

**Caprock Academy Board of Directors
Tuesday, April 8, 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.

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 @6:00pm

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

Board Members in attendance via Zoom: Jenna Coffman

CSI President in attendance: Terri Croy-Lewis

In Attendance: Evan Hunt, Samanthe Kendall, Tisha Moore, Angela Knudson, Kilee Peck, Jude Edeigba, Aymee Beisswanger, Rose Obst, Kassandra Salazar, Bea McPherren, Mike Derryberry, Leia Hillan, Kim Klene, CeCe Vanderwoude, Joseph Goodwin, Matthew Morris, Elyssa Clifford, Nick Clifford, Steven Kovarovics, Sierra Conlon, Shannon Bailey, Katie Jansma, Torin Perrett, Candice Freeman, Andrea Simmons-Cummings, Greg Cummings, Boon Lowry, Keenan Jewkes, Caroline McGlade, Jen Heil, Takara Montover, Kimberley Sanchez, Nita Brammeier, Terry Croy Lewis, Randy Wilkens, Jay Moss, Caitlyn Harris, Chris Dunkin, Jessica Hanvey, Howard Butcher, Cheala Herrera, Melissa Chavez, Philip Spar, Sarah Jewkes.

In Attendance Via Zoom: Sydney Swaim, Teresa Drake, Libby Sorensen, Carolyn Nenne, Darlene Rice, Kilee Peck, Shiloh Padgett, Renae Phillips, Afton Sheil, Heidi Vidmar, Rae Christian, Susan Paille, Sara Paulsen, Ashlyn Derryberry, Abby Chelle, Victoria Spoon, Barbara Hazen, Cheri Miracle, Deanne Hemann, Cody Dove, Jessica Rix, Danielle Sinclair, Deanna Orient, Rebekah Dove, Jen Neely, Stephanie Sloan, Jenaye Powell, Tara Barnes, Christina Jones, Myra Bierbaum, Kimberley Melancon, Jennie Morris, Brook Navin, Zachary Schiro, Josh Matteson, Alena Rosas, Heidi Kellog, Jewel Most, Lindsay Clayton, Tarci Wikre, Seth Thomas, Tim VanSchaick, Natalie Clayton, Jen Buniger, Kerri Schulze, Kandy Poff, Leanna Perry, Mansa Barslund, Nikki Metiva, Melissa Johns, Nick Clifford, Shane Chatfield, Cheyenne Feuerborn, Ashley Oqueli, Candice Graus, Jessica Savoya, Michelle Brown, William

VanTenlingen, Kelly Starnes, Raluca Liles, Gretchen Olson, Nicki Godfrey, Emelie Pinson, Brooklyn Lucero, Sonia Akers, Chris McGlade, Heather Skinner, Darcy, Trisha.

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.

KJ Kline reads

Jessica Derryberry introduces Terry Croy Lewis from CSI. Terri introduces herself as the Executive Director of the Colorado Charter School Institute. CSI is a statewide authorizer—we currently authorize 45 schools across Colorado, serving approximately 20,000 students.

Here in the Grand Junction area, we authorize four schools: Caprock Academy, Ascent Classical Academy of Monument View, Cactus Bloom Wildflower Montessori, and Grand Valley Montessori.

As an authorizer, we provide both oversight and support to our schools. I'm thrilled to be here tonight—it's not often I get the opportunity to attend school board meetings and meet families and community members in person, so I'm really looking forward to this. I'll be staying for the entire meeting, and I welcome any questions or conversations you'd like to have.

IV. Presentation of Excellence: Daniels Fund Scholarship recipients

Evan Hunt recognized and celebrated Caprock Academy's two Daniels Fund Scholarship recipients: Ayla Blakey and Rylan Starnes. He acknowledged the rigorous interview process the students completed and commended their achievement as a reflection of Caprock's ongoing commitment to academic excellence.

Mr. Hunt extended special thanks to Mr. Butcher and the high school team for their exceptional preparation and support of the students. He emphasized that the dedication and virtues demonstrated by the teachers are clearly making a meaningful impact. Congratulations were extended to Ayla and Rylan, with best wishes for their future college endeavors and hopes that they continue to contribute positively to their community and beyond.

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).

The Board acknowledged the presence of numerous attendees wishing to speak and expressed appreciation for their engagement. It was noted that while the Board understands the community's frustration, there are limitations on what information can be shared at this time. Board members emphasized their willingness to listen and take notes during the public comment period.

They also reiterate their ongoing efforts to work in partnership with the Colorado Charter School Institute (CSI) and District 51 to review all aspects of the school's performance, recognizing both strengths and areas for improvement. The Board affirmed its commitment to making Caprock Academy the best school possible. Each speaker was allotted three minutes, and public comments proceeded accordingly.

- 1. CeCe Vanderwoude shared a message of positivity and appreciation, offering a "5-star review" in contrast to recent negative feedback. The teacher highlighted the strong sense of community among staff, the supportive and caring environment for students, and the dedication to shaping well-rounded individuals. Colleagues like Howard Butcher, Christina Jones, and Carolyn Nenne were recognized for their mentorship and leadership. Despite outside challenges, the teacher emphasized that inside the classroom, the focus remains steady, and the spirit of Caprock as a family is alive and strong.**
- 2. Sierra Conlon who is a longtime Caprock parent, attending their first board meeting, expressed deep gratitude for the school's supportive community and the quality of education provided. With two children who graduated in 2021 and 2022 and a current 4th grader, the parent shared a personal account of the recent classroom incident. They commended the students, teachers, and staff for their calm and effective response, which prevented a potentially tragic outcome. Sierra acknowledged the legal limitations on communication and praised the school for timely and thoughtful notification during the incident. They closed by thanking the board and staff for their ongoing care and commitment.**
- 3. Katie Jansma a Caprock parent of 11 years, expressed appreciation for the school's adherence to safety policies during a recent incident, specifically thanking staff members for supporting her family. She also raised concerns about a pattern of physical altercations among younger students during after-school pickup. While acknowledging the school's responsibilities, she emphasized that parents and the broader community share in the responsibility for student behavior and safety. She urged fellow parents to be more present, involved, and proactive in addressing these issues with their children.**
- 4. Torin Perret, a high school English, theater, and journalism teacher, as well as a parent of three Caprock students, shared his deep personal and professional investment in the school. He highlighted his commitment to Caprock's mission of shaping global citizens and serving with virtue. Acknowledging recent challenges, including staff losses and a serious safety incident, he expressed empathy for concerned families and affirmed that their voices are heard. He also emphasized the dedication of Caprock's staff to student success and safety, encouraging the community to remember the positive aspects and strength of the school.**

5. Nita Brammeier, A former Caprock staff member and current parent expressed deep gratitude for the school's response during the recent safety incident. Though no longer employed at Caprock, the speaker's daughter remains a student and was directly impacted. Drawing on a background in law enforcement, Nita acknowledged the importance of following protocols and praised the staff, including leadership, teachers, and support teams—for their swift, coordinated actions. While recognizing the frustration around limited communication due to legal constraints, the speaker emphasized appreciation for the care and professionalism shown that day.
6. Jay Moss, parent of a student directly impacted by the March 27 safety incident, called on the Board to take decisive action to improve school safety. He urged the immediate and permanent expulsion of the student involved, citing Caprock's own discipline policy. He also called for an independent investigation into prior warnings and behavioral red flags that were not adequately addressed. Additionally, Moss emphasized the need to review and update discipline policies and prioritize staff training at all levels. He concluded by thanking the teacher for her role in protecting students during the incident.
7. Chris Dunkin, parent of two students and spouse of a Caprock staff member, expressed concern over the school's handling of a student with a known history of threatening and disruptive behaviors; specifically the student involved in the recent safety incident. He questioned how the situation was allowed to escalate and emphasized the need for accountability and firm disciplinary leadership moving forward. While his comments were critical, Dunkin stated they were meant to be constructive and aimed at preventing future incidents. He concluded by affirming his appreciation for the school and its staff.
8. Howard Butcher shared a brief report on the recent senior trip to Italy, highlighting visits to Rome, Florence, Pisa, and Pompeii. He emphasized how the experience brought Caprock's mission to life, allowing students to connect their studies in Western civilization and literature with real-world historical sites. He described the trip as a powerful moment of academic and personal growth for many students. Mr. Butcher also shared a meaningful anecdote about the Daniels Fund Scholarship recipients, Ayla Blakey and Rylan Starnes, who learned of their awards while on the trip. Each student expressed concern for the other's outcome before celebrating their own, reflecting the strong character Caprock aims to cultivate. A senior-led presentation on the trip is planned for a future board meeting.
9. Melissa Chavez, a parent of two current students and a former Caprock employee, expressed deep concern over the handling of the student involved in the recent safety incident. She stated that staff had raised red flags and requested support throughout the year, but felt those concerns were not addressed. Drawing from her experience working directly with the student, she emphasized that the situation could and should have been prevented. While affirming her long-standing support for Caprock, she voiced strong disappointment with the administration's response and lack of support for staff.
10. Sarah Jewkes, a parent with professional experience investigating safety incidents, urged the Board to consider and communicate proactive measures to prevent future threats. Suggestions included educating families on firearm safety and legal consequences, distributing gun locks through community programs, and balancing student accommodations with maintaining a safe, non-hostile learning environment for all. Sarah expressed appreciation for the school's swift response during the recent

incident but emphasized the need for transparency and long-term preventative planning, given how close the situation came to a potential tragedy.

11. Kathy Den requested clarification regarding the graduation ceremony on May 20, specifically asking if faculty attendance is required and seeking confirmation of the event's timing to make necessary schedule arrangements. They noted having heard conflicting information about the schedule.
12. Caroline McGlade, A parent of four Caprock students expressed serious concerns about the effectiveness of having a remote Director of Student Services, particularly in supporting students with IEPs. They described the IEP process as disjointed, with poor follow-up communication and inconsistent service delivery. The parents were unaware their child's case manager was on leave and felt that communication and follow-through from the special education department have been lacking. While praising the school's OT for helpful support, the parents urged the board to reinstate an on-campus Director of Student Services to ensure consistent, effective care for students and improved school-wide support.

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. March 11, 2025, Regular Business Meeting Minutes
 - ii. CAST
 - iii. CASAC
 - iv. Enrollment Report
 - v. Treasurer's Report

Motion to approve Consent Agenda KJ Kline 1st, Dave Carlo 2nd Motion carried

VII. Financial

- a. Consideration and possible approval of February 2025 Financial Reports as submitted.

The Board reviewed February's financial and treasurer's report. Cash flow is strong, with net gains year-to-date, though year-end expenses like textbooks could affect the outcome. Budget adjustments helped align spending with timing. An \$85,000 unemployment refund and slightly higher Mill Levy Equalization avoided a budget amendment. A new visual budget report was included, which KJ Kline found helpful. Reimbursements are still pending; more funds are expected, but timing is uncertain. Minor Social Security charges were linked to a few staff not in PERA. CD maturity info is still pending. Members were reminded to file taxes or extensions by next Tuesday. Regarding the \$27,000 February budget shortfall, Kathy explained it was due to lower-than-expected income and timing issues, though overall projections remain positive. She also clarified a 685% overage in life and disability insurance was due to early lump-sum budgeting, now corrected. CSI President Terry Croy Lewis shared next year's budget outlook. Per-pupil revenue may increase 2-3% despite a \$1.2 billion state shortfall. Mill Levy Equalization remains intact. Declining enrollment averaging continues for now, while at-risk supplemental funding will phase out. A new school finance formula will roll out next year, replacing the 1994 version. K-12 funding is protected from cuts, but final

budget figures won't be set until after May 7. Charter schools still face funding inequities, but advocacy continues.

Motion to approve, Ryan Schramm 1st, KJ Kline 2nd Motion Carried

VIII. Old Business Discussion

- a. Committee updates
 - i. Strategic planning - Jessica Derryberry asked for a strategic planning committee update, given the canceled planning day. Jenna Coffman shared that they do plan to reschedule and will send out a new poll by the end of this week or early next week to find a new date. The goal is to get the retreat on the calendar soon.
 - ii. Board Election Committee- Jessica asked for an update on the Board election committee, including the Forum date and election dates. Jenna shared that they hope to have details about the Forum and the two candidates posted by the end of the week. The election is expected at the end of April, with the Forum likely around the 17th. Regarding committee positions, Jenna confirmed that two positions—one for a current employee and one for a parent or guardian of a student in grades 7–12—remain unfilled. They're still seeking candidates and are open to suggestions from the community. Anyone interested is encouraged to reach out, as the goal is to have the community choose the participants.

IX. Old business Action

- a. Employee Handbook Policy 2.0, 2.2, 2.4 2.5 Harassment and discrimination Policy- **The Board reviewed changes to four employee handbook policies (2.0, 2.2, 2.4, and 2.5), replacing them with a new harassment and discrimination policy. Jessica clarified that the new policy doesn't replace Title IX but references it when applicable. Dave Carlo questioned the inclusion of ADA and religious issues together, and Jessica explained that these now fall under federal and state guidelines, which is why they were combined in the new policy.**

Motion to approve Employee handbook 2.0 Ryan McCulley 1st, Ryan Schramm 2nd Motion Carried

- b. Family Handbook Policy XXX Harassment and Discrimination- **The family handbook policy is being restructured along with the employee handbook. Policies are being organized more clearly, with related sections grouped together. The policy number will be added once the restructuring is complete. Most of the content remains the same, with only minor changes to make it relevant for students and families instead of employees.**

Motion to Approve Family Handbook Dave Carlo 1st Ryan Schramm 2nd Motion Carried

- c. Policy XXX Name Change - **The Name Change Policy is required by state law, which was passed last year. It mandates that schools have a formal**

process for name changes that include parental involvement and approval. During the review, it was noted that the wording should be updated for clarity. Specifically, the phrase "chosen name" will be changed to "approved name" to reflect that the name has already gone through the official approval process. For example, the policy would state, "shall address the student by the student's approved name." Additionally, a change will be made to replace the phrase "if both parents consent" with "if all parents or guardians' consent." This change is intended to be more inclusive of non-traditional family structures, such as blended families or situations with multiple guardians. It was also recommended that the policy includes a citation of the specific statute from state law. This would provide clarity on the legal requirement and make it easier for anyone to look up the source. The statute citation can be added directly to the policy or sent via email for inclusion.

Motion to Approve with edits made, Ryan Schramm 1st Ryan McCulley 2nd Motion Carried

- d. Policy AP 7.4 Assignment due dates, late grades and Remediation (K-12)- **The revised policy aims to replace the overly complex and inconsistently applied previous version. The rationale for the change stems from concerns that earlier policies (like the mandatory 50% penalty) were too harsh, and later versions too lenient, allowing assignments to be submitted up to nine weeks late with full or partial credit. The new version sets clearer timelines and grading caps: up to 70% credit for late work in grades 7–12 and 80% in K–6, with due dates and remediation windows more structured around midterm and end-of-quarter points. The policy emphasizes learning over grades, giving teachers more discretion and removing rigid mandates like mandatory final exam remediation. Concerns were raised about middle school representation in the policy's development, and a board member motioned to table the vote until May to ensure middle school staff have a chance to weigh in.**

Motion to table this discussion Dave Carlo 1st, Ryan McCulley 2nd Motion carried

X. New Business Discussion

- a. Family Handbook policy 4.0 Discipline- **The revised Discipline Policy, developed by the Deans since October and reviewed by the Governance Committee and legal counsel, was presented for its first board reading. All yellow-highlighted sections indicate newly added content. Discussion focused on several areas. The section outlining factors to consider for suspension or expulsion—such as the student's age, disability, disciplinary history, and the seriousness of the offense—was reviewed. A suggestion was made to reference applicable State and**

Federal laws more explicitly, particularly for cases involving students with disabilities. It was proposed to either hyperlink or list those laws in one place to improve accessibility and clarity for parents.

There was also discussion around the term's "repeat" and "habitual" offenses. Board members asked whether these terms are defined in law or policy to ensure consistency. It was suggested they be clarified in the definitions and consequences section of the policy if possible.

Another point of concern was the current language around out-of-school suspension. The policy allows suspended students to be on campus for extracurricular activities if accompanied by a parent before the reentry meeting. Some board members raised safety concerns, suggesting that suspended students should not be allowed on campus at all until they have officially returned. Legal counsel will be consulted to determine whether age should be a factor in making exceptions, particularly for younger students.

- b. Policy SE 10.0 Enrollment/waitlist - Mr. McCulley explained that the school's current enrollment policy—a lottery for kindergarten and first-served for grades 1–12—does not meet the federal definition of a charter school. This disqualifies the school from applying for \$119,000 federal facilities grant through the Colorado Department of Education. To fix this, he drafted a revised lottery-based policy using guidance from the Colorado Charter School Institute, with help from school staff. The goal is to meet an April 17 deadline to resubmit the grant application. The Governance Committee is reviewing the draft and may call a special board meeting on Monday to approve it.

XI. New Business Action

- a. None

Full Read through of Policy E2.0, and Family Handbook Harassment and Discrimination Policy

Full Read through Name Change Policy

- XII. Consideration of Motion to enter into Executive session** pursuant to C.R.S. §24-6-402(4)(f) for discussion of confidential personnel matters: Head of School annual review

Motion to move into Executive Session; Jessica Derryberry 1st, Ryan Schramm 2nd @8:47pm

Back in session 11:17pm, motion to approve discussion of executive session as it pertains to HOS employment and contract Jessica Derryberry 1st, Ryan Schramm 2nd Motion passes

XIII. Future Agenda Items

- a. CASAC Annual survey presentation

XIV. Adjourn

Motion to adjourn Ryan Schramm 1st, Dave Carlo 2nd adjourned at 11:18pm

Minutes respectfully submitted by Samantha Kendall, Executive Assistant to the HOS

CAST BOD Report April 2025

- Natalie Clayton and Danielle Mallott were voted in as Lead and Co-Lead in October of 2024
- Recent Events:
 - Spring Uniform Exchange- this was set up in the hallways during parent teacher conferences. An estimated 40 parents participated in the uniform exchange (either buying, trading, or donating clothing) and CAST made \$99 in donations.
 - Spring Parent-Teacher Conference Meals for teachers and staff- CAST provided enough food to feed 80 people for three separate meals during conferences using a combination of parent-provided food and CAST funds. \$490 total was spent on supplies and Chik-fil-A breakfast for Friday morning.
- Upcoming Events:
 - Wizards Basketball Fundraiser April 28th
 - End of Year Celebration on May 22nd. We are working with Ginger Obrien and Admin to plan an event on campus during the last day of school.
- Financial Update: CAST was in the red to begin the 2024-2025 school year. We had very little documentation of any kind from the previous leadership to assist us in planning and budgeting. The school reallocated \$2000 at the start of the school year to keep us afloat. We have since fundraised enough to sustain our own events as the year has gone on and currently have an estimated \$4400 balance as of 2/25. It has been challenging to accurately understand what cash is available based on G&G reports which are not intuitive to understand. We have also struggled to reconcile what is being reported and expenses verses what our own records say.
- CAST was recently approached by the Fundraising Committee and was told that in an effort to simplify and streamline the numerous fundraisers occurring at Caprock, they would like to direct teachers to ask CAST for money for classroom and educational related needs. We would love to support teachers in this way moving forward but are not in a place financially to do so now. We will stay in touch with the Fundraising Committee to clarify a vision and process for this in the future.

CASAC March 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:
3. New Business:
 - a. Guest Speakers: Lindsay Clayton (5-8 Dean) – discussing MS happenings. Shane Chatfield (Director of Analytics) presenting CARS/STARS reports. Plus and update from Evan on the upcoming shift from a 3 Dean model to Dean/Assistant Dean for K-6/7-12 model for 25-26 school year. **Shane shared CARS and STARS test results. The overall report card for Caprock was 74.1/100. There is room for improvement in academic growth (would like to be above 50%). It was expressed that “high” kids have less room to grow. Within the STARS results it was shown that the covid kids have significantly caught up. Lindsay shared that ⅓ of the 5th-8th grade teachers are considered new. She expressed a desire to bring back a middle grade instructional coach and teacher mentors to have a 1 to 1 ratio instead of the current 1:2 and in one case 1:3. There was mention of the need for an academic specific interventionist. She brought attention to the program addressing bullying, OWLEUS (currently being piloted, but will be fully implemented next school year). She noted that the entire 6th grade would be doing the OWL program in the fall this year. Lindsay wanted to close her portion by posing the question “how do we stay classical and Caprock but also stay relevant?” She gave examples of music requirements in the middle grades. Currently there is an option for either band or choir. She suggested there is room for us to still encourage music education but perhaps include classes like guitar, music analysis, (music history?). She also expressed a desire to see a celebration in the middle grades of academic achievement and expectations. Lastly, she mentioned training for executive functioning for teachers to address a growing concern for students in this area.**
 - b. Prepare for CASAC presentation to the BOD April 8th. Review top 5 things from surveys this year. **Candice read her opening for the BOD meeting and expressed it would be different than in years past. She began by thanking the Board and the committees. She reviewed the history of CASAC and what this group has been doing this school year, including the open meetings with another one scheduled on April 30th.**

1. Including recommendations to the HOS/BOD.
Candice read aloud the top 5 takeaways that individual committee members had submitted.
- c. UIP (Unified Improvement Plan) will be due Oct. 2025. CASAC uses data from the school's testing data to provide input in the UIP. Open discussion on CARS/STAR report data and points to be included in the report to CSI.
4. Any other items in need of discussion? Jessica Derryberry reported that she would not return next year as board president. She then asked that CASAC consider being a more solutions-based recommendation entity. Candice mentioned she would like committee feedback on when and how to conduct surveys going forward.
5. Adjourn

Attendees: Candice Freeman, Lindsay Clayton, Shane Chatfield, Evan Hunt, Steven Kovarovics, Caroline McGlade, Marisa Barslund, Jessica Derryberry, Tracee Flenard, Florence Edeigba.

Respectfully submitted by Caroline McGlade

Caprock Academy
Enrollment Totals
4/2/2025

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	22
3rd Grade-Class A	25
3rd Grade-Class B	26
3rd Grade-Class C	24
4th Grade-Class A	22
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	22
5th Grade-Class C	26
6th Grade-Class A	25
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	22
7th Grade-Class B	22
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	828

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	15
3rd Grade	9
4th Grade	17
5th Grade	10
6th Grade	7
7th Grade	18
8th Grade	12
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	139

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	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	22
3rd Grade-Class A	25
3rd Grade-Class B	26
3rd Grade-Class C	24
4th Grade-Class A	22
4th Grade-Class B	23
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	22
5th Grade-Class C	26
6th Grade-Class A	25
6th Grade-Class B	25
6th Grade-Class C	27
7th Grade-Class A	22
7th Grade-Class B	22
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 Enroll	828
Total Waitlist	25
Total Enr+Waitlist	v
Final October Count	

Caprock Academy Board of Directors Business Meeting
Treasurer Report
Tuesday, April 8, 2025

I. REPORT

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

1) February 2025 Financial Reports

Caprock's net income for February was \$80,603.70. The school's fiscal YTD net income was \$133,958.84. We had budgeted income of right over \$161,000 at this point YTD, so we are over \$27,000 behind the budget. Specific Account information for February:

- Miscellaneous Revenue (Acct 1030) – This account represents the deferred rev concurrent enrollm (acct 7481E) that we were able to release from deferred revenue. Those were monies received pre-COVID that had to be used for specific guidance. We were able to get additional information from the state that we were able to use other expenses we incurred to help offset with these funds. Since these were already incurred in a prior period this is an additional increase to the bottom line.
- Athletic Booster (Acct 1710) – This account represents funds from sponsorships for the Harlem Wizards event.
- Contributions and Donations from Private Sources (Acct 1920) – This account is negative for the month as we did not realize the amount of funds we were supposed to incur due to the contributed services for the athletic trainers from the donation that was recorded last month. This amount represents the full amount of fees for this contract for the year.
- Charter School Capital Const. (Acct 3113) – This account represents the January and February payments that were received in February.
- Health – Professional (Acct 0251.2) – This account fluctuates when we have large bills arise since we are on a self-funded plan.
- Bank Service/Charge Fees (Acct 0313) – This account represents a one-time fee incurred for the ramp card. This is a per user fee and will save a lot of time on the back-end of tracking the usage of these and getting the receipts and will aid in correct account coding.
- Medical Services (Acct 0335) – This is the direct offset of account 1920 mentioned above for the in-kind trade to help correct the presentation of the entry from last month.
- Other Professional Services (Acct 0390) – This account represents a fee for the Arbiter database which is used for the sports teams and includes payments for referees. This should be the final payment for the year.
- Auto/Equip Maintenance & Repair (Acct 0430.1) – This account represents a charge for a differential repair on one of the vehicles.
- Staff Dev – Prof Ed Svcs (Acct 0510) – This account includes expenses incurred for the annual Colorado League of Charter School meeting that was held the last week of February. Most of these expenses should be reimbursed.

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 financial statements. The entry of the budget has been adjusted so that one time payments are aligned for easier comparison of where we are at in regards to the annual budget. The final MLE numbers came in and we approved a budget that showed MLE funds of \$723k but we were approved for \$728k so there is no need to do a supplemental budget for these funds. We will be funded at 880 students and the PPR amount if \$10,797.

3) Cash On Hand

	<u>February 28, 2025</u>	<u>March 31, 2025</u>
Money Market/CD	\$3,156,680	\$3,251,108
General Checking	\$3,127,047	\$3,133,463
Total Cash	\$6,283,727	\$6,384,571

II. BOARD ACTION RECOMMENDED BY FINANCE COMMITTEE:

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

[illegible]

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
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	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	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	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	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	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	\$ 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	-5,762,562.13
8241 Machinery and Equipment		0.00	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	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	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	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	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	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	\$ 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	-39,270.45
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	-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	\$ 16,231,374.92
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	62,977.60
Total Other Assets	\$ 65,364.39	\$ 65,023.42	\$ 64,682.45	\$ 64,341.48	\$ 64,000.51	\$ 63,659.54	\$ 63,318.57	\$ 62,977.60
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	\$ 22,441,510.11	\$ 22,704,598.68
LIABILITIES AND EQUITY								
Liabilities								
Current Liabilities								
Accounts Payable								
7421 Accounts Payable	243,655.99	19,090.13	63,698.00	31,054.67	20,068.06	13,804.37	6,018.21	29,076.51
Total Accounts Payable	\$ 243,655.99	\$ 19,090.13	\$ 63,698.00	\$ 31,054.67	\$ 20,068.06	\$ 13,804.37	\$ 6,018.21	\$ 29,076.51
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	0.00
7421B Ramp card		0.00	0.00	0.00	0.00	267.40	7,352.01	10,331.95
Total Credit Cards	\$ 28,408.06	-\$ 29,633.30	\$ 21,399.46	\$ 32,974.25	\$ 8,356.13	\$ 8,860.19	\$ 18,980.97	\$ 10,331.95
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	385,363.87
Total 7471 Payroll Liabilities	\$ 157,976.90	\$ 510,254.58	\$ 105,873.89	\$ 152,249.20	\$ 198,698.74	\$ 41,270.14	\$ 201,618.85	\$ 321,211.40
7482 Grants - Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7482A Deferred Rev Concurrent enrollm	22,421.96	22,421.96	22,421.96	22,421.96	22,421.96	22,421.96	22,421.96	0.00
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	\$ 0.00
Total Other Current Liabilities	\$ 282,577.73	\$ 706,630.41	\$ 373,589.72	\$ 491,305.03	\$ 393,769.57	\$ 307,245.97	\$ 538,499.68	\$ 706,575.27
Total Current Liabilities	\$ 554,641.78	\$ 696,087.24	\$ 458,687.18	\$ 555,333.95	\$ 422,193.76	\$ 329,910.53	\$ 563,498.86	\$ 745,983.73
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	19,345,980.00

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
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	\$ 19,345,980.00
Total Liabilities	\$ 20,354,641.78	\$ 20,496,087.24	\$ 20,258,687.18	\$ 20,355,333.95	\$ 20,102,193.76	\$ 19,675,890.53	\$ 19,909,478.86	\$ 20,091,963.73
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	2,478,676.11
Net Revenue	47,868.03	12,987.84	-113,664.75	107,901.41	73,720.25	46,400.87	53,355.14	133,958.84
Total Equity	\$ 2,526,544.14	\$ 2,491,663.95	\$ 2,365,011.36	\$ 2,586,577.52	\$ 2,552,396.36	\$ 2,525,076.98	\$ 2,532,031.25	\$ 2,612,634.95
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	\$ 22,441,510.11	\$ 22,704,598.68

Tuesday, Mar 18, 2025 12:38:33 PM GMT-7 - Accrual Basis

CAPROCK CASH FLOW PROJECTIONS FY25

REVENUE

Revenue

1030 Miscellaneous Revenue

1031 CA Apparel

1039 CAST Fundraising

1040 Donations/Contributions

1067 Records/Transcripts Fee

1069 Calculator Revenue

1000 Other Local Revenue

1611 Student Lunch

1700 Pupil Activity Funds

1800 Childcare Revenue

1920 Contributions and Donations

3000 State Revenue

4000 Revenue From CDE

5710 PPR State Revenue

Total Revenue

EXPENDITURES

0100 Salaries

0200 Benefits

0300 Professional and Technical Svcs

0400 Purchased Property Services

0500 Other Purchased Services

0600 Supplies

0689 Lunch - Students

0710 Land and Improvements

0730 Purchase/Lease of Equipment

0734b Technology Equipment

0800 Child Care

0810 Dues and Fees

0830 Interest Expense

0890 Misc Expense

0900 gifts and donations

0910 Redemption of Principal (interest)

Total Expenditures

Net Operating Revenue

Other Revenue

1007b CD Interest

1008a Money Market Interest

1009 Zions Accounts Interest

1020b CD 1020 Interest

1088a 8th grade trip revenue

1090b1 Senior Trip Junior Fundraising

Total Other Revenue

Other Expenditures

0664a 8th grade trip expenses

0668 Concessions - Holding

0667a Senior Trip

Reconciliation Discrepancies-1

Total Other Expenditures

Net Other Revenue

	Actual Jul 24	Actual Aug 24	Actual Sep 24	Actual Oct 24	Actual Nov 24	Actual Dec 24	Actual Jan 25	Actual Feb 25	Forecast Mar 25	Forecast Apr 25	Forecast May 25	Forecast Jun 25	FY25 Revised Budget	Actuals Combined with Forecast
REVENUE														
Revenue														
1030 Miscellaneous Revenue	932	-9	300	3,149	6,813	109	2,358	24,053	1,616	206	1,494	1,176	10,000	42,197
1031 CA Apparel	0	172	346	36	180	36	0	0	34	0	68	0	-	872
1039 CAST Fundraising	0	0	692	547	742	1,395	7,235	797	0	1,595	0	0	-	13,004
1040 Donations/Contributions	117	1,884	2,422	3,274	2,577	11,627	3,579	1,018	1,200	1,200	1,200	1,200	38,000	31,299
1067 Records/Transcripts Fee	11	11	30	18	0	0	6	0	0	0	0	0	-	77
1069 Calculator Revenue	117	59	0	0	0	0	0	0	0	0	0	0	-	176
1000 Other Local Revenue	5,077	19,050	7,679	1,108	6,923	2,865	2,718	441	100	5,365	6,348	822	65,000	58,495
1611 Student Lunch	0	3,097	7,147	4,596	7,014	3,512	6,502	4,711	3,347	4,596	7,147	300	45,000	51,968
1700 Pupil Activity Funds	6,333	17,635	9,595	64,176	42,411	24,785	12,028	21,559	17,442	15,033	15,968	0	267,000	246,965
1800 Childcare Revenue	5,470	12,487	11,049	15,158	12,323	7,549	8,566	10,295	6,991	13,169	5,758	634	82,500	109,448
1920 Contributions and Donations							44,300	-7,443					-	36,857
3000 State Revenue	461,785	28,925	28,912	229,562	28,912	31,812	74,883	112,564	81,686	81,686	81,686	187,356	1,611,236	1,429,769
4000 Revenue From CDE	0	0	9,244	0	4,608	24,561	32,234	9,886	24,322	24,322	24,322	22,322	176,320	175,820
5710 PPR State Revenue	788,690	788,690	788,690	788,690	788,690	788,690	794,934	794,934	794,934	794,934	794,934	794,934	9,501,400	9,501,741
Total Revenue	1,268,531	872,001	866,106	1,110,314	901,191	896,941	989,342	972,815	931,672	942,106	938,925	1,008,744	11,796,456	11,698,687
EXPENDITURES														
0100 Salaries	443,122	477,492	472,449	473,893	489,892	443,570	473,199	464,787	450,000	470,000	490,000	420,000	5,563,764	5,568,404
0200 Benefits	224,808	144,972	162,994	99,600	183,990	182,136	181,958	165,552	182,500	182,500	182,500	288,170	2,373,074	2,181,681
0300 Professional and Technical Svcs	43,265	41,331	60,149	80,526	46,471	39,905	82,217	44,297	42,000	42,000	42,000	42,000	575,310	606,161
0400 Purchased Property Services	49,597	20,153	42,361	20,965	25,370	29,110	32,095	27,036	24,876	24,876	24,876	24,876	341,547	346,193
0500 Other Purchased Services	173,089	56,040	47,381	43,796	38,729	51,728	58,433	44,014	41,065	41,065	41,065	-24,935	587,017	611,470
0600 Supplies	128,830	55,342	84,260	55,035	51,135	42,045	61,582	40,663	80,000	52,438	52,438	52,438	762,783	756,206
0689 Lunch - Students	0	3,175	6,775	2,845	6,399	3,256	4,421	5,686	3,347	4,596	7,147	300	45,000	47,947
0710 Land and Improvements	17,498	0	0	13,123	0	0	0	0	0	0	0	0	29,500	30,621
0730 Purchase/Lease of Equipment	20,496	1,552	9,737	0	1,694	0	0	0	0	0	0	0	33,100	33,480
0734b Technology Equipment	22,186	9,373	8,787	0	70	48	0	0	0	0	0	0	45,372	40,464
0800 Child Care	-629	629	401	444	0	0	0	560	962	0	0	0	6,000	2,366
0810 Dues and Fees	15,356	155	3,696	1,512	1,119	0	765	265	0	0	0	0	25,000	22,868
0830 Interest Expense	72,116	72,116	71,681	71,681	71,681	71,246	71,246	71,246	70,942	70,942	70,942	70,534	857,010	856,372
0890 Misc Expense	250	183	605	115	503	171	58	1	605	605	605	605	-	4,307
0900 gifts and donations	0	0	0	95	0	0	0	0	76	0	17	0	2,650	188
0910 Redemption of Principal (interest)	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	480,000	480,000
Total Expenditures	1,249,984	922,514	1,011,276	903,630	957,053	903,215	1,005,975	904,108	936,373	929,022	951,590	913,988	11,727,127	11,588,728
Net Operating Revenue	18,547	(50,513)	(145,170)	206,684	(55,861)	(6,274)	(16,632)	68,708	(4,701)	13,083	(12,666)	94,755	69,329	109,960
Other Revenue														
1007b CD Interest	1,900	-	2,920	1,913	1,920	1,927	2,713	2,470	-	-	-	-	10,000	15,764
1008a Money Market Interest	2,708	3,006	4,287	2,373	1,593	3,549	3,237	3,454	2,800	2,800	2,800	2,800	20,000	35,408
1009 Zions Accounts Interest	848	619		801	1,113		2,123	482	-					5,986
1020b CD 1020 Interest	-	2,166	-	3,653	3,788	3,679	3,816	3,830	4,000	-	-	-	30,000	24,932
1088a 8th grade trip revenue	756	13,392	18,802	8,396	15,050	12,139	13,217	7,979	-	-	-	-	70,000	89,731
1090b1 Senior Trip Junior Fundraising	-	(192)	341	1,334	2,560	626	1,286	1,276					70,000	7,231
Total Other Revenue	6,213	18,992	26,350	18,470	26,025	21,921	26,390	19,491	6,800	2,800	2,800	2,800	200,000	179,052
Other Expenditures														
0664a 8th grade trip expenses	206		5,310	-	1,953	35,040	336	1,728	-	-	-	47,000	70,000	91,573
0668 Concessions - Holding		521	352	750		374	(370)	374	-	-	-	-	-	2,000
0667a Senior Trip	-		-	-	1,200	4,155	-	2,755	-	-	-	-	70,000	8,110
Reconciliation Discrepancies-1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Expenditures	206	521	5,662	750	3,153	39,569	-34	4,857	0	0	0	47,000	140,000	101,683
Net Other Revenue	6,007	18,471	20,689	17,720	22,872	(17,648)	26,424	14,634	6,800	2,800	2,800	(44,200)	60,000	77,368

CAPROCK CASH FLOW PROJECTIONS FY25

NET REVENUE

								Forecast	Forecast	Forecast	Forecast	FY25 Revised Budget	Actuals Combined with Forecast
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Mar 25	Apr 25	May 25	Jun 25		
Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25						
24,554	(32,042)	(124,482)	224,404	(32,989)	(23,922)	9,792	83,342	2,099	15,883	(9,866)	50,555	129,329	187,328

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

	Jan 2025			Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue											
1000 Local Revenue		0.00				0.00		0.00	0.00	0.00	
1940 Classroom Teacher Funds	5,416.67	-2,789.67	48.50%	398.00	5,416.67	-5,018.67	7.35%	27,575.44	43,333.36	-15,757.92	63.64%
1089c 7-8 MS Activities		11.00		-11.00		-11.00		6,157.13	0.00	6,157.13	
1090 High School		0.00				0.00		0.00	0.00	0.00	
1090a HS Activity Fund		0.00				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	\$ 0.00	\$ 0.00		\$ 2,389.62	\$ 0.00	\$ 2,389.62	
1090l Band/Marshall		0.00				0.00		18.00	0.00	18.00	
1090r HS PE		26.00		18.00		18.00		431.40	0.00	431.40	
1090r1 Theatre/Drama		-85.23		18.00		18.00		1,669.16	0.00	1,669.16	
Total 1090 High School	\$ 0.00	-\$ 59.23		\$ 36.00	\$ 0.00	\$ 36.00		\$ 4,508.18	\$ 0.00	\$ 4,508.18	
1099 Specials		0.00				0.00		0.00	0.00	0.00	
1099a Art - Flenard		18.00		18.00		18.00		233.71	0.00	233.71	
1099a2 Art - Henson		72.00				0.00		280.80	0.00	280.80	
1099a4 Original Works Fundraising		0.00				0.00		2,013.00	0.00	2,013.00	
1099c Instrumental Music		36.00				0.00		539.00	0.00	539.00	
1099c2 Choral Music		0.00				0.00		739.91	0.00	739.91	
1099d Science - Chemistry		18.00				0.00		401.35	0.00	401.35	
Total 1099 Specials	\$ 0.00	\$ 144.00		\$ 18.00	\$ 0.00	\$ 18.00		\$ 4,207.77	\$ 0.00	\$ 4,207.77	
1940.3C 3rd C		0.00				0.00		1,000.00	0.00	1,000.00	
1940.4A 4th A		0.00				0.00		1,000.00	0.00	1,000.00	
1940.8A 8th A		0.00				0.00		172.00	0.00	172.00	
1940.GH Goal Hour		6.00				0.00		104.41	0.00	104.41	
1940.HTK HTK		0.00				0.00		80.00	0.00	80.00	
Total 1940 Classroom Teacher Funds	\$ 5,416.67	-\$ 2,687.90	50.38%	\$ 441.00	\$ 5,416.67	-\$ 4,975.67	8.14%	\$ 44,804.93	\$ 43,333.36	\$ 1,471.57	103.40%
Total 1000 Local Revenue	\$ 5,416.67	-\$ 2,687.90	50.38%	\$ 441.00	\$ 5,416.67	-\$ 4,975.67	8.14%	\$ 44,804.93	\$ 43,333.36	\$ 1,471.57	103.40%
1030 Miscellaneous Revenue	833.33	580.05	169.61%	23,522.41	833.33	22,689.08	2822.70%	27,554.03	6,666.64	20,887.39	413.31%
1030A HS Testing		944.50		531.00		531.00		10,151.46	0.00	10,151.46	
1030b HS parking		0.00				0.00		-0.64	0.00	-0.64	
Total 1030 Miscellaneous Revenue	\$ 833.33	\$ 1,524.55	282.95%	\$ 24,053.41	\$ 833.33	\$ 23,220.08	2886.42%	\$ 37,704.85	\$ 6,666.64	\$ 31,038.21	565.58%
1031 CA Apparel		108.00				0.00		878.67	0.00	878.67	
1039 CAST Fundraising	0.00	7,235.36		797.42	0.00	797.42		11,409.14	0.00	11,409.14	
1040 Donations/Contributions	3,166.67	-187.72	94.07%	790.00	3,166.67	-2,376.67	24.95%	16,993.02	25,333.36	-8,340.34	67.08%
1040r Reading Challenge/Lending Library		600.00		228.11		228.11		6,708.77	0.00	6,708.77	
1040s Donation - Security		0.00				0.00		2,796.84	0.00	2,796.84	
Total 1040 Donations/Contributions	\$ 3,166.67	\$ 412.28	113.02%	\$ 1,018.11	\$ 3,166.67	-\$ 2,148.56	32.15%	\$ 26,498.63	\$ 25,333.36	\$ 1,165.27	104.60%
1061 Pupil Activity - Fundraiser		0.00				0.00		766.42	0.00	766.42	
1067 Records/Transcripts Fee		6.00				0.00		76.69	0.00	76.69	
1069 Calculator Revenue		0.00				0.00		176.14	0.00	176.14	
1611 Student Lunch	3,750.00	2,907.00	177.52%	4,810.88	3,750.00	1,060.88	128.29%	36,833.18	30,000.00	6,833.18	122.78%
1700 Pupil Activity Funds	22,250.00	-22,250.00	0.00%	1,335.50	22,250.00	-20,914.50	6.00%	3,953.32	178,000.00	-174,046.68	2.22%

Caprock Academy
Budget vs. Actuals: FY25 Budget by month - FY25 P&L
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	Jan 2025			Feb 2025			Total				
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
1710 Athletic Booster		559.45		7,741.87		7,741.87		39,132.85	0.00	39,132.85	
1710bHS Booster HS Basketball		200.00		334.00		334.00		634.00	0.00	634.00	
Total 1710 Athletic Booster	\$ 0.00	\$ 759.45		\$ 8,075.87	\$ 0.00	\$ 8,075.87		\$ 39,766.85	\$ 0.00	\$ 39,766.85	
1715 Basketball		-76.00				0.00		6,501.50	0.00	6,501.50	
1715HS Basketball - High School		1,594.00		4,560.67		4,560.67		18,929.97	0.00	18,929.97	
1715MS Basketball - Middle School		0.00				0.00		3,358.79	0.00	3,358.79	
Total 1715 Basketball	\$ 0.00	\$ 1,518.00		\$ 4,560.67	\$ 0.00	\$ 4,560.67		\$ 28,790.26	\$ 0.00	\$ 28,790.26	
1716 K - 5 Basketball		1,245.00		169.50		169.50		5,619.50	0.00	5,619.50	
1716a K - 5 Concessions		67.00				0.00		67.00	0.00	67.00	
Total 1716 K - 5 Basketball	\$ 0.00	\$ 1,312.00		\$ 169.50	\$ 0.00	\$ 169.50		\$ 5,686.50	\$ 0.00	\$ 5,686.50	
1720 Volleyball		0.00				0.00		0.00	0.00	0.00	
1720HS HS Volleyball		0.00		259.00		259.00		18,014.02	0.00	18,014.02	
1720MS MS Volleyball		0.00				0.00		3,768.90	0.00	3,768.90	
Total 1720 Volleyball	\$ 0.00	\$ 0.00		\$ 259.00	\$ 0.00	\$ 259.00		\$ 21,782.92	\$ 0.00	\$ 21,782.92	
1721 HS Hockey - registration fee		2,288.00				0.00		31,757.17	0.00	31,757.17	
1721a Additional fee - HS Hockey		3,257.15		3,315.00		3,315.00		9,184.15	0.00	9,184.15	
1721b Hockey Fundraising		2,359.60		540.00		540.00		18,216.09	0.00	18,216.09	
1721c HS Hockey donations		0.00				0.00		13,285.00	0.00	13,285.00	
Total 1721 HS Hockey - registration fee	\$ 0.00	\$ 7,904.75		\$ 3,855.00	\$ 0.00	\$ 3,855.00		\$ 72,442.41	\$ 0.00	\$ 72,442.41	
1725 HS Dance Fund		0.00				0.00		1,284.40	0.00	1,284.40	
1735 NHS		141.00		444.00		444.00		1,006.56	0.00	1,006.56	
1736 NJHS		160.00		100.00		100.00		588.56	0.00	588.56	
1749 Ski Club		0.00				0.00		5,515.69	0.00	5,515.69	
1750 Latin Club		132.00				0.00		132.00	0.00	132.00	
1760 Math Counts		0.00		16.50		16.50		16.50	0.00	16.50	
1764 Knowledge Bowl		0.00		65.00		65.00		599.00	0.00	599.00	
1766 OWL income		0.00		200.00		200.00		300.00	0.00	300.00	
1770 Drama		0.00				0.00		290.00	0.00	290.00	
1771 Choir/Band Activities		18.00				0.00		129.00	0.00	129.00	
1775 Senior Fees		0.00				0.00		493.51	0.00	493.51	
1780 Track		0.00				0.00		0.00	0.00	0.00	
1780HS Track - High School		0.00		2,466.00		2,466.00		2,466.00	0.00	2,466.00	
Total 1780 Track	\$ 0.00	\$ 0.00		\$ 2,466.00	\$ 0.00	\$ 2,466.00		\$ 2,466.00	\$ 0.00	\$ 2,466.00	
1785 Soccer		0.00				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	\$ 0.00	\$ 0.00		\$ 5,679.60	\$ 0.00	\$ 5,679.60	
1785cHS Cross Country - High School		0.00		12.30		12.30		6,525.13	0.00	6,525.13	
1799 Uniform Deposits		72.00				0.00		575.00	0.00	575.00	
Total 1700 Pupil Activity Funds	\$ 22,250.00	-\$ 10,232.80	54.01%	\$ 21,559.34	\$ 22,250.00	-\$ 690.66	96.90%	\$ 198,023.21	\$ 178,000.00	\$ 20,023.21	111.25%
1800 Childcare Revenue	6,875.00	1,691.00	124.60%	10,295.00	6,875.00	3,420.00	149.75%	82,896.39	55,000.00	27,896.39	150.72%
1910 Rentals/Leases		0.00				0.00		1,000.00	0.00	1,000.00	
1920 Contributions and Donations from Private Sources		44,300.00		-7,443.16		-7,443.16		36,856.84	0.00	36,856.84	

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	Jan 2025				Feb 2025				Total		
	Budget	over Budget	% of Budget		Budget	over Budget	% of Budget		Budget	over Budget	% of Budget
3000 State Revenue		0.00				0.00			0.00	0.00	
3113 Charter School Capital Const.	29,295.83	-29,295.83	0.00%	57,433.08	29,295.83	28,137.25	196.05%	230,889.15	234,366.64	-3,477.49	98.52%
3130 State Revenue ECEA	0.00	0.00			0.00	0.00		198,380.00	198,380.00	0.00	100.00%
3140 ELPA	180.00	-180.00	0.00%		180.00	-180.00	0.00%	2,900.54	1,440.00	1,460.54	201.43%
3150 Gifted and Talented	0.00	0.00			0.00	0.00		11,309.47	10,802.00	507.47	104.70%
3228 GT-Universal Screening	73.42	-73.42	0.00%		73.42	-73.42	0.00%	0.00	587.36	-587.36	0.00%
3259 READ Act Funds	23,980.00	-2,222.32	90.73%	2,005.53	0.00	2,005.53		23,763.21	23,980.00	-216.79	99.10%
3951 State MLE	60,603.58	-7,478.19	87.66%	53,125.39	60,603.58	-7,478.19	87.66%	515,359.42	484,828.64	30,530.78	106.30%
3999A SSD grant	1,228.33	-1,228.33	0.00%		1,228.33	-1,228.33	0.00%	14,740.00	9,826.64	4,913.36	150.00%
Total 3000 State Revenue	\$ 115,361.16	-\$ 40,478.09	64.91%	\$ 112,564.00	\$ 91,381.16	\$ 21,182.84	123.18%	\$ 997,341.79	\$ 964,211.28	\$ 33,130.51	103.44%
4000 Revenue From CDE		0.00				0.00		0.00	0.00	0.00	
4027 IDEA Part-B	14,035.00	18,198.79	229.67%	9,885.90	14,035.00	-4,149.10	70.44%	80,532.44	112,280.00	-31,747.56	71.72%
4365 Title III Revenue	65.00	-65.00	0.00%		65.00	-65.00	0.00%	0.00	520.00	-520.00	0.00%
4367 Title II Revenue	593.33	-593.33	0.00%		593.33	-593.33	0.00%	0.00	4,746.64	-4,746.64	0.00%
Total 4000 Revenue From CDE	\$ 14,693.33	\$ 17,540.46	219.38%	\$ 9,885.90	\$ 14,693.33	-\$ 4,807.43	67.28%	\$ 80,532.44	\$ 117,546.64	-\$ 37,014.20	68.51%
5710 PPR State Revenue	791,783.33	3,150.20	100.40%	794,933.52	791,783.33	3,150.19	100.40%	6,322,005.55	6,334,266.64	-12,261.09	99.81%
Total Revenue	\$ 964,129.49	\$ 25,476.06	102.64%	\$ 972,915.42	\$ 940,149.49	\$ 32,765.93	103.49%	\$ 7,877,804.87	\$ 7,754,357.92	\$ 123,446.95	101.59%
Gross Profit	\$ 964,129.49	\$ 25,476.06	102.64%	\$ 972,915.42	\$ 940,149.49	\$ 32,765.93	103.49%	\$ 7,877,804.87	\$ 7,754,357.92	\$ 123,446.95	101.59%
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		50,175.17		50,175.17		421,891.71	0.00	421,891.71	
0110.2 Salaries - Professional	450,721.17	-201,989.90	55.19%	239,290.41	450,721.17	-211,430.76	53.09%	1,899,819.98	3,605,769.36	-1,705,949.38	52.69%
01105 HS Teachers - Salaries (deleted)		0.00				0.00		80,268.34	0.00	80,268.34	
Total 0110.2 Salaries - Professional	\$ 450,721.17	-\$ 201,989.90	55.19%	\$ 239,290.41	\$ 450,721.17	-\$ 211,430.76	53.09%	\$ 1,980,088.32	\$ 3,605,769.36	-\$ 1,625,681.04	54.91%
0110.4 Salaries - Paraprofessionals		75,698.03		79,152.69		79,152.69		564,666.77	0.00	564,666.77	
0110.5 Salaries - Clerical		89,698.19		82,637.72		82,637.72		678,988.19	0.00	678,988.19	
Total 0110 Regular Salaries	\$ 450,721.17	\$ 14,360.26	103.19%	\$ 451,255.99	\$ 450,721.17	\$ 534.82	100.12%	\$ 3,645,634.99	\$ 3,605,769.36	\$ 39,865.63	101.11%
0120 Substitutes		0.00				0.00		0.00	0.00	0.00	
0120.2 Substitutes - Professional	6,592.50	409.67	106.21%	12,803.94	6,592.50	6,211.44	194.22%	47,984.72	52,740.00	-4,755.28	90.98%
0120.4 Substitutes - Paraprofessionals		1,115.19		727.41		727.41		14,413.45	0.00	14,413.45	
Total 0120 Substitutes	\$ 6,592.50	\$ 1,524.86	123.13%	\$ 13,531.35	\$ 6,592.50	\$ 6,938.85	205.25%	\$ 62,398.17	\$ 52,740.00	\$ 9,658.17	118.31%
0190 Bonuses	6,333.33	-6,333.33	0.00%		6,333.33	-6,333.33	0.00%	0.00	50,666.64	-50,666.64	0.00%
0190.1 Bonuses - Admin		0.00		0.00		0.00		2,155.00	0.00	2,155.00	
0190.2 Bonuses - Professional		0.00		0.00		0.00		15,780.50	0.00	15,780.50	
0190.4 Bonuses - Paraprofessionals		0.00		0.00		0.00		6,897.50	0.00	6,897.50	
0190.5 Bonuses - Clerical		0.00		0.00		0.00		5,537.50	0.00	5,537.50	
Total 0190 Bonuses	\$ 6,333.33	-\$ 6,333.33	0.00%	\$ 0.00	\$ 6,333.33	-\$ 6,333.33	0.00%	\$ 30,370.50	\$ 50,666.64	-\$ 20,296.14	59.94%
Total 0100 Salaries	\$ 463,647.00	\$ 9,551.79	102.06%	\$ 464,787.34	\$ 463,647.00	\$ 1,140.34	100.25%	\$ 3,738,403.66	\$ 3,709,176.00	\$ 29,227.66	100.79%
0200 Benefits	0.00	0.00			0.00	0.00		0.00	0.00	0.00	
0210 Life and Disability	625.58	-625.58	0.00%		625.58	-625.58	0.00%	34,295.15	5,004.64	29,290.51	685.27%
0210.1 Life and Disability - Admin		25.04		25.04		25.04		190.93	0.00	190.93	

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	Jan 2025					Feb 2025					Total			
	Budget	over Budget	% of Budget	Actual		Budget	over Budget	% of Budget	Actual		Budget	over Budget	% of Budget	
0210.2 Life and Disability - Professional		183.11		186.24			186.24		1,469.87		0.00	1,469.87		
0210.4 Life and Disability - Paraprofessionals		80.30		80.30			80.30		647.50		0.00	647.50		
0210.5 Life and Disability - Clerical		65.73		65.73			65.73		532.10		0.00	532.10		
Total 0210 Life and Disability	\$ 625.58	-\$ 271.40	56.62%	\$ 357.31	\$ 625.58	-\$ 268.27	57.12%	\$ 37,135.55	\$ 5,004.64	\$ 32,130.91	742.02%			
0210 Teacher- Benefits (deleted)		0.00					0.00		79,655.34		0.00	79,655.34		
0221 Medicare	6,722.92	-6,722.92	0.00%		6,722.92	-6,722.92	0.00%		0.00	53,783.36	-53,783.36	0.00%		
0221.1 Medicare - Admin		722.98		711.68			711.68		5,999.59		0.00	5,999.59		
0221.2 Medicare - Professional		3,585.78		3,523.73			3,523.73		18,209.97		0.00	18,209.97		
0221.4 Medicare - Paraprofessionals		1,084.84		1,126.64			1,126.64		8,315.50		0.00	8,315.50		
0221.5 Medicare - Clerical		1,260.52		1,158.17			1,158.17		9,600.17		0.00	9,600.17		
Total 0221 Medicare	\$ 6,722.92	-\$ 68.80	98.98%	\$ 6,520.22	\$ 6,722.92	-\$ 202.70	96.98%	\$ 42,125.23	\$ 53,783.36	-\$ 11,658.13	78.32%			
0222 Social Security		0.00		34.10			34.10		34.10		0.00	34.10		
222.2 Social Security - Professional		0.00		0.00			0.00		7.38		0.00	7.38		
Total 0222 Social Security	\$ 0.00	\$ 0.00		\$ 34.10	\$ 0.00	\$ 34.10		\$ 41.48	\$ 0.00	\$ 41.48				
0230 PERA	103,856.92	-103,856.92	0.00%		103,856.92	-103,856.92	0.00%		0.00	830,855.36	-830,855.36	0.00%		
0230.1 PERA - Admin		10,709.84		10,543.18			10,543.18		88,469.12		0.00	88,469.12		
0230.2 PERA - Professional		53,717.08		52,945.31			52,945.31		425,857.21		0.00	425,857.21		
0230.4 PERA - Paraprofessionals		16,287.60		16,943.89			16,943.89		122,689.20		0.00	122,689.20		
0230.5 PERA - Clerical		18,768.35		17,257.39			17,257.39		142,245.72		0.00	142,245.72		
Total 0230 PERA	\$ 103,856.92	-\$ 4,374.05	95.79%	\$ 97,689.77	\$ 103,856.92	-\$ 6,167.15	94.06%	\$ 779,261.25	\$ 830,855.36	-\$ 51,594.11	93.79%			
0251 Health	63,368.42	-63,368.42	0.00%		63,368.42	-63,368.42	0.00%		0.00	506,947.36	-506,947.36	0.00%		
0251.1 Health - Admin		4,361.95		4,361.95			4,361.95		36,555.70		0.00	36,555.70		
0251.2 Health - Professional		50,171.03		34,741.13			34,741.13		222,225.28		0.00	222,225.28		
0251.4 Health - Paraprofessionals		6,979.12		7,851.51			7,851.51		41,467.44		0.00	41,467.44		
0251.5 Health - Clerical		10,468.68		10,468.68			10,468.68		78,574.47		0.00	78,574.47		
Total 0251 Health	\$ 63,368.42	\$ 8,612.36	113.59%	\$ 57,423.27	\$ 63,368.42	-\$ 5,945.15	90.62%	\$ 378,822.89	\$ 506,947.36	-\$ 128,124.47	74.73%			
0252 Dental		0.00					0.00		0.00		0.00	0.00		
0252.1 Dental - Admin		247.10		247.10			247.10		2,019.06		0.00	2,019.06		
0252.2 Dental - Professional		1,659.10		1,659.10			1,659.10		10,955.64		0.00	10,955.64		
0252.4 Dental - Paraprofessionals		529.50		564.80			564.80		3,848.82		0.00	3,848.82		
0252.5 Dental - Clerical		529.50		529.50			529.50		5,186.04		0.00	5,186.04		
Total 0252 Dental	\$ 0.00	\$ 2,965.20		\$ 3,000.50	\$ 0.00	\$ 3,000.50		\$ 22,009.56	\$ 0.00	\$ 22,009.56				
0253 Vision		0.00					0.00		0.00		0.00	0.00		
0253.1 Vision - Admin		43.40		43.40			43.40		374.40		0.00	374.40		
0253.2 Vision - Professional		291.40		291.40			291.40		4,795.95		0.00	4,795.95		
0253.4 Vision - Paraprofessionals		86.80		93.00			93.00		696.11		0.00	696.11		
0253.5 Vision - Clerical		99.20		99.20			99.20		1,093.38		0.00	1,093.38		
Total 0253 Vision	\$ 0.00	\$ 520.80		\$ 527.00	\$ 0.00	\$ 527.00		\$ 6,959.84	\$ 0.00	\$ 6,959.84				
Total 0200 Benefits	\$ 174,573.84	\$ 7,384.11	104.23%	\$ 165,552.17	\$ 174,573.84	-\$ 9,021.67	94.83%	\$ 1,346,011.14	\$ 1,396,590.72	-\$ 50,579.58	96.38%			
0300 Professional and Technical Svs	2,219.58	-2,219.58	0.00%		2,219.58	-2,219.58	0.00%		7,112.73	17,756.64	-10,643.91	40.06%		
0313 Bank Service/Charge Fees	0.00	535.31		2,424.85	0.00	2,424.85			4,776.23	0.00	4,776.23			
0313.1 Payroll Expenses	3,507.25	782.07	122.30%	5,703.89	3,507.25	2,196.64	162.63%		32,705.11	28,058.00	4,647.11	116.56%		

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	Jan 2025				Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	
Total 0313 Bank Service/Charge Fees	\$ 3,507.25	\$ 1,317.38	137.56%	\$ 8,128.74	\$ 3,507.25	\$ 4,621.49	231.77%	\$ 37,481.34	\$ 28,058.00	\$ 9,423.34	133.59%	
0320 Counseling & Guidance Services	0.00	1,554.00			0.00	0.00		7,654.34	0.00	7,654.34		
0320b 0320b Contracted SpEd Services	11,267.33	-4,424.83	60.73%	10,850.50	11,267.33	-416.83	96.30%	96,758.00	90,138.64	6,619.36	107.34%	
0331 Legal Svcs	704.17	-704.17	0.00%		704.17	-704.17	0.00%	4,620.99	5,633.36	-1,012.37	82.03%	
0332 Accounting / Audit	21,583.33	-816.66	96.22%	21,361.67	21,583.33	-221.66	98.97%	175,030.86	172,666.64	2,364.22	101.37%	
0335 Medical Services		44,300.00		-7,500.00		-7,500.00		36,800.00	0.00	36,800.00		
0340 IT agreement	3,518.00	0.20	100.01%	3,486.20	3,518.00	-31.80	99.10%	30,174.29	28,144.00	2,030.29	107.21%	
0390 Other Professional Services	0.00	411.46		7,970.00	0.00	7,970.00		26,754.89	0.00	26,754.89		
0399 CDE Admin Overhead	1,333.33	-1,333.33	0.00%	0.00	1,333.33	-1,333.33	0.00%	15,773.80	10,666.64	5,107.16	147.88%	
Total 0300 Professional and Technical Svcs	\$ 44,132.99	\$ 38,084.47	186.29%	\$ 44,297.11	\$ 44,132.99	\$ 164.12	100.37%	\$ 438,161.24	\$ 353,063.92	\$ 85,097.32	124.10%	
0400 Purchased Property Services	0.00	0.00			0.00	0.00		688.78	0.00	688.78		
0411 Water/Sewer	1,583.33	560.20	135.38%	1,478.67	1,583.33	-104.66	93.39%	14,202.84	12,666.64	1,536.20	112.13%	
0421 Trash Services	842.25	-842.25	0.00%		842.25	-842.25	0.00%	4,855.61	6,738.00	-1,882.39	72.06%	
0423 Custodial Services	14,166.67	5,679.30	140.09%	16,578.47	14,166.67	2,411.80	117.02%	121,165.46	113,333.36	7,832.10	106.91%	
0430 Repairs and Maintenance	8,203.33	-843.57	89.72%	3,009.61	8,203.33	-5,193.72	36.69%	65,920.33	65,626.64	293.69	100.45%	
0430.1 Auto/Equip Maintenance & Repair		163.39		2,951.85		2,951.85		12,630.21	0.00	12,630.21		
Total 0430 Repairs and Maintenance	\$ 8,203.33	-\$ 680.18	91.71%	\$ 5,961.46	\$ 8,203.33	-\$ 2,241.87	72.67%	\$ 78,550.54	\$ 65,626.64	\$ 12,923.90	119.69%	
0431 Alarms & Monitoring	416.67	-291.67	30.00%	364.55	416.67	-52.12	87.49%	2,953.54	3,333.36	-379.82	88.61%	
0442 Rental of Equip (Includes IT)	3,250.00	-792.73	75.61%	2,653.28	3,250.00	-596.72	81.64%	23,605.47	26,000.00	-2,394.53	90.79%	
Total 0400 Purchased Property Services	\$ 28,462.25	\$ 3,632.67	112.76%	\$ 27,036.43	\$ 28,462.25	-\$ 1,425.82	94.99%	\$ 246,022.24	\$ 227,698.00	\$ 18,324.24	108.05%	
0500 Other Purchased Services	2,166.67	120.83	105.58%		2,166.67	-2,166.67	0.00%	2,287.50	17,333.36	-15,045.86	13.20%	
0510 Staff Dev - Prof Ed Svcs	2,666.67	-1,714.94	35.69%	5,716.56	2,666.67	3,049.89	214.37%	19,774.73	21,333.36	-1,558.63	92.69%	
0511 Staff Dev - Board	1,142.83	2,657.17	332.51%		1,142.83	-1,142.83	0.00%	9,631.46	9,142.64	488.82	105.35%	
0513 Field Trips		894.16				0.00		1,703.76	0.00	1,703.76		
0520 Insurance Premiums		0.00				0.00		0.00	0.00	0.00		
0521 Liab/Prop Ins	7,750.00	-7,750.00	0.00%		7,750.00	-7,750.00	0.00%	92,964.00	62,000.00	30,964.00	149.94%	
0522 Workman's Comp	2,583.33	451.56	117.48%	3,470.14	2,583.33	886.81	134.33%	28,789.03	20,666.64	8,122.39	139.30%	
0525 Unemployment	2,500.00	3,351.03	234.04%	5,672.86	2,500.00	3,172.86	226.91%	27,910.68	20,000.00	7,910.68	139.55%	
Total 0520 Insurance Premiums	\$ 12,833.33	-\$ 3,947.41	69.24%	\$ 9,143.00	\$ 12,833.33	-\$ 3,690.33	71.24%	\$ 149,663.71	\$ 102,666.64	\$ 46,997.07	145.78%	
0530 Communications		0.00				0.00		0.00	0.00	0.00		
0531 Telephone	677.08	447.51	166.09%	179.33	677.08	-497.75	26.49%	8,129.16	5,416.64	2,712.52	150.08%	
0533 Postage	229.17	288.33	225.81%	39.33	229.17	-189.84	17.16%	1,181.42	1,833.36	-651.94	64.44%	
0534 Online Services	5,232.83	-4,073.71	22.15%	1,131.84	5,232.83	-4,100.99	21.63%	33,173.87	41,862.64	-8,688.77	79.24%	
Total 0530 Communications	\$ 6,139.08	-\$ 3,337.87	45.63%	\$ 1,350.50	\$ 6,139.08	-\$ 4,788.58	22.00%	\$ 42,484.45	\$ 49,112.64	-\$ 6,628.19	86.50%	
0540 Advertising	3,816.67	6,407.42	267.88%	1,883.08	3,816.67	-1,933.59	49.34%	19,406.05	30,533.36	-11,127.31	63.56%	
0541 Promotional Materials		0.00		265.48		265.48		469.67	0.00	469.67		
Total 0540 Advertising	\$ 3,816.67	\$ 6,407.42	267.88%	\$ 2,148.56	\$ 3,816.67	-\$ 1,668.11	56.29%	\$ 19,875.72	\$ 30,533.36	-\$ 10,657.64	65.10%	
0551 Office Maintenance Contracts		0.00				0.00		6,272.23	0.00	6,272.23		
0570 Fundraising Expenses		68.00				0.00		1,022.89	0.00	1,022.89		
0570b CAST - Fundraising expense		0.00		400.86		400.86		9,259.61	0.00	9,259.61		
Total 0570 Fundraising Expenses	\$ 0.00	\$ 68.00		\$ 400.86	\$ 0.00	\$ 400.86		\$ 10,282.50	\$ 0.00	\$ 10,282.50		
0580 Travel, Registration, Entrance	1,666.67	1,963.74	217.82%	920.49	1,666.67	-746.18	55.23%	22,350.07	13,333.36	9,016.71	167.63%	

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	Jan 2025			Feb 2025				Total			
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
0585 Concurrent Enrollment Expenses	1,041.67	-1,041.67	0.00%		1,041.67	-1,041.67	0.00%	900.00	8,333.36	-7,433.36	10.80%
0590 Other Purchased Services	3,032.75	-2,868.79	5.41%	166.42	3,032.75	-2,866.33	5.49%	36,422.78	24,262.00	12,160.78	150.12%
0595 Admin Overhead Costs		23,848.01		24,128.01		24,128.01		189,940.16	0.00	189,940.16	
0596 CSI	18,221.25	-18,221.25	0.00%		18,221.25	-18,221.25	0.00%	0.00	145,770.00	-145,770.00	0.00%
Total 0595 Admin Overhead Costs	\$ 18,221.25	\$ 5,626.76	130.88%	\$ 24,128.01	\$ 18,221.25	\$ 5,906.76	132.42%	\$ 189,940.16	\$ 145,770.00	\$ 44,170.16	130.30%
0599 Purchase Special Ed	0.00	878.00		39.98	0.00	39.98		1,543.88	0.00	1,543.88	
Total 0590 Other Purchased Services	\$ 21,254.00	\$ 3,635.97	117.11%	\$ 24,334.41	\$ 21,254.00	\$ 3,080.41	114.49%	\$ 227,906.82	\$ 170,032.00	\$ 57,874.82	134.04%
Total 0500 Other Purchased Services	\$ 52,727.59	\$ 5,705.40	110.82%	\$ 44,014.38	\$ 52,727.59	-\$ 8,713.21	83.48%	\$ 513,132.95	\$ 421,820.72	\$ 91,312.23	121.65%
0600 Supplies	9,504.83	-8,325.15	12.41%	355.60	9,504.83	-9,149.23	3.74%	10,612.07	76,038.64	-65,426.57	13.96%
0610 Safety & PPE		0.00				0.00		3,777.90	0.00	3,777.90	
0611 Instructional Supplies		420.55		4.99		4.99		10,680.90	0.00	10,680.90	
0615A Assessment Expenses		0.00				0.00		4,264.61	0.00	4,264.61	
0615A1 HS Testing		144.05				0.00		398.53	0.00	398.53	
Total 0615A Assessment Expenses	\$ 0.00	\$ 144.05		\$ 0.00	\$ 0.00	\$ 0.00		\$ 4,663.14	\$ 0.00	\$ 4,663.14	
0615b Inst Supplies - After School		0.00				0.00		510.98	0.00	510.98	
0615c Lending Library/Reading Chall.		381.50		401.84		401.84		2,521.97	0.00	2,521.97	
0615HS HS Instructional Supplies		91.97		328.35		328.35		5,174.13	0.00	5,174.13	
0616 Software/License	435.42	-435.42	0.00%		435.42	-435.42	0.00%	4,295.03	3,483.36	811.67	123.30%
0617 Special Ed		0.00				0.00		4,125.99	0.00	4,125.99	
Total 0611 Instructional Supplies	\$ 435.42	\$ 602.65	238.41%	\$ 735.18	\$ 435.42	\$ 299.76	168.84%	\$ 31,972.14	\$ 3,483.36	\$ 28,488.78	917.85%
0612 Office Supplies	1,916.67	1,618.83	184.46%	2,754.56	1,916.67	837.89	143.72%	40,340.96	15,333.36	25,007.60	263.09%
0613 Custodial Supplies	4,208.33	-821.56	80.48%	1,693.81	4,208.33	-2,514.52	40.25%	25,284.05	33,666.64	-8,382.59	75.10%
0622 Electric/Gas	14,208.33	383.21	102.70%	18,656.67	14,208.33	4,448.34	131.31%	99,638.57	113,666.64	-14,028.07	87.66%
0626 Motor Vehicle Fuel		916.52		1,221.28		1,221.28		6,958.78	0.00	6,958.78	
0630 Food	625.00	407.68	165.23%	3,012.63	625.00	2,387.63	482.02%	11,316.58	5,000.00	6,316.58	226.33%
0631 Caprock Apparel		0.00				0.00		4,778.00	0.00	4,778.00	
0640 Books and Periodicals	10,416.67	-10,498.79	-0.79%	297.91	10,416.67	-10,118.76	2.86%	57,958.31	83,333.36	-25,375.05	69.55%
0640b HS Books		783.36		35.03		35.03		39,720.47	0.00	39,720.47	
Total 0640 Books and Periodicals	\$ 10,416.67	-\$ 9,715.43	6.73%	\$ 332.94	\$ 10,416.67	-\$ 10,083.73	3.20%	\$ 97,678.78	\$ 83,333.36	\$ 14,345.42	117.21%
0650 Classroom Fund Expenditures		0.00		7.50		7.50		265.40	0.00	265.40	
0611.1A 1st A		191.26				0.00		247.26	0.00	247.26	
0611.1B 1st B		0.00				0.00		56.00	0.00	56.00	
0611.1C 1st C		31.98				0.00		375.78	0.00	375.78	
0611.2A 2nd A		0.00				0.00		345.39	0.00	345.39	
0611.2B 2nd B		0.00				0.00		316.36	0.00	316.36	
0611.2C 2nd C		0.00				0.00		219.30	0.00	219.30	
0611.3A 3rd A		24.96				0.00		24.96	0.00	24.96	
0611.3B 3rd B		0.00				0.00		180.87	0.00	180.87	
0611.4A 4th A		0.00		81.05		81.05		164.16	0.00	164.16	
0611.4B 4th B		0.00		126.84		126.84		327.94	0.00	327.94	
0611.4C 4th C		0.00				0.00		113.00	0.00	113.00	
0611.5A 5th A		24.68		0.00		0.00		74.84	0.00	74.84	

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0611.5B 5th B		9.99		0.00		0.00		152.54	0.00	152.54	
0611.5C 5th C		0.00		0.00		0.00		409.79	0.00	409.79	
0611.6A 6th A		0.00		0.00		0.00		276.30	0.00	276.30	
0611.6B 6th B		0.00		0.00		0.00		143.10	0.00	143.10	
0611.6C 6th C		0.00		0.00		0.00		214.07	0.00	214.07	
0611.7A 7th A		0.00		29.00		29.00		29.00	0.00	29.00	
0611.7B 7th B		0.00				0.00		77.64	0.00	77.64	
0611.HTK HTK		0.00				0.00		70.34	0.00	70.34	
0611.KA FTK A		59.98				0.00		116.51	0.00	116.51	
0611.KB FTK B		0.00				0.00		15.89	0.00	15.89	
0611.KC FTK C		0.00				0.00		151.18	0.00	151.18	
0665d MS 7-8 Activities Expenses		0.00				0.00		6,747.20	0.00	6,747.20	
0666 High School		0.00		2,120.40		2,120.40		5,654.40	0.00	5,654.40	
0666a HS Activity Fund		0.00				0.00		198.39	0.00	198.39	
0666a1 HS Student Council		0.00		906.75		906.75		1,363.75	0.00	1,363.75	
Total 0666a HS Activity Fund	\$	0.00	\$	0.00	\$	906.75	\$	0.00	\$	906.75	
0666d HS PE		0.00				0.00		4,700.00	0.00	4,700.00	
0666f HS Brady		0.00				0.00		38.58	0.00	38.58	
0666i HS Jones		0.00				0.00		16.98	0.00	16.98	
0666l HS T Van Schaick		0.00				0.00		13.98	0.00	13.98	
0666o Science - Chemistry		0.00		179.01		179.01		1,423.74	0.00	1,423.74	
0666r HS Henson		0.00				0.00		1,434.05	0.00	1,434.05	
0666s HS Berndt		0.00				0.00		99.84	0.00	99.84	
0666t HS Fienard		0.00				0.00		2,382.22	0.00	2,382.22	
Total 0666 High School	\$	0.00	\$	0.00	\$	3,206.16	\$	0.00	\$	3,206.16	
0678 School Nurse		292.97		101.44		101.44		2,768.94	0.00	2,768.94	
0680 Specials Expenses		0.00				0.00		0.00	0.00	0.00	
0680a Art Department		0.00				0.00		189.24	0.00	189.24	
0680a2 Art		650.08		944.13		944.13		2,836.89	0.00	2,836.89	
0680a4 Original Works Expenses		0.00				0.00		1,468.05	0.00	1,468.05	
0680b PE Department		0.00				0.00		25.00	0.00	25.00	
0680c Instrumental Music		235.00		48.96		48.96		998.45	0.00	998.45	
0680c2 Choral Music		0.00				0.00		1,987.98	0.00	1,987.98	
0680d1 Science - Akers		0.00				0.00		1,256.93	0.00	1,256.93	
0680d2 Science - Wilson		0.00				0.00		262.04	0.00	262.04	
0680e Latin		95.00				0.00		188.72	0.00	188.72	
0680f Spanish		28.76				0.00		178.58	0.00	178.58	
0680j Theatre		-21.63		291.46		291.46		1,894.45	0.00	1,894.45	
Total 0680 Specials Expenses	\$	0.00	\$	987.21	\$	1,284.55	\$	0.00	\$	1,284.55	
Total 0650 Classroom Fund Expenditures	\$	0.00	\$	1,623.03	\$	4,836.54	\$	0.00	\$	4,836.54	
0685 Pupil Activities Expenses	22,250.00	-22,217.71	0.15%	40.94	22,250.00	-22,209.06	0.18%	7,382.98	178,000.00	-170,617.02	4.15%
0685a Yearbook/Journalism		55.93				0.00		9,108.38	0.00	9,108.38	

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0685b Basketball		0.00				0.00		0.00	0.00	0.00	
0685bHS Basketball - High School		1,263.15		3,032.71		3,032.71		16,199.05	0.00	16,199.05	
0685bMS Basketball - Middle School		0.00				0.00		130.00	0.00	130.00	
Total 0685b Basketball	\$ 0.00	\$ 1,263.15		\$ 3,032.71	\$ 0.00	\$ 3,032.71		\$ 16,329.05	\$ 0.00	\$ 16,329.05	
0685b2 K - 5 Basketball		163.97				0.00		163.97	0.00	163.97	
0685c Newspaper		0.00				0.00		2,074.53	0.00	2,074.53	
0685d NHS		0.00		883.67		883.67		1,268.67	0.00	1,268.67	
0685d2 NJHS		0.00				0.00		1,245.51	0.00	1,245.51	
0685e Volleyball		0.00				0.00		2,749.53	0.00	2,749.53	
0685eHS HS Volleyball		420.00				0.00		10,964.69	0.00	10,964.69	
0685eMS MS Volleyball		0.00				0.00		1,796.14	0.00	1,796.14	
Total 0685e Volleyball	\$ 0.00	\$ 420.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 15,510.36	\$ 0.00	\$ 15,510.36	
0685f HS Dance Expense		0.00				0.00		348.26	0.00	348.26	
0685g1 Athletic Booster		1,122.18		168.84		168.84		8,411.45	0.00	8,411.45	
0685g1b Booster - Basketball		0.00				0.00		55.92	0.00	55.92	
0685g1v Booster Volleyball		0.00				0.00		546.00	0.00	546.00	
0685g1x Booster Cross Country		0.00				0.00		737.46	0.00	737.46	
Total 0685g1 Athletic Booster	\$ 0.00	\$ 1,122.18		\$ 168.84	\$ 0.00	\$ 168.84		\$ 9,750.83	\$ 0.00	\$ 9,750.83	
0685g2 HS Hockey		23,856.28		1,174.71		1,174.71		38,539.31	0.00	38,539.31	
0685g2a HS Hockey fundraising expenses		0.00				0.00		792.00	0.00	792.00	
Total 0685g2 HS Hockey	\$ 0.00	\$ 23,856.28		\$ 1,174.71	\$ 0.00	\$ 1,174.71		\$ 39,331.31	\$ 0.00	\$ 39,331.31	
0685h2 Knowledge Bowl		80.00		228.50		228.50		1,082.69	0.00	1,082.69	
0685h3 Natl History Day Competition		0.00		1,170.00		1,170.00		1,170.00	0.00	1,170.00	
0685k Latin Club		75.00				0.00		75.00	0.00	75.00	
0685o Graduation Expenses		1,219.35		99.99		99.99		3,819.34	0.00	3,819.34	
0685p Track		0.00				0.00		0.00	0.00	0.00	
0685pHS Track - High School		0.00				0.00		215.00	0.00	215.00	
Total 0685p Track	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 215.00	\$ 0.00	\$ 215.00	
0685r Soccer		0.00				0.00		421.78	0.00	421.78	
0685rHS HS Soccer		92.00				0.00		5,138.24	0.00	5,138.24	
Total 0685r Soccer	\$ 0.00	\$ 92.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 5,560.02	\$ 0.00	\$ 5,560.02	
0685v Choir/Band Activities		0.00				0.00		756.14	0.00	756.14	
0685x Cross Country		0.00				0.00		3,820.52	0.00	3,820.52	
0686 Powderhorn Ski Club		0.00				0.00		5,526.69	0.00	5,526.69	
Total 0685 Pupil Activities Expenses	\$ 22,250.00	\$ 6,130.15	127.55%	\$ 6,799.36	\$ 22,250.00	\$ -15,450.64	30.56%	\$ 124,539.25	\$ 178,000.00	\$ -53,460.75	69.97%
0690 Other Supplies		5,304.91		724.03		724.03		18,658.56	0.00	18,658.56	
0690b Parking - HS		0.00				0.00		225.00	0.00	225.00	
Total 0690 Other Supplies	\$ 0.00	\$ 5,304.91		\$ 724.03	\$ 0.00	\$ 724.03		\$ 18,883.56	\$ 0.00	\$ 18,883.56	
Total 0600 Supplies	\$ 63,565.25	\$ -1,875.16	97.05%	\$ 41,122.60	\$ 63,565.25	\$ -22,442.65	64.69%	\$ 518,276.66	\$ 508,522.00	\$ 9,754.66	101.92%
0689 Lunch - Students		4,119.35		4,904.25		4,904.25		31,982.34	0.00	31,982.34	
0649 Scholarship Expense	3,750.00	-3,293.14	12.18%	781.79	3,750.00	-2,968.21	20.85%	2,190.24	30,000.00	-27,809.76	7.30%
Total 0689 Lunch - Students	\$ 3,750.00	\$ 826.21	122.03%	\$ 5,686.04	\$ 3,750.00	\$ 1,936.04	151.63%	\$ 34,172.58	\$ 30,000.00	\$ 4,172.58	113.91%

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

	Jan 2025				Feb 2025				Total		
	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
0710 Land and Improvements	2,458.33	-2,458.33	0.00%		2,458.33	-2,458.33	0.00%	13,123.12	19,666.64	-6,543.52	66.73%
0730 Purchase/Lease of Equipment	958.33	-958.33	0.00%		958.33	-958.33	0.00%	0.00	7,666.64	-7,666.64	0.00%
0733 Furniture and Equipment	1,800.00	-1,800.00	0.00%		1,800.00	-1,800.00	0.00%	24,825.66	14,400.00	10,425.66	172.40%
Total 0730 Purchase/Lease of Equipment	\$ 2,758.33	-\$ 2,758.33	0.00%	\$ 0.00	\$ 2,758.33	-\$ 2,758.33	0.00%	\$ 24,825.66	\$ 22,066.64	\$ 2,759.02	112.50%
0734b Technology Equipment	3,781.00	-3,781.00	0.00%		3,781.00	-3,781.00	0.00%	40,464.13	30,248.00	10,216.13	133.77%
0740 Depreciation		41,874.40		41,874.40		41,874.40		334,995.20	0.00	334,995.20	
0740b Depreciation - Tractor&Equip		963.50		963.50		963.50		7,708.00	0.00	7,708.00	
Total 0740 Depreciation	\$ 0.00	\$ 42,837.90		\$ 42,837.90	\$ 0.00	\$ 42,837.90		\$ 342,703.20	\$ 0.00	\$ 342,703.20	
0800 Child Care	500.00	-500.00	0.00%	99.95	500.00	-400.05	19.99%	944.32	4,000.00	-3,055.68	23.61%
0810 Dues and Fees	2,083.33	-1,318.33	36.72%	265.00	2,083.33	-1,818.33	12.72%	22,868.15	16,666.64	6,201.51	137.21%
0830 Interest Expense	71,417.50	-171.53	99.76%	71,245.97	71,417.50	-171.53	99.76%	573,012.76	571,340.00	1,672.76	100.29%
0890 Misc Expense		58.23		0.65		0.65		1,886.23	0.00	1,886.23	
0900 gifts and donations	220.83	-220.83	0.00%		220.83	-220.83	0.00%	95.00	1,766.64	-1,671.64	5.38%
0910 Redemption of Principal (interest)	40,000.00	-40,000.00	0.00%		40,000.00	-40,000.00	0.00%	0.00	320,000.00	-320,000.00	0.00%
Total Expenditures	\$ 954,078.24	\$ 54,997.27	105.76%	\$ 906,945.54	\$ 954,078.24	-\$ 47,132.70	95.06%	\$ 7,854,103.04	\$ 7,632,625.92	\$ 221,477.12	102.90%
Net Operating Revenue	\$ 10,051.25	-\$ 29,521.21	-193.71%	\$ 65,969.88	-\$ 13,928.75	\$ 79,898.63	-473.62%	\$ 23,701.83	\$ 121,732.00	-\$ 98,030.17	19.47%
Other Revenue											
1007b CD Interest	833.33	1,879.30	325.52%	2,470.32	833.33	1,636.99	296.44%	15,764.42	6,666.64	9,097.78	236.47%
1008a Money Market Interest	2,083.33	1,153.20	155.35%	3,454.01	2,083.33	1,370.68	165.79%	24,207.51	16,666.64	7,540.87	145.25%
1009 Zions Accounts interest		2,122.77		481.52		481.52		5,985.58	0.00	5,985.58	
1020b CD 1020 Interest	2,083.33	1,732.37	183.15%	3,829.84	2,083.33	1,746.51	183.83%	20,932.18	16,666.64	4,265.54	125.59%
1088a 8th grade trip revenue	5,833.33	6,989.38	219.82%	5,848.56	5,833.33	15.23	100.26%	84,819.69	46,666.64	38,153.05	181.76%
1088a2 8th Grade Concessions Revenue		394.00		242.00		242.00		2,438.25	0.00	2,438.25	
1088b 2020 DC trip fundraising amts		0.00		380.00		380.00		380.00	0.00	380.00	
1088b2 2021 DC trip fundraising amount		0.00		1,508.50		1,508.50		1,508.50	0.00	1,508.50	
Total 1088a 8th grade trip revenue	\$ 5,833.33	\$ 7,383.38	226.57%	\$ 7,979.06	\$ 5,833.33	\$ 2,145.73	136.78%	\$ 89,146.44	\$ 46,666.64	\$ 42,479.80	191.03%
1090b1 Senior Trip Junior Fundraising	5,833.33	-5,833.33	0.00%		5,833.33	-5,833.33	0.00%	1,710.00	46,666.64	-44,956.64	3.66%
1090b2 Senior Trip Concessions		260.00		1,276.07		1,276.07		2,411.07	0.00	2,411.07	
1090b3 2020 Italy fundraising amounts		1,025.75				0.00		3,112.42	0.00	3,112.42	
Total 1090b1 Senior Trip Junior Fundraising	\$ 5,833.33	-\$ 4,547.58	22.04%	\$ 1,276.07	\$ 5,833.33	-\$ 4,557.26	21.88%	\$ 7,233.49	\$ 46,666.64	-\$ 39,433.15	15.50%
Total Other Revenue	\$ 16,666.65	\$ 9,723.44	158.34%	\$ 19,490.82	\$ 16,666.65	\$ 2,824.17	116.95%	\$ 163,269.62	\$ 133,333.20	\$ 29,936.42	122.45%
Other Expenditures											
0664a 8th grade trip expenses	5,833.33	-5,833.33	0.00%	1,728.00	5,833.33	-4,105.33	29.62%	42,508.83	46,666.64	-4,157.81	91.09%
0665b 8th Concession Stand Expenses		335.91				0.00		770.42	0.00	770.42	
0667A Senior Trip (Junior Fundraising	5,833.33	-5,833.33	0.00%	2,755.26	5,833.33	-3,078.07	47.23%	8,110.96	46,666.64	-38,555.68	17.38%
0667b Senior Concession Expenses		640.87				0.00		675.81	0.00	675.81	
0668 Concessions - Holding		-1,010.92		373.74		373.74		946.59	0.00	946.59	
Total Other Expenditures	\$ 11,666.66	-\$ 11,700.80	-0.29%	\$ 4,857.00	\$ 11,666.66	-\$ 6,809.66	41.63%	\$ 53,012.61	\$ 93,333.28	-\$ 40,320.67	56.80%
Net Other Revenue	\$ 4,999.99	\$ 21,424.24	528.49%	\$ 14,633.82	\$ 4,999.99	\$ 9,633.83	292.68%	\$ 110,257.01	\$ 39,999.92	\$ 70,257.09	275.64%
Net Revenue	\$ 15,051.24	-\$ 8,096.97	46.20%	\$ 80,603.70	-\$ 8,928.76	\$ 89,532.46	-902.74%	\$ 133,958.84	\$ 161,731.92	-\$ 27,773.08	82.83%

Caprock Academy

Budget vs. Actuals: FY25 Budget by month - FY25 P&L

July 2024 - February 2025

Jan 2025				Feb 2025				Total		
Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget

Policy E 2.0 – ~~Equal Employment Opportunity/Unlawful Harassment~~

~~Caprock Academy (School) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age (40 and over), race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.~~

Policy E 2.1 – ADA and Religious Accommodation

The School will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the School or cause a direct threat to health or safety. The School will make reasonable accommodations for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the School. Employees needing such accommodations are instructed to contact their supervisor or Head of School immediately.

Policy E 2.2 – Diversity

~~The School values and promotes diversity as a strategic advantage. Diversity refers to human differences, including those based on culture, ethnicity, gender, and age. Some of the benefits the School derives from the diversity of its workforce are: Different viewpoints and perspectives in decision making, greater innovation and creativity and a broad pool of qualified employees.~~

~~At Caprock, we value the richness that diversity brings to our workforce—it makes our School better and the community we serve stronger. We are proud of our efforts to maintain a workforce that represents many backgrounds, and are deeply committed to cultivating an environment where the contributions of every employee and citizen are respected.~~

~~At Caprock, we believe that diversity enriches our performance and services, the community in which we live and work, and the lives of our employees. As our workforce evolves to reflect the growing diversity of our communities and global marketplace, our efforts to understand, value, and incorporate differences become increasingly important.~~

Policy E 2.3 – Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the School will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to

perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the School's business operations.

The School may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Business Office - Human Resources representative.

The School will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Policy E 2.4 — Sexual Harassment

~~The School strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:~~

- ~~• Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.~~
- ~~• Submission to, objection to, or rejection of such conduct or communication is used as the basis for decisions affecting an individual's employment. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.~~

~~All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:~~

- ~~• Written form, such as cartoons, posters, calendars, notes, letters, e-mails. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.~~
- ~~• Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.~~

Policy E 2.5 — Complaint Procedure

~~If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The School expects employees to make a timely complaint to enable the School to investigate and correct any behavior that may be in violation of this policy.~~

~~Report the incident to the Head of School who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to this individual with your complaint, you should report the incident to the Board of Directors~~

The School prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the School determines an employee's behavior is in violation of this policy, disciplinary action will be taken, up to, and including termination of employment.

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 in the employee handbook and upon request. Community training materials regarding sex-based discrimination and sexual harassment (Title IX) are available to the public on Caprock Academy's website. Students and employees will receive periodic training annually and as needed for intervention 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/Harrassment 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 students provided via physical copy to each incoming staff member, student and their parent or guardian upon request. Community training materials regarding sex-based discrimination and sexual harassment (Title IX) are available to the public on Caprock Academy's website. Developmentally appropriate instruction related to harassment, discrimination, and bullying will be delivered to all Caprock Academy students as part of the anti-bullying program.

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

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 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
- **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, 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 are 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:

- o provide the complainant with the information detailed in paragraph, as outlined below; and
- o 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:
 - o available supportive measures;
 - o copies of the Board Nondiscrimination/Harassment Policy;
 - o timeline for the investigation process and the school's legal obligations;
 - o 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 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 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~~ **Students** are permitted to return to their legal name at any time **by written notice**; 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. **The written notice to return to legal name will be emailed and mailed to all parents or guardians and school staff.**

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 **[S.E. 0.0]** 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 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]

Policy SE 4.0 Discipline

Discipline at Caprock Academy serves our broader educational goals. Discipline is an important aspect of establishing a productive learning environment, which is crucial to the successful educational outcome of every student at Caprock Academy. The goal of our discipline policy is to promote a safe, orderly environment so that learning and teaching can proceed optimally. The foundation of discipline and order at Caprock Academy is the realization that a civilized learning community demands certain fundamental norms of courtesy, morality and orderly behavior in order to fulfill its mission. We accept children into the Caprock program with the understanding that they adhere to our Student Code of Behavior while representing Caprock Academy and will follow the spirit and letter of this *Handbook*.

Caprock Academy is a place where students are expected to uphold our three pillars: Character, Accountability, and Academics in all aspects of their educational experience.

Students who do not live up to these fundamental expectations need to be corrected. In many cases, a verbal correction is sufficient. Faculty expect this correction to suffice. If it does not, consequences may be imposed as permitted by school policy, and state and federal law.

Student Code of Behavior:

Students are expected to

- 1) Be polite and attentive in class and assume the best of their peers and school staff.
- 2) Attend classes consistently, be on time, and take responsibility for making up any work according to the Absence Late Work Policy when absent. Each student will bear the responsibility for his/her own conduct. Each student will respect the school's atmosphere of learning by attending class, being prepared, and punctual.
- 3) Follow directions when they are given.
- 4) Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property. Each student will bear the responsibility for his/her own conduct. Each student is expected to cooperate with and treat the faculty and staff with respect.
- 5) Adhere to the dress code.
- 6) Not use threats or intimidation against any other person. rather they should communicate any concerns in a calm and reasonable manner, refraining from vulgar or demeaning language.
- 7) Refrain from and report all bullying or potential bullying behaviors to the appropriate staff member.
- 8) Not leave school or school grounds without signing out in the front office.
- 9) Not bring electronic devices (CD players, radios, games, iPods, MP3 players etc.). Such items will be confiscated until the end of the day for the first offense, one month for the second offense and for the remainder of the year for the third offense. on Caprock property unless prior written approval is given. (Teachers may permit eReaders (e.g., Kindles/laptops), but wireless networks/internet shall not be accessed, and such devices will not be used for routine notetaking. Acceptability of other toys devices is at the discretion of the teachers and administration. Please see cell phone Policy SE 14.0
- 10) Not bring anything to school that could be used to harm a another person or property or an item that is prohibited by school policy, state law or federal law that is illegal.
- 11) Not misuse any school computer, e.g., visit non-curricular websites, access personal nonessential email, and modify settings or displays unless prior permission is given.
- 12) Not use or possess a vapes, tobacco, nicotine, alcohol, or drugs of any sort. Prescription and over-the-counter medicines must be checked into the health office.

Please see Policy M 3.0

Couples shall Refrain from inappropriate displays of affection, including but not limited to hand-holding kissing. Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution; this individual right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School administrators may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

Discipline

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the Code of Conduct to which they have agreed. If a student does misbehave, the consequences for the infraction will be immediate, relevant, and effectual. In evaluating consequences, teachers and Deans of Students will determine if the act is a "first time," a "repeated," or a "habitual" offense.

While discipline will be administered in a generally uniform manner, all disciplinary action will be tailored to what is best for *that individual student* and their unique situation. The Head of School and Deans will consider all aspects of that particular student's situation when formulating a course of action and have some latitude when matching a specific misbehavior to its consequence. All decisions regarding suspensions will be made by a team of administrators consisting of but not limited to the Grade Level Dean, the Director of Student Supports, the Head of School (as applicable).

The normal consequence for routine nonacademic misbehavior is detention. More severe or repeated misbehavior may also result in the loss of certain privileges, including, but not limited to, sanctions, suspensions, probations, or expulsion as permitted by law. In all cases of discipline, we strive to be fair and timely. When we discipline a student, we understand ourselves as addressing behavior, not attitudes. Our goal remains to support each student's character development as outlined by Caprock Academy's vision and mission.

Caprock Academy is committed to providing staff training to ensure that the disciplinary program is effective and that relevant policies and procedures are legally and equitably applied. Finally, we recognize that by sending your children to Caprock Academy, you are entrusting them to our care while at school. It is our right and responsibility to administer corrections as we deem appropriate while students are at school. Should you ever have a concern about how discipline is administered, please contact the administration and/or refer to the Grievance Policy.

Caprock Academy will use the following factors when considering suspension or expulsion in accordance with Colorado State law

1. age of the student; disciplinary history of the student;
2. whether the student has a disability;
3. the seriousness of the violation committed by the student;
4. whether the violation committed by the student threatened the safety of any student or staff member;
5. whether a lesser intervention would properly address the violation committed by the student.

Students with Disabilities

Discipline for students with disabilities in all grades shall be in accordance with the student's Individualized Education Program (IEP), any approved behavior-intervention plan, Section 504 Plan, and applicable state and federal laws and regulations providing procedural safeguards to students with disabilities.

Dean of Student's Role in Discipline Meeting with a Dean of Students

Any meeting between a student, parent/guardian, and a Dean of Students is a learning opportunity for the student to implement a positive change in behavior. The primary goal of the Dean is to require the student to take responsibility for the infraction and the student's own learning outcomes.

While the Grade-Level Deans normally discipline students in their respective grade ranges, all Deans or their designees are authorized to discipline any Caprock Academy student.

The goals of a meeting with a Dean of Students are:

- 1) To exchange accurate information about the student and infraction.
- 2) To determine how the parent-school partnership can best work together to lead the student to reform his or her behavior.

The Dean of Students will preserve the integrity of the disciplinary process at Caprock Academy. By modeling the [Core Virtues Program](#) and consistently treating students and their families with respect and professionalism, the Dean is an extremely valuable and accessible part of a student's character development and education at Caprock Academy. Caprock Academy's goal is to create a safe, respectful, and responsible environment where learning takes place.

In accordance with this policy, Caprock Academy has adopted the following procedure for disruptive behavior that requires an office referral after certain steps have been taken in the classroom to redirect behavior. Referrals are cumulative throughout the school year.

1. First Referral: Student removed from class, sees Dean of Students.
2. Second Referral: Student removed from class, sees Dean of Students, calls home.
3. Third Referral: Student removed from class, sees Dean of Students, calls home, leaves that day.
4. Fourth Referral: Student removed from class, sees Dean of Students and/or Head of School, and receives a one-day suspension. Students may attend field trips during the remainder of the school year only if accompanied by their parent.

5.—Additional Referrals: Multiple day suspensions for each referral, possible request for expulsion.—

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Note: The Deans of Students will frequently deal with student issues that do not require discipline or punishment *per se*. Minor roughhousing, minor disruptive behavior, and disputes between friends and the like are in the purview of the Deans of Students but are usually not handled as disciplinary cases.—

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Students' misbehavior and the resulting consequences will not be used to “teach” the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in an attempt to discern the truth. Caprock Academy desires to educate all students who enter our school, expecting nothing less than the best from each one. Caprock Academy cannot and does not tolerate students who disrupt class. Caprock Academy requires all students to be polite and attentive. All other behavior is disruptive. Caprock Academy will notify District 51 Board of Education and the Colorado Charter School Institute, our authorizer, that Caprock Academy is expelling a student from school. Colorado State Law clearly states that a student can be expelled for “continued willful disobedience or open and persistent defiance of proper authority.”—

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Teachers will have the authority to implement discipline in their classrooms that is consistent with Caprock Academy's discipline goals. Teachers will utilize the Deans of Students to implement discipline whenever appropriate and most especially when disciplinary action by the teacher would take away from maintaining an effective learning environment in the classroom. Disciplinary procedures may also involve other designated Caprock Academy staff besides those mentioned.—

Summary of Infractions and Consequences

The levels below provide a framework for a flexible sequence of consequences and remediation for unacceptable student behavior. Repeated misbehavior will result in progressively more severe consequences based on the seriousness of the offense. The administration is provided latitude in assigning consequences. The administration need not employ all the consequences at a given level before selecting one from another level in disciplining any given student. Definitions for these consequences are given below.

Level 1: Staff warning

Staff warning

Verbal redirection (any staff member)

Confiscation

Level 1 infractions include but are not limited to: dress code or minor conduct code violation or low-level disruptive behavior.

Level 2: Notification of parent/guardian

Detention: at lunch or during study hall

Dean/administrator meeting

Behavior contract

Office Referral

Assignment of work detail at the school (will be discussed and approved by parent or guardian prior to assignment)

Probation/loss of privileges

Level 2 infractions include, but are not limited to: disruptive behavior, blatant disrespect toward staff or other students, or minor property damage.

Level 3: Meeting with parent/guardian

Behavior contract

First time or Minor Suspension (.5-2 days)

- In-School suspension (ISS)
- Out-of-School suspension (OSS)
- Alternative to suspension:
 - Parental attendance at school (CRS 22-33-105(4)) or
 - Some activity aimed at restorative justice (CRS 22-32-144)

Level 3 infractions include but are not limited to: consistent or egregious disruptive behaviors, actions that compromise the safety of others, or actions that fall within the category of bullying (see Policy XX (Bullying Policy)).

Level 4: Major or Repeated Suspension

Alternative to suspension:

- Parental attendance at school (CRS 22-33-105(4))or
- Some activity aimed at restorative justice (CRS 22-32-144)

Remedial discipline plan

Level 5: Expulsion

As permitted by state and federal law

Definitions of Consequences

- **Detention:** A student assigned to detention will report to the Dean's office or other designated space during lunch, recess, or study hall (as assigned) to complete a reflection and remediation plan regarding their infraction. Any staff member may refer any student to their Dean for a detention. A staff member may assign a detention to a student that they directly supervise. Detention is usually served during lunch, recess, or study hall; on rare occasions, detention maybe after school or on Fridays. The duration of detention may be between 10 and 30 minutes, depending on the offense. If a student misses detention without being excused by an administrator, an extra 10 minutes may be added to the original detention. If a student accumulates 1.5 hours of detention within a quarter, that student will receive an Office Referral and may become ineligible for school-sponsored extracurriculars, including but not limited to athletics.
- **Office Referral:** A student issued an Office Referral requires immediate removal from class and a conference with an administrator. An Office Referral is more serious than detention: Office Referrals within a quarter may result in suspension. Any member of the staff may issue an Office Referral. An Office Referral is usually given for repeated misbehavior, a major disruption, or habitually dishonest or disrespectful behavior. A teacher may also refer a situation to the Dean for an Office Referral after class/after the incident has occurred. Office Referrals may be cause for the administration to contact the parents. Upon investigation, an Office Referral can also be "downgraded" to a detention if deemed appropriate by an administrator. Some Office Referrals may result in a Behavior Contract.
- **Behavior Contract:** Consistent or egregious misbehavior may prompt a Behavior Contract between the student and the administration/school staff. A Behavior Contract reviews the rules of Caprock Academy, offers clear guidelines on the school's expectations, and outlines potential consequences if certain behavior occurs. Any administrator may recommend a student for a Behavior Contract. The student and parent/guardian will be asked to sign the Behavior Contract; this can be done without parent/guardian present, although parents are notified of the Behavior Contract.
- **Probation:** A probation is typically an automatic 3-day suspension from attending a specific class or from attending lunch with his or her peers. A Dean or the Head of School may place a student on probation. Any change to the duration of the probation may be permitted by the administration, depending on the circumstances.
- **Suspension:** Decisions to suspend a student will be made by a team consisting of the Dean, the Head of School, or other relevant staff members (as applicable). While the team will consider teachers' input, the decision to suspend or not rests with the Dean(s) and Head of School.
 - **In-School Suspension:** If a student is assigned an ISS, the student will be allowed to work on classwork in the Dean's office or other designated location during the suspension.
 - **Out-of-School Suspension:** If the suspension is an OSS, the student will not be allowed on campus (including for afterschool/extracurricular activities) without parental supervision until the re-entry meeting. The student will only be allowed to return to school after a re-entry meeting, including the student, parent/guardian, Dean, and the Head of School or his or her designee.

Makeup work—Work assigned during a suspension will be graded for full credit upon re-entry. Late work will be graded in accordance with our Policy XX. Parents/guardians and students are responsible for communicating with teachers regarding assignments to be completed during suspension.

- **Expulsion:** Caprock Academy shall provide adequate notice to the student or the parent/guardian. Such notice shall contain the charges against the student as grounds for expulsion; a statement explaining the student's right to a hearing; a statement that the student may be present at the hearing and hear all information against them; that the student will have an opportunity to present such information as is relevant; that the student may be accompanied and represented by a parent/guardian, advocate, and an attorney; and a statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
- **Deferred Expulsion:** The Head of School or their designee may offer to hold an expulsion in abeyance, otherwise known as a deferred expulsion, that is, to not seek expulsion in certain situations for certain offenses, if (1) the Head of School believes it is in the best interests of the student and the school community, (2) the student and parent/guardian agree to certain conditions, and (3) the student and parent/guardian sign a deferred expulsion contract.

Procedure to Suspend a Student

Informal Hearing

Prior to any suspension of a student, the Dean, or designee shall comply with the following procedure:

- The Dean shall give the student and parent/guardian oral or written notice of the charges against her/him in enough detail to allow the student to understand the nature of the accusation.
- If the student appears not to understand the charges against her/him, written notice should be given.
- If the student denies the charges, the Dean shall give the student an explanation of the evidence. Whether or not the student denies the charges, the student shall be given an opportunity to present his/her side of the story.
- The Dean may suspend a student only if, after following the above procedure, they believe that the charges are supported by substantial evidence, which is such relevant evidence as a reasonable mind might accept as adequate to support a conclusion.
- If a student is suspended, the Dean will as soon as practical notify the parent/guardian that the student has been suspended, the grounds for the suspension, and the period of the suspension. The notification will include the time and place for the parent/guardian to meet with the Dean, or designee, to review the suspension.
- A suspended student (unless assigned an in-school suspension) shall be required to leave the school building and school grounds as soon as practicable, following a determination by the parent/guardian and the school of the best way to transfer custody of the student to the parent/guardian.
- Prior notice and/or a hearing are not required prior to suspension in situations where a student's presence poses a danger to persons or property or an ongoing threat of disrupting the academic process.
- In situations where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately suspended and removed from school.
- A student who has been assigned suspension will not be permitted to attend classes, lunch, recess, or extracurricular events with their peers during the duration of the suspension. This restriction will remain in place unless written permission is granted by the Dean or Head of School. The student may return to school activities only after the re-entry meeting has taken place.
- State and federal law allow suspensions to be extended to a maximum of 25 days in limited circumstances.

- Suspensions may become recommendations for expulsion.

Parent/Guardian Attendance as Alternative to Suspension

As an alternative to suspension, the Head of School, or designee, may permit the student to remain in school with the consent of the student's teachers if the student's parent/guardian attends class with the student for a period of time specified by the Head of School, or designee.

- In the interest and safety of all Caprock Academy students, the parent/guardian must complete and pass a background and safety check in order to attend class with the student. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with Caprock Academy policies. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated, or if the Head of School, or designee, determines that the student's parent/guardian's presence would be disruptive to the operations of the school or be detrimental to the learning environment. Parent/guardians shall not be allowed to bring another person (whether adult or child) with them to class.
- The following situations may result in the parent/guardian attendance alternative being revoked:
 - Failure of the parent/guardian to follow the direction of the classroom teacher or the school administration.
 - Failure of the parent/guardian or student to follow all Caprock Academy rules.
 - Any disruption of a class by either the parent/guardian or student.
- If the parent/guardian attendance alternative is revoked, disciplinary action shall be taken against the student as the Head of School, or designee, deems appropriate, so long as the discipline is not greater than the discipline initially proposed (unless a new disciplinary violation has occurred).

Procedure to Expel a Student

In the event a student commits a potentially expellable offense as defined in Colorado statute, the following procedures will be followed:

- The student and parent/guardian will be given written notice to the last known address of the student or the student's parent/guardian within a reasonable time after the offense or the decision to recommend the student for expulsion.
- If the student elects to have a hearing, the hearing should take place as soon as practical and in accordance with law.
- If an expulsion hearing is requested, Caprock Academy will provide all supporting evidence for the expulsion that Caprock Academy intends to use for the expulsion to the student or the student's parent/guardian at least two (2) business days which Caprock Academy is in session prior to the expulsion hearing. If Caprock Academy discovers a record not previously provided to the student or parent/guardian, Caprock Academy will immediately provide the newly discovered record to the student or the parent/guardian.
- The hearing is not open to the public. A sufficient record of the proceedings will be kept, but it is in no way meant to be considered a transcript of the hearing.
 - The student or parent/guardian can ask for the meeting to be recorded, but Caprock Academy makes no guarantees that the hearing will otherwise be recorded. If the meeting is recorded, a transcript can be prepared if either party requests it. Preparation of the transcript will be at the expense of the party requesting the transcript.
- Expulsion hearings shall be conducted by the Head of School, who shall act as the Hearing Officer unless prohibited under CRS 22-33-105 2.4. If the Head of School is prohibited from serving as a Hearing Officer, they shall appoint a qualified designee.

- Caprock Academy will have the burden of proof, by a preponderance of evidence, that the student violated Colorado statute and school policy.
- The Hearing Officer shall render a written decision within five (5) business days of the hearing. Caprock Academy will mail the student's parent/guardian the written decision, including specific findings regarding factors set for in CRS 22-33-106 (1.2), along with information about appeal rights. An expelled student shall have ten (10) days after being mailed the Hearing Officer's decision to appeal the decision to the Caprock Academy Board.
- If the family appeals, the Caprock Academy Board shall hold a hearing at the next regularly scheduled meeting at least seven (7) days after an appeal is requested or at a sooner date, if so, chosen by the Board. The appeal hearing shall be conducted in accordance with law.

Deferred Expulsion Contract

- A deferred expulsion contract sets forth the conditions under which the school agrees to not immediately recommend a student for expulsion. If the student violates the agreement, the expulsion will automatically be imposed at that time without further process. These contracts may not exceed one (1) year.
- In some instances, the contract will set forth conditions that the student will automatically be expelled at the completion of the contract. In these limited circumstances, when the contract term ends, regardless of whether the student violated the agreement, expulsion will be imposed. These circumstances will be limited and permitted only when there are no administrative concerns for the safety of the student, other students, or staff. (For example, the Head of School determines it is in the student's best interest to allow the student to finish the semester.)

Student Eligibility Requirements:

- The student and parent/guardian must acknowledge the student violated Colorado State law and the Caprock Academy's code of conduct;
- The student and parent/guardian must agree to waive the student's right to an expulsion hearing and any subsequent appeals;
- The student's current violation did not occur while another expulsion was being deferred through another contract;
- The student and parent/guardian must agree to the terms of the contract and
- The student and parent/guardian must sign the student's contract.

Administrative Considerations:

The Head of School must weigh the severity of the offense, the student's prior disciplinary record, the parent/guardian/community support in place for the student, the impact of the offense on the school community, and Colorado State law when determining whether to offer an abeyance contract to the student.

Suspension and Expulsion for Students in Kindergarten through Second Grade

The Dean(s), Head of School, or their designee may suspend, or the Head of School may recommend expulsion of a student in kindergarten, first grade, or second grade in accordance with Colorado statute as defined in CRS 22-33-106.1.

Expulsion Prevention

The Head of School shall work with school staff to identify students who are at risk of suspension or expulsion from school. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive or have had frequent discipline referrals or multiple suspensions.

The Head of School, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide necessary support services to help the student avoid expulsion.

The failure of the school to identify a student as being at risk of suspension or expulsion, the failure of a student who is so identified to receive interventions, or the failure of such interventions to remediate behavior shall not be grounds to prevent the school from proceeding with appropriate disciplinary action.

Policy SE 10.0 – Enrollment/Waitlist

Non-Discriminatory Policy

As a free public charter school, Caprock is open to any student residing within the state of Colorado. There is no admission test to be accepted into Caprock Academy. Enrollment is open to anyone who chooses to attend. In accordance with our charter, Caprock Academy will not make any distinction on account of the disability, race, creed, color, gender, sexual orientation, national origin, religion, or ancestry of any student who seeks admission.

Choosing Caprock Academy

We encourage parents and prospective students to carefully review the following:

- 1) The [Caprock Academy Charter](#)
- 2) The [Caprock Academy Family Handbook](#)
- 3) The [Caprock Academy Curriculum](#)

Enrollment Procedure

The enrollment process begins when a parent/guardian fills out and turns in an “Intent to Enroll” form per the guidelines stated below. ~~Once a student is offered a position and the parent/guardian accepts the position, the parent/guardian must complete and turn in a full enrollment packet before the student will be able to attend class.~~ Parents/Guardians will have 3 business days to complete and turn in the full enrollment packet. Failure to return the completed enrollment packet within 3 business days will be deemed as choosing to decline the position and the student will be removed from the class.

Kindergarten Enrollment Process and Deadlines

Children who are five years of age on or before August 31st of the school year in which they wish to enroll, may submit an “Intent to Enroll” form. Children will be admitted based on a lottery process.

Intent to enroll forms for kindergarten will be accepted beginning the second Monday in February. Forms must be received on or before the last Thursday of February by 3:30pm. The lottery will be held on the 1st Tuesday in March. Any Intent to Enroll forms that are received after 3:30pm on the last Thursday in February will automatically be placed at the bottom of the waitlist according to the date and time they are received.

[Updated January 2023]

Elementary, Middle School and High School Enrollment Process and Deadlines

"Intent to Enroll" forms for prospective 1st through 12th grade students will be accepted beginning the second Monday in February. "Intent to Enroll" forms will continue to be accepted throughout the school year until the final Enrollment Date which is October 1st for grades 9-12 and the third Friday of January at 3:30pm for grades 1-8. Upon receiving the Intent to Enroll form, the prospective student will be added to the waitlist for the current school year and may be offered an open position if one becomes available and they are the next student on the waitlist.

Returning Students

As a school of choice, there is no re-enrollment process for current students. However, students need to submit their "Intent to Return" Form by April 15th. Returning students will be assigned a position for the following school year the first week of June. If an official request for records for a current student is received from another school and the request is signed by the parent/guardian of record, the student's seat will be vacated. The parent/guardian will be notified by the Registrar and the vacancy will be filled as described in this policy. However, if the request for records is only signed by a staff member of the requesting school, the Caprock Registrar will contact the parent/guardian of record to determine the origin/intent of the records request.

Vacancies and Waitlists

A vacancy exists whenever the number of students enrolled in a class is below the class's capacity. As vacancies occur, they will be filled using the Waitlist Priority System as outlined below:

The Waitlist Priority System will be determined as follows:

- 1) Child(ren) of the founders of Caprock Academy;
- 2) Child(ren) of current employees;
- 3) Siblings of current students;
- 4) Based on date and time of receipt of Intent to Enroll forms with the earliest received having the first priority;
- 5) An existing Intent to Enroll form will remain active and prospective students will maintain their position on the waitlist as long as the annual Renewal of Intent Form is received by Caprock Academy by the date notated on the waitlist letter.

Kindergarten Lottery and Waitlists

After filling available positions for Kindergarten using the above listed priorities one through three above, all remaining vacancies will be filled by lottery per federal grant guidelines (www.ed.gov/programs/charter/nonregulatory-guidancee.doc). After all positions are filled, students will be placed on the waitlist in the order their names were drawn in the lottery.

Students submitting Intent to Enroll forms for Kindergarten after the lottery will be placed at the bottom of the waitlist according to the date and time their form was received by Caprock Academy.

Due to confidentiality requirements, the waitlist and its priorities will not be made public. However, parents/guardians may confirm their child's priority once per semester in person with a photo I.D.

Elementary, Middle School and High School Waitlist

During the first week of June, and after currently enrolled students are placed for the upcoming school year, vacancies will be filled using the Waitlist Priority System as defined above.

A prospective student will only be placed on the waitlist for the current school year, based on their age and grade.

Any dishonest representation of grades or transcripts may result in the prospective student being removed from the waitlist.

Due to confidentiality requirements, the waitlist and its priorities will not be made public. However, parents/guardians may confirm their child's priority once per semester in person with a photo I.D.

Filling Vacancies from the Waitlist for All Grades

When a vacancy occurs, whether it is prior to the start of the new school year, or during the school year, the parent/guardian of the prospective student will be contacted by telephone. Once a placement has been offered, parents/guardians will have 24 hours to contact Caprock Academy to either (1) accept the opening or (2) decline the position and be removed from the waitlist. Failure to contact Caprock Academy within the 24 hour period will be deemed as choosing to decline the position and the student will be removed from the waitlist. At that point the parent/guardian of

the next prospective student on the waitlist will be contacted in the same manner. It is the responsibility of the parent/guardian of a prospective student to ensure their contact information on file with Caprock is current and accurate. If the parent/guardian cannot be reached by phone at the applicable time, the prospective student will be removed from the waitlist. If a position is declined, the student's Intent to Enroll form will not be kept on file.

Policy SE 10.0 – Enrollment/Waitlist

Choosing Caprock Academy

We encourage parents and prospective students to carefully review the following:

- 1) The [Caprock Academy Charter](#)
- 2) The [Caprock Academy Family Handbook](#)
- 3) The [Caprock Academy Curriculum](#)

Non-Discrimination

Caprock Academy welcomes all students and strives to create and maintain a diverse student population. Enrollment in Caprock Academy is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in 22-30.5-507(3), C.R.S. In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class.

Eligibility

Caprock Academy serves grades K through 12. To enroll, students must meet the appropriate age requirements set forth by state law and school policy. To be eligible for Kindergarten enrollment, students must be at least 5 years old on or before **August 31st**, ~~October 1~~ of the enrollment year. The School may approve enrollment of students eligible for Early Access in accordance with state law. To be eligible for 1st Grade enrollment, students must be at least 6 years old on or before **August 31st**, ~~October 1~~ of the enrollment year.

Priority Enrollment

Students who are members of selected groups will be granted priority enrollment, in the following order:

1. Children of founding families, which includes children of the founding school team who completed at least thirty hours of volunteer work with ~~SCHOOL~~ **Caprock Academy** prior to the date by which Letters of Intent are due for Year 1 enrollment.
2. Children of School employees, which include children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of school of the year in which they are submitting the application.
3. Siblings of currently enrolled students, which include children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include half-siblings, stepsiblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.

In no case shall categories **1 and 2** ~~2 and 3~~ exceed 20 percent of total enrollment. The processes for re-enrollment and priority enrollment will precede the **lottery** enrollment process described below.

Process and Timeline

Each year, Caprock Academy will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a completed Intent to Enroll form. (REGISTAR WILL CREATE THE TIMELINE) by the deadline set forth in the Enrollment Timeline for enrollment in the subsequent school year. Families of current students seeking to re-enroll should complete an Intent to Return form by the deadline set forth in the Enrollment Timeline.

Caprock Academy will use a variety of means to promote its enrollment process. The Enrollment Timeline, Intent to Enroll form, and instructions for submission of an Intent to Enroll form will be posted on the Caprock Academy website during the fall of the preceding school year. Caprock Academy will also use social media, community partnerships, parent newsletters, and other sources to promote the enrollment process.

Lottery Selection Process

If the number of Intent to Enroll forms exceed the number of available seats by the Intent to Enroll deadline, a lottery will be used to determine the placement of students for any grade level for which the Intent to Enroll forms exceed capacity. The enrollment lottery will be held in public at the school on the date set forth in the Enrollment Timeline.

- All students who are of eligible age and have timely submitted an Intent to Enroll will be entered into the lottery. On the day of the lottery, students are assigned random numbers. A random number generator is used to select students to ensure equality.

OR

- ~~Once offers are made to students applying for grade levels with sufficient seats available, then names will be drawn, beginning with the highest grade level offered by the school requiring a lottery.~~

Current students are automatically re-enrolled and do not enter the lottery provided they submit an Intent to Return by the deadline set forth in the Enrollment Timeline.

Once a student is selected, either via lottery or from the waitlist, Caprock Academy will attempt to contact the family using the contact information provided on the Intent to Enroll form on the same day as the lottery or draw from waitlist. ~~If the family cannot be reached on the same day, Caprock Academy will continue to attempt to contact the family for the next four business days.~~ If the family cannot be reached within 4 business days, they will forfeit their child/children's enrollment, and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the Intent to Enroll form. Students not selected via lottery will be randomly placed on a waitlist based on the student's randomly generated lottery number. ~~14 days following the lottery, available seats will be offered to the prospective students at the top of the waitlist.~~ Upon notification of admittance, families will have two four business days upon verbal notification to accept the position. ~~Caprock Academy will attempt to contact the family for only four business days (Redundant with above).~~

- Caprock Academy will continue to enroll students from the top of the waitlist as positions become available until:
 - K-8: 2nd Thursday of January
 - High School: October 1st
 - On a case-by-case basis approved by the Head of School

OR

- ~~Caprock Academy's annual calendar is based on four quarters, intentionally designed to allow more frequent points of entry for students. If space is available, students may enroll in any of the quarters in accordance with the timelines set forth in the Enrollment Timeline.~~

Admission

Once a student is offered a position and the parent/guardian accepts the position, the parent/guardian must complete and turn in a full enrollment packet before the student will be able to attend class. Parents/Guardians will have 3 business days to set up an appointment with the Registrar to turn in the full enrollment packet. Failure to make an appointment ~~return the completed enrollment packet~~ within 3 business days will be deemed as choosing to decline the position and the student will be removed from the class.

Policy SE 10.1 – Enrollment of Expelled Students

Students expelled for drugs or violence will not be admitted to Caprock Academy during the time of their expulsion. All other expelled students will be evaluated on a case-by-case basis. The Head of School and CABD will participate in the decision.

[Updated October 2020]