint process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment.

Formal Complaint Process

If the informal process is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint process.

Collect Evidence:

The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- the identity of and relationship between the respondent and the complainant;
- the context of the incident, including school size and location of the incident and/or other incidents at the school;
- whether the conduct was threatening;
- the use of epithets, slurs or other conduct that is humiliating or degrading;
- whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- ages and number of respondents and complainants involved;
- patterns of misconduct of the respondent;
- real or perceived power differentials between the parties;
- any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy E 13.0 Discipline/Discharge and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School's determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

Safe2Tell 1-877-542-7233 www.safe2tell.org
National Domestic Violence Hotline: 1-800-799-SAFE (7233)
National Sexual Assault Hotline: 1-800-656-4673
Violence Free Colorado: <https://www.violencefreecolorado.org/>
The Crisis Center 24/7 Hotline: 303-688-8484
Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501
(970)242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Colorado Charter School Institute

1525 Sherman St, B76
Denver, CO 80203
Phone: 303-866-3299
Fax: 303-866-2530
Email: csi_info@csi.state.co.us

Office for Civil Rights

United States Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
Phone 303-44-5695
Fax 303-844-4303
Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission

Denver Field Office
950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division

1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay

303-894-7830

General Inquiries: DORA_CCRD@State.co.us

Intake Unit: DORA_CCRDIntake@State.co.us

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. 22-1-143 (*harassment or discrimination – policy required*)

Policy SE –0.0 (Family handbook)– Harassment/Non-discrimination Policy

Caprock Academy Charter School (“Caprock Academy”) is committed to providing a safe learning and work environment where all members of Caprock Academy are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the school’s educational programs, activities, or employment can report their concerns without fear of retaliation. **Caprock Academy will adhere to all applicable federal and state definitions.**

This policy is designed to foster a climate that provides preventative measures and encourages the reporting of discrimination, harassment, and related retaliation. The school administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination, harassment, and related retaliation and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific policy governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student and complaints of bullying against a student based on membership in a protected class should be made pursuant to the school’s Harassment and Discrimination Investigation Procedures. Complaints under Title IX should be made under the school’s Sex-based Harassment Investigation Procedures Policy.

- **Title IX Compliance Officer:** **Karin Ranta-Curran, J.D.**
Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org
- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)

Supportive measures and prompt response times are required components of all policies.

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying based on a protected class are prohibited at Caprock Academy, as well as at any school-sponsored or school-sanctioned activity or event on school property (or off school property when such conduct is connected to the school) or at any school curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

School Action

Caprock Academy encourages anyone, students, parents and family members, volunteers, educators, or staff members—who witnesses bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate Board policy. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Compliance Officer or their designee (“hereafter referred to as “Compliance Office”).

Caprock Academy will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the school will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or **make** false statements in an investigation may be subject to discipline in accordance with Board policies as well as state and federal law. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy. Upon determining that incidents of discrimination or harassment are occurring in

particular school settings or activities, Caprock Academy will implement measures designed to stop discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies as well as state and federal law. This includes the protections afforded to students with disabilities. Caprock Academy will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Compliance Officer will refer any potential criminal charges to law enforcement.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration provides notice of this policy to all Caprock Academy staff and community training materials regarding sex-based discrimination and sexual harassment are available to the public on Caprock Academy's website, **provided via physical copy to each incoming student and their parent or guardian upon request.**

Students and employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. Caprock Academy employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Harassment and Discrimination Investigation Procedures for Students

Caprock Academy Harassment and Discrimination Policy can be found on the school's website and will be distributed annually to parents and guardians of all students. Physical copies will be provided to all students in sixth through twelfth grade annually. Additional copies will be given upon request and provided in Spanish if needed. Caprock Academy prohibits discrimination against any student or staff member. It is a violation of policy for any student or staff member to harass students or staff, or to retaliate against those who report harassment or discrimination or those who participate in a harassment investigation. **Caprock Academy will adhere to all applicable federal and state definitions.**

Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students or staff are encouraged to report the conduct to school staff.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the Compliance Officer.

Complaints should be made through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. Hard copies are available at the front office if needed.

The complaint should be made as soon as possible after the incident.

- **Title IX Compliance Officer: Karin Ranta-Curran, J.D.**

Employment Matters LLC
Phone: 970-243-1771 Ext. 1198
Email: titleix@caprockacademy.org

- **Title IX Complaint Form Link:** [Sexual Harassment \(Title IX\) Complaint Form](#)
- **Harassment and Discrimination Compliance Officer-** Evan Hunt; Head of School
- **Harassment and Discrimination Form Link:**

No person can serve as the Compliance Officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in the prohibited conduct. If the Compliance Officer is alleged to have participated in the prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Board of Directors**
board@caprockacademy.org (which can be found on the Caprock Academy website)

If the Title IX Compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following school representative:

- **Caprock Academy Head of School- Evan Hunt:**
970-243-1771 ext. 1116
e.hunt@caprockacademy.org

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Complaint Process

Throughout the complaint, Caprock Academy will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. Caprock Academy will make a good faith effort to complete an investigation within **sixty days** after the complaint, with an additional thirty-day extension possible for good cause. The Compliance Officer or their designee will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

A Compliance Officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the Compliance Officer.

In addition, if a student with a disability is a party, the Compliance Officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student and their parent/guardian.

Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; extra time for homework or tests; the opportunity to resubmit homework or retake a test; remedying an impacted grade; excused absences; the opportunity for home instruction; modifications to class or work schedules; and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the Compliance Officer. The Compliance Officer will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every fifteen business days.

Evaluation by Compliance Officer

The Compliance Officer will review the complaint to determine whether the alleged conduct constitutes harassment or discrimination. The Compliance Officer will refer the matter back to the Head of School or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The Compliance Officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the Compliance Officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The Compliance Officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The Compliance Officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

Initial Meetings with the Parties

The following details actions to be taken by the Compliance Officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- **Initial meeting with Reporting Party (if any) and Complainant:** Within **five** school days following receipt of the complaint, the Compliance Officer will meet with the complainant and any reporting party and, if applicable, their parents/guardians.

The purpose of the initial meeting is for the Compliance Officer to:

- provide the complainant with the information detailed in paragraph, as outlined below; and
- collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the Compliance Officer determines there is no merit to the allegations, the Compliance Officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the Compliance Officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the Compliance Officer may elect to proceed with the investigation, if necessary, to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- **Initial Meeting with Respondent:** As soon as possible after meeting with the complainant and any reporting party, the Compliance Officer will meet with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the Compliance Officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.
- **Information Provided at the Initial Meetings:** The Compliance Officer will provide to both the complainant and respondent the same basic information, including:
 - available supportive measures;
 - copies of the Board Nondiscrimination/Equal Opportunity Policy;
 - timeline for the investigation process and the school's legal obligations;
 - the possibility of resolving the complaint informally upon agreement of all parties;

- o that the information collected is confidential, so long as confidentiality does not prevent the school from responding effectively to prohibited conduct and preventing future prohibited conduct;
- o all parties have a right to have an advisor present during all stages of the investigation; and
- o parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

Informal Complaint Process

When the Compliance Officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students or both parties are staff, and both parties voluntarily agree (non-coerced) and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other acts of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within seven school days following the conclusion of the informal resolution process, the Compliance Officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the school will take to prevent future discrimination or harassment. **A copy of the report will be shared with the Colorado Charter School Institute.**

Formal Complaint Process

If the informal **process** is inappropriate, unavailable, or unsuccessful, the Compliance Officer will engage in the formal complaint **process**.

Collect Evidence: The Compliance Officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the Compliance Officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

Determination

No later than sixty days following the conclusion of the investigation, the Compliance Officer will prepare a written report which determines whether discrimination or harassment occurred. The Compliance Officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the Compliance Officer, including:

- o the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
- o the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
- o the identity of and relationship between the respondent and the complainant;
- o the context of the incident, including school size and location of the incident and/or other incidents at the school;
- o whether the conduct was threatening;
- o the use of epithets, slurs or other conduct that is humiliating or degrading;
- o whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
- o ages and number of respondents and complainants involved;
- o patterns of misconduct of the respondent;
- o real or perceived power differentials between the parties;
- o any other relevant circumstances.

The decision must include a written determination regarding responsibility, explain how and why the Compliance Officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

The Compliance Officer's report is advisory and must not bind the Head of School or their designee or the school to any particular course of action or remedial measure.

Disciplinary Measures and Outcome

As soon as practicable after receiving the Compliance Officer's findings and recommendations, the Head of School must determine any sanctions or other actions deemed appropriate, pursuant to Policy SE 4.0 Discipline/Discharge and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the employees, parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the school within five school days following the Head of School's determination.

A copy of the Compliance Officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

Safe2Tell 1-877-542-7233 www.safe2tell.org

National Domestic Violence Hotline: 1-800-799-SAFE (7233)

National Sexual Assault Hotline: 1-800-656-4673

Violence Free Colorado: <https://www.violencefreecolorado.org/>

The Crisis Center 24/7 Hotline: 303-688-8484

Grand Junction Police Department 555 Ute Avenue, Grand Junction, CO 81501
(970)242-6707

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this policy, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Colorado Charter School Institute

1525 Sherman St, B76

Denver, CO 80203

Phone: 303-866-3299

Fax: 303-866-2530

Email: csi_info@csi.state.co.us

Office for Civil Rights

United States Department of Education

Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 300
Denver, CO 80204
Phone 30344-5695
Fax 303-844-4303
Email: OCR.Denver@ed.gov

Equal Employment Opportunity Commission

Denver Field Office
950 17th Street, Suite 300
Denver, CO 80202
Phone: 800-669-4000
Fax 303-866-1085
TTY 800-669-6820
ASL Video Phone 844-234-5122

Colorado Civil Rights Division

1560 Broadway, Suite 825
Denver, CO 80202
Phone 303-894-2997 (para español, oprima dos)
711 TTD - Relay
303-894-7830
General Inquiries: DORA_CCRD@State.co.us
Intake Unit: DORA_CCRDIntake@State.co.us

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. 22-1-143 (*harassment or discrimination – policy required*)

POLICY XX-XXX – Name Change

A student of Caprock Academy and his or her parents or guardians may request to use a chosen name, as defined in this policy, if they follow the request procedure in this policy.

If a student requests to use a name at school that is not the name in their official school records, then all parents or guardians on file will be informed and asked for consent for their child to use another name. Students must have parental approval for non-legal name changes. If all listed parents or guardians' consent to the non-legal name change, then the change will be permitted, and staff will use the name when addressing the student. If both parents or guardians consent to the name change, the attached form must be submitted and signed by one parent or guardian and then signed by the Dean and the Head of School. A fully signed copy of the name change form will be emailed and mailed to all parents or guardians.

Students can request one non-legal name change within the current school year. They are permitted to return to their legal name at any time; however, once they do so, they will not be permitted to return to the non-legal name change for the remainder of the school year.

Once a student has properly complied with the request procedure in The Name Change Policy, school employees, educators, and contractors, unless protected by an approved exemption, shall address a student by the student's chosen name or may address all students by last name in school and during extracurricular activities.

Caprock Academy will accommodate conscience-based objections to compelled speech so long as the requested accommodation does not substantially increase costs related to the conduct of the Caprock Academy's business.

Students will not be required to provide proof of a legal name change to select a chosen or chosen name for use at school and during extracurricular activities.

Caprock Academy reserves the right to deny a chosen first name if it is vulgar, offensive, obscene, or used for misrepresentation.

Appeal procedure

Should a request for a non-legal name change be denied, the Dean will advise the parent or guardian that they may appeal the denial by contacting the Head of School.

The receiving Dean shall submit the reason for the denial of the request and the student, parent or guardian's request to the Head of School. The Head of School will review the parent or guardian request and the Dean's decision before making a determination.

If they feel this decision is discriminatory, they must follow the Harassment/Non-Discrimination policy for appeal.

Name Changes on Official Student Records

Caprock Academy is required to maintain a permanent student record ("official record"). Caprock Academy will not process a name change on a student's official record without a parent or guardian signature or a court order.

Students who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

POLICY XX-XXX – Name Change

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Status: PENDING

Adopted: XXX, XX, 20XX

Revised:

Policy AP 7.4 - Assignment Due Dates, Late Grades, and Remediation (K-12)

All assignment due dates are at the discretion of the classroom teacher. Unless otherwise noted by the classroom teacher, all assignments are required to be turned in on the date due at the beginning of the meeting time of the assigning class. When a student does not turn an assignment in on time, it will be the student's responsibility to communicate with the instructor in order to create a plan for turning the assignment in as soon as possible.

The following policy is intended to support rigor and high standards while simultaneously encouraging students to do their best, develop self-discipline, be accountable for their learning and adhere to due dates.

For the K-12, assignments turned in after the due date will be assessed a 10% penalty for every school day the assignment is late up to a maximum of 50%, beginning immediately after the assignment deadline has passed. For example, an assignment turned in 3 school days after the due date will incur a 30% penalty, meaning the assignment will only be worth 70% of the grade earned. Late assignments must be turned in by the second to last Thursday of the quarter. Late Work Policy: To ensure a developmentally appropriate grading policy the following will apply to assignments turned in after the original due date. Teachers' discretion will apply for major projects and papers that are turned in late. Grades K-6: Students can earn up to 80% of the original points possible for an assignment turned in after the due date. Grades 7-12: Students can earn up to 70% of the original points possible for an assignment turned in after the due date. All late work will be accepted until the Thursday before progress reports (end of the 5th week) or the Thursday before the final week (end of 9th week) of the quarter. Written requests for accommodations due to special circumstances can be made to the appropriate Dean.

For the K-12, one remediation will be allowed on all Summative Assessments (e.g., end of unit/end of semester, etc). Teachers will ensure that end of quarter/semester assessments will be planned in such a way as to allow time for remediation on such assessments. The purpose of remediation is to encourage students to correct misunderstandings. Therefore, students may earn 50% back on the points they have missed on a summative assessment after being given a chance to remediate. Summative assessment remediations must be completed within the same quarter that the assessment was originally given. Formative assessment remediations (e.g., regular homework, recursive writing assignments, quizzes, etc) will only be allowed at the discretion of the individual classroom teacher. Remediations will not be allowed to make up points lost due to turning an assignment in late but may be used to increase scores within the points allowed after factoring in the late penalties.

Remediation Policy: Policies will be established by grade-level and subject-specific departments in conjunction with their corresponding dean to create developmentally appropriate remediation procedures.

All teachers will outline their classroom remediation policy and communicate with parents.

All grades will be posted/reported within no more than 7 calendar days (late work within 10 calendar days of receipt) from the time a teacher received the assignment, or by the end of the term, whichever is less. Gradebooks will be closed on the last scheduled Friday of the quarter unless waived by the Head of School.

[Updated August 2023]