

Grand Peak Academy (GPA)



SCHOOL BOARD OPERATIONS & POLICY MANUAL

*Adopted April 29, 2019
Amended March 2, 2023*

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DEFINITIONS:

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

“**Board**” shall mean the Board of Directors of Grand Peak Academy

“**District**” shall mean Falcon School District 49.

“**Staff**” and “**Faculty**” shall mean any person employed as a paid employee of Grand Peak Academy

“**Executive Director**” shall mean Grand Peak Academy School Leader.

“**Parent**” shall refer to the parent or legal guardian of a current Grand Peak Academy eligible student.

“**Eligible student**” shall mean a student currently enrolled at Grand Peak Academy.

“**The School**” shall mean Grand Peak Academy.

1.0 The School

1.1 Vision and Mission Statement.

Vision Statement

We provide cultural immersion through coherent, cumulative, knowledge-based curriculum by exposing our students to the diversity of the greater world around them. Our engaging athletics program teaches students how to overcome adversity through teamwork, individual introspection of effort, and develops qualities of leadership and sportsmanship. Our music and arts program offers students the possibilities to explore their imagination and celebrate the value of creativity and expression. We expect and encourage our parents to volunteer and engage in all areas of their child's educational career.

Mission Statement.

The mission of Grand Peak Academy is to develop students of great character, who are culturally aware, accepting of diversity, appreciators of history, arts, mathematics, and sciences, and are prepared to meet the challenges of the world today. We value parental partnership through direct involvement in classroom and school activities and community stewardship through our support of local charities and hosting of community events.

Adopted: 1/19/2019

Revised:

1.2 School Legal Status and Bylaws

The School is a Colorado charter school organized pursuant to the Colorado Charter Schools Act, CRS §§ 22-30.5-101 et seq. The School operates pursuant to a charter granted by the Board of Education of the District. The initial charter was granted 05/13/2008, with a renewal on 07/01/2013 for Imagine Classical Academy Indigo Ranch. On 07/01/2019 the charter was renewed through 06/30/2023 to cover the remaining year (2018-2019) of Imagine Classical Academy Indigo Ranch and as Grand Peak Academy (2019-2020 through 2022-2023).

On 09/05/2007, the School incorporated as a nonprofit corporation under the Colorado Nonprofit Corporation Act, and on 05/08/2012, the Internal Revenue Service issued a determination letter recognizing the school's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986.

Under the Charter Schools Act, the School is a public school within the District, and its status as a nonprofit corporation does not affect its status as a public school. However, for governance and administrative purposes, the School operates as a Colorado nonprofit corporation.

The school Bylaws are incorporated herein by reference and shall guide the structure and governance of the school. Definitions and terminology used herein are to be interpreted as consistent with the Bylaws. The board shall resolve any conflicts in terminology between the Bylaws and the policies herein.

Adopted: 10/28/2019

Revised:

1.3 Nondiscrimination/Equal Opportunity

The School is an equal opportunity employer. The School will not discriminate and will take affirmative action measures to prevent discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

The School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. The School is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Adopted: 4/7/2008

Revised: 10/11/2018

1.4 Tobacco-Free School and Work-Place

Refer to Parent/Student Handbook

Refer to Employee Handbook

Adopted: 2/11/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

1.5 Safe School Plan

The Board and Staff/Faculty are jointly responsible for ensuring that all reasonable precautions are taken to provide a safe environment for the students entrusted to its care. Furthermore, the Board believes that learning takes place most effectively in an environment that is safe and free from unnecessary disruption. In conformance with this responsibility and belief, the Board has adopted a variety of policies designed to provide students and staff with physically and socially safe and supportive surroundings and to protect them from harm. In their entirety, these policies and related procedures constitute the school's safe school plan as required by Colorado law.

Adopted: 2/11/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

1.6 Crisis Management Plan

The School shall maintain written emergency plans for the safety of students, staff, and visitors at the School and review such procedures on an annual basis. The School will work with the District to coordinate plans, training, and response to emergency situations. The School will work with local law enforcement, emergency responders, and the media during the event of a crisis to maximize resolution of the emergency situation.

Should the School be under lock down procedure for an emergency situation, no persons, including parents or visitors, may enter or leave the school. Students will not be dismissed when the school is under a lockdown procedure.

The Executive Director or designee will arrange for the annual review of the emergency procedures with all staff and for regular, monthly emergency drills for students. Appropriate staff will complete the National Incident Management System (NIMS) training as required by state and federal regulation.

Adopted: 11/2/2009

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

1.7 Armed Security Staff on School Grounds

The Board of Directors (the “board”) recognizes that the presence of unauthorized weapons on school property not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the board to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

Furthermore, it is the policy of the board that no unauthorized person shall bring a dangerous weapon into a school building or on a school bus, nor carry or keep any weapon at a school function, in a school building, on a school bus, or on school property while attending or participating in any school activity unless otherwise authorized by the district pursuant to state or federal law.

This policy is enacted to be in conformance with the requirements of Federal law - Gun Free School Zone Act U.S.C. Title 18 Section 921 and CO State law C.R.S. 18-12-214, Authority granted by permit-carrying restrictions and C.R.S. 18-12-105.5 Unlawfully carrying a weapon, unlawful possession of weapons-school, college or university grounds. It is the intention of the board that it be interpreted to conform to provisions of all applicable federal and state laws.

A. Definitions:

1. Firearm: For purposes of this policy, and for purposes of compliance with the Federal Gun Free School Zone Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Colorado C.R.S. 18-1-901 is "any handgun, automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges, or other explosive charges."
2. School Property: includes all district buildings, parking lots, and any district vehicle used to transport students.
3. Unauthorized Persons: All persons are unauthorized persons except, (1) peace officer; (2) school security personnel approved by the Executive Administrator or their designee; (3) a person conducting or participating in a school-approved program, class or other activity involving the carrying and use of a weapon (ROTC); and (4). Grand Peak Academy will contract with a reputable third-party provider that carries appropriate liability insurance to supply one or more daily armed security officers. GPA will inform D49 of third-party vendors prior to contracting. D49 shall review the vendor and provide approval based on appropriate training, insurance, and assurances.
4. Dangerous Weapon: For purposes of this policy, a "Dangerous Weapon" as used in this policy, “dangerous weapon” means:
 - a. A firearm,

- b. Any pellet, BB gun, or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air
- c. A fixed-blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocketknife with a blade exceeding three and one-half inches in length
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind

The board hereby directs the Executive Director or their designee, to maintain a firearms certification program approved by District 49, designed to meet the State of Colorado Peace Officer's Standard Training (POST) firearm qualification standards, governing such authorization, by all approved security members required to be armed as part of their job description. This policy shall be in effect for GPA with approval by the District 49 Board of Education.

Legal:

U.S.C. Title 18 Section 921

C.R.S. 18-1-901 (3)(e) (definition of deadly weapon)

C.R.S. 18-9-106 (disorderly conduct)

C.R.S. 18-9-108 (disrupting lawful assembly)

C.R.S. 18-9-110 (public buildings - trespass, interference)

C.R.S. 18-9-117 (unlawful conduct on public property)

C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)

C.R.S. 18-12-214 (3)(a) (person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked)

Adopted: 3/2/2023

Updated:

Revised:

2.0 Board of Directors Policies

2.1 Decision-Making

Three tenets will underlie all decision making by the Board:

- a) the school charter is an agreement between the Board and the Authorizer;
- b) all actions should fall within the parameters of the Mission and Vision statements; and
- c) all actions should support and promote adherence to the Plan for Success

Accordingly, in making any decision, the Board and school administration shall consider the decision in the context of the School's mission statement and from the Parents' perspective, always keeping in mind that parents should have a meaningful voice in their children's education. The Mission Statement and "The Plans for Success" which include "Academic Success, Economic Sustainability and Character Growth" The Plans for Success shall be printed on each Board agenda and used as the filter for decision-making.

Adopted: 3/3/2008

Revised:

2.2 Board Self-evaluation and Professional Development

Self-Evaluation. The Board believes that the efficiency and performance of the Board itself directly affects the efficiency and performance of the school system as a whole. Therefore, the Board will conduct an annual evaluation of its own work. The following guidelines will apply to the Board self-evaluation:

- a) The evaluation shall be a positive, constructive process, aimed at improvement rather than criticism.
- b) The evaluation shall be conducted using a formal written evaluation tool.
- c) Board members shall evaluate the Board as a whole and not individuals on the Board.
- d) Board self-evaluation forms shall be distributed at the April Board meeting for use at the May meeting. The Board shall not be limited in its discussion to those items that appear on the form. Free discussion and informal comments are valuable.

In addition, the Board President shall cause the Board to evaluate their own performance informally at the end of each Board meeting.

Board Professional Development. In order to ensure high quality oversight of the school, the Board is committed to a model of continuous improvement. Board professional development activities shall be selected for their alignment with school goals, results from board self-assessment, and needs assessment. Any and all training will be noted via board meeting minutes and board agendas.

Board professional development may take several forms:

1. Special presentations and speakers at board regular meetings determined based on board self-evaluation or needs assessment.
2. External board training opportunities that board members can attend individually or as a group. Each board member shall try to attend at least one external training per year.
3. New board member orientation, which includes being assigned a board mentor and being given access to the board shared drive where all documents pertinent to Board governance documents are located.
4. D49 and/or CDE Online board training modules, which each Board member must complete within the first year (twelve months) of board service.
5. Visits to other school board meetings, i.e. District board meeting and other charter school board meetings.

New Board Member Checklist. Each new Board member shall receive access to the Board shared drive with the following associated documents:

New Board Member Orientation. All new board members will be expected to participate in new board member orientation. This is in addition to the professional development outlined for all board members.

Adopted: 4/30/ 2013
Revised: 4/19/2018

2.3 Public Attendance at Board Meetings

The Board desires to provide opportunities for any member of the school community to express interest in and concern for the school. Accordingly, all members of the school community are cordially invited to attend all open meetings of the Board. A time for public comment shall be a part of every regular Board meeting.

All meetings of three (3) or more members of the Board, at which any public business may be discussed, or any formal action taken, shall be open to the public at all times except for periods in which the Board is in executive session. An executive session may be called only to discuss matters not appropriate for public discussion pursuant to Colo. Rev. Stat. Section 24-6-402. An executive session may be called only upon the affirmative vote of two-thirds of a quorum present.

No formal action of the Board may be taken in any executive session.

All such meetings will be properly noticed, and minutes will be taken or recorded as required by law. No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) or the members serving on the Board.

Although the Board wishes to encourage everyone to attend its open meetings, it must be remembered that Board meetings are conducted to carry on the business of the school. Board meetings are not “public meetings,” but meetings held in public, and accordingly public participation must be controlled to some extent so that the Board can deal with its agenda within a reasonable time.

Persons who wish to make requests, presentations, or proposals to the Board should direct any inquiry to the Board’s Communications Director, who will respond according to the following process:

- a) The Board will receive in their packet for the next regularly scheduled meeting, written information directly from the person.
- b) The person may also present their information orally to the Board when that agenda item is discussed.
- c) If the Board will be requested to take a particular action, the specific action being requested should be in the written document submitted to the Board by the person.

Adopted: 3/3/2008

Revised: 10/31/2018

2.4 Board Election Procedure

Open Board Seat Notice to the Community

A notice shall be sent to the School community informing them of a Board vacancy. The notice shall provide a brief description of the requirements for membership to the Board.

The notice shall include:

- Number and type of seats up for election
- Deadline for submission of resumes, letters of interest, and videos
- Date that voting begins and ends (for Parent-Elected seat(s) only)
- Location of voting platform (for Parent-Elected seat(s) only)
- Board member(s) are required to sign the Board member agreement, code of conduct and take the Board oath.
- A four (4) year term beginning upon the agreement to the oath and swearing in at the next scheduled Board meeting.

Candidacy

Refer to Article III Section 2 of the 4th Amended and Restated Bylaws

Appointed Board Members

Refer to Article III Section 3 of the 4th Amended and Restated Bylaws

Parent-Elected Board Members

Refer to Article III Section 3 of the 4th Amended and Restated Bylaws

Voter Eligibility

Refer to Article III Section 3 of the 4th Amended and Restated Bylaws

Vacancies

Refer to Article III Section 3 of the 4th Amended and Restated Bylaws

Term Limits

Refer to Article III Section 3 of the 4th Amended and Restated Bylaws

Adopted: 3/3/2008

Revised: 3/19/2018

2.5 Policy Process

The Board is a policy making body. The Board creates policies and oversees the implementation of the policies once adopted. The Board shall be solely responsible for adopting, repealing, and/or amending policies for the School. Action by the Board shall be accomplished as set forth in the Bylaws. Any Board action may be reversed by a vote at a regular or special meeting of the Board called for that purpose. Proposals for adopting, repealing, and/or amending policies for the School may be made in writing by any member of the Board or by any parent submitted through the Executive Director. Except in cases of emergencies, the Board shall follow the following procedure in adopting, repealing, and/or amending policies for the School:

First Reading. The proposed policy shall be submitted for approval via a first reading at a regular or special meeting of the Board called for that purpose. The proposed policy shall be contained in the Board packet distributed prior to the meeting. At first reading, the Board will allow for public comment and comments from the sponsor of the proposed policy.

Second Reading. If the proposed policy is approved at the first reading as set forth in the previous sub-sub section, it will be placed on the agenda and considered at the next ensuing regular or special meeting of the Board called for that purpose. Any amendment(s) at second reading must receive a majority vote of the Board members present at the meeting. If the proposed policy is adopted upon second reading, it shall become a policy of the School and the Policy Manual shall be amended accordingly.

Emergencies. Upon a majority vote of the Board members present at a regular or special meeting called for that purpose, an emergency may be declared. If an emergency is declared, a policy may be adopted on first reading.

Any/All proposed policy changes must be provided to the BoD secretary and provided via “Track Changes” so the BoD can see what the policy is and what the changes are

Adopted: 3/3/2008

Revised:

2.6 Board Member Conflicts of Interest

Refer to Article III Section 17 of the 4th Amended and Restated Bylaws

Board members shall serve without compensation but may be reimbursed for any necessary expenses incurred by them in performing their duties as members of the Board per procedural manual for reimbursements. Any contract with the school involving a member of the Board, or the Board member's family, shall be approved by the 2/3 of the Board with the interested member abstaining. Each Board member is responsible to make known to the Board any circumstances that could involve a potential conflict of interest. A new conflict of interest form must be signed for the circumstance being addressed.

Adopted: 3/3/2008

Revised: 3/19/2018

2.7 Board Review of Administrative Procedures

The Board is the only policy making body at the School. Anything put in place by the Executive Director or Staff is a procedure and shall not contradict nor supersede a policy. Regulations should refer only to state or district regulations

Adopted: 3/3/2008

Revised:

2.8 Advisory Committees to the Board

Refer to Article III Section 16 of the 4th Amended and Restated Bylaws

The primary purpose of all advisory committees or sub-committees to the Board is to contribute to the educational program of the school by conducting studies, identifying problems, or developing recommendations to assist the Board in making decisions. The ultimate authority to make those decisions, however, remains with the Board's. Advisory committees or sub-committees will be formed by the Board at such times and for such purposes as the Board may deem necessary. They will be given a clear charge and will be dissolved upon accomplishing that charge. Membership in advisory committees will include one Director of the Board and will be broadly representative of the school's populations and will be chosen from among residents who have shown an interest in education or who have special knowledge or expertise relating to the committee's purpose. Once activated, an advisory committee or sub-committee will report to the Board at each regularly scheduled Board meeting as at the request of the Board President or the Director in charge of the advisory committees or sub-committees.

Adopted: 3/3/2008

Revised: 4/19/2018

2.9 Minutes and Board Communication

Refer to Article III Section 10 of the 4th Amended and Restated Bylaws

Official minutes of the meetings of the Board. Minutes will be placed on the agenda to be approved at the next regularly scheduled Board meeting. Once minutes have been approved, the Board Secretary, or designee, will provide the minutes to Staff to be placed on the School website.

Board Packet. Prior to each regular meeting of the Board, an agenda shall be made available in electronic format and posted at least 24 hours prior to the scheduled meeting.

Board Website. The Board section of the School website shall be the primary means of distribution of information. The website shall contain announcements of upcoming regular meetings as well as all public documents from the Board in accordance with the existing policies and Bylaws.

Adopted: 4/30/2013

Revised:

2.10 Board Use of Data

The Board uses data in a variety of ways, including monitoring progress, recognizing gaps, identifying goals, quantifying performance measures, informing needs assessments and determining resource allocation. Herein are some of the data the board uses and how the data is monitored.

Adopted: 4/30/2013

Revised: 4/19/2018

2.11 Board Expense

Refer to Article III Section 14 of the 4th Amended and Restated Bylaws

Board members shall receive no compensation for their services. However, upon submitting expense forms and supporting documentation including, but not limited to, original receipts, for expenses previously authorized by the Board incurred in carrying out specific services, Board member may be reimbursed from School funds for costs related to Board business. Board members will be required to submit an Expense Request form in order to get pre-approval and an estimate of costs.

An overall, general purpose expense limit per Board member will be identified in the adopted annual budget. Board members may allocate this amount between local expenses and out of school events, e.g. conferences/professional meetings, as deemed most effective for performing Board member duties. Funds may not be transferred within the individual Board member's expense accounts without Board approval. Spouses will pay their own expenses at Board related functions.

A separate Board expense account may be set up in the adopted annual budget to cover necessary officer or designee expenses incurred in the performance of duties in an official officer capacity. Members of the Board, who are officers, will be reimbursed over and above the general purpose expense limit for these expenses.

Board members shall not be reimbursed for any personal expenditure that is prohibited by law. The treasurer of the Board shall approve or disapprove, within the limits of the adopted budget and other policies and procedures, all requests for reimbursement of expenses incurred by members of the Board. The President of the Board shall approve or disapprove of the expenses of the treasurer. Any disapproved request for reimbursement may be appealed to the Board for final decision.

Local Expenses

1. Mileage – reimbursement for the Board is approved.
2. Meals – actual costs for meals during approved meetings pertaining to official Board business will be reimbursed.
3. Parking fees
4. Banquet Ticket, or similar event – actual expenses for banquets or other events that a Board member attends representing the Board will be reimbursed.
5. Miscellaneous – magazines, journals, and similar reference materials directly related to Board business; office supplies; and postage.

Adopted: 8/27/2018

Revised:

Conference Expenses

Reimbursable expenses may include the cost of attendance at conferences of board associations and other professional meetings/visitations, both in-state and out-of-state, which are not included in the categories established for local expenses.

A Board member wishing to attend an approved conference or professional meeting/visitation must submit to the Board a “Board Member Master Expense Request” including all estimated costs. After a board member attends a conference or professional meeting/visitation they must furnish original receipts for all approved expenditures along with the completed “Board Member Master Expense Request” to the treasurer for approval and processing.

Adopted: 8/27/2018

Revised:

2.12 Financial Sustainability

The Board has a fiduciary duty to the community and is responsible for the School's financial security. As such, economic sustainability shall be a primary factor used by the Executive Director, or his/her designee, and the Board in creating and approving the annual budget.

Reserves

In accordance with the Colorado Constitution, Article X Revenue, Section 20 Taxpayer's Bill of Rights, Paragraph 5, The School shall establish and maintain a reserve of three percent (3%) or more of its fiscal year spending excluding bond debt service. Unused reserves apply to the next year's reserve. The School may hold this reserve in cash, investments, and/or real property, but should consider following precedent set by Colorado's Joint Budget Committee when determining appropriate balance of assets comprising the TABOR reserve.

Per C.R.S. 22-44-106(2), the School cannot have non-appropriated reserves in excess of 15% of the amount budgeted in the General Fund.

The School shall appropriate reserves as prudent and necessary for, but not limited to, planned expenditures related to operations, facilities, curriculum, and technology.

Investment Management

The School may choose to manage its exposure to fair value losses arising from increasing interest rates. The School may choose to invest any reserves according to federal and state laws and regulations. Colorado statutes specify in which instruments units of local government may invest, which include:

1. Obligations of the United States and certain U.S. Government Agency securities
2. General obligation and revenue bonds of U.S. local government entities
3. Bankers' acceptances of certain banks
4. Local government investment pools
5. Written repurchase agreements collateralized by certain authorized securities
6. Certain money market funds
7. Guaranteed investment contracts

Financial Targets

Financial targets are not prescriptive in nature, but provide a framework with which the Executive Director, Business Manager and the Board can operate when creating and approving the budget.

1. Cash on Hand – ≥ 90 days
2. Debt Service Coverage Ratio (if applicable) – ≥ 1.20
3. Revenue to Expenditure Growth Rate Ratio – ≥ 1.00

In accordance with state law, all funds and accounts of the School shall be audited annually at the close of each fiscal year. The Board shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government/non-profit accounting to conduct the audit.

Adopted: 5/14/2018

Revised:

3.0 The Administration

3.1 Administrative Structure

Refer to Article V Sections 1-4 of the 4th Amended and Restated Bylaws.

Refer to Addendum page

Recruitment of Executive Director. TITLE 24 – ARTICLE 6 – Colorado Sunshine Law 24-6-402, (3.5).

Whereas the Board is charged, during the hiring process, with the review and approval of the candidate pursuant to Article IV(1)(J) of the Articles of Incorporation and further pursuant to Article VI(A) of the Charter School Operating Agreement, and whereas the Board desires to be meaningfully involved in the screening process for the candidates, therefore the Board shall appoint a member to serve as liaison to the individual(s) responsible for the candidate screening process, and there shall be a transparent process for such screening that meaningfully involves the Board members who have an interest in participating, subject to all applicable laws.

Adopted: 5/3/2010

Revised: 1/1/2020

Updated: 7/1/2020 Updated Org Chart

3.2 Equal Opportunity Employment and Hiring

All teachers of The School will be highly qualified and as such GPA requires a bachelor's degree as well as passing the PRAXIS to be considered for employment. The Business Manager is required to prove this to the district every fall and then the district reports to CDE that our teachers are highly qualified by providing proof of a bachelor's degree or passing the PRAXIS test or 36 credit hours.

The Board of Directors will be consulted in and have final say of all decisions regarding determination of salary schedules and benefits packages offered.

Adopted: 3/3/2008

Revised:

3.3 Elections – Not School Based

The School will not expend any of its resources in connection with supporting or opposing any candidate for political, nor shall it expend resources in connection with supporting or opposing an issue in an election.

In the interest of broadening public participation in and awareness of the political process, the School may, on a nonpartisan basis, invite candidates or sponsors and opponents of issues to appear at school functions and address parents.

The Board shall decide whether to invite candidates and sponsors/opponents of issues on a case-by case basis. Any time candidates and/or sponsors/opponents are invited to speak; the school will ensure that both sides are given an equal opportunity to participate.

Adopted: 3/3/2008

Revised:

3.4 Non-enrollment Surveys

In an effort to continue to provide the best educational experience to its students and parents, the School will conduct surveys of all the School parents choosing not to re-enroll their student at the School.

Said survey will be sent within 10 days of the non-enrollment to all non-enrolling parents, and will seek information about the parents' non-enrollment decision. Parent(s) may respond to the survey anonymously if desired.

All results of non-enrollment surveys shall be provided in their entirety to the Board, which may review their content in executive session if, in the judgment of the administration, personal or other sensitive issues are contained in the surveys.

Adopted: 3/3/2008

Revised:

3.5 Satisfaction Surveys

Parent choice and parent, student, and staff satisfaction guide decision making at the School. The School will conduct an annual survey of all The School parents, students, and staff. Results of the surveys shall be provided to the Board and the school community and used to set improvement goals for the following year.

Adopted: 3/3/2008

Revised:

4.0 Personnel

Refer to Employee Handbook for all Personnel/Staff policies

5.0 The Students

5.1 Attendance Procedure

Refer to Parent/Student Handbook

Adopted: 3/3/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised: 5/18/2020

5.2 Students Rights and Safeguards

Refer to Parent/Student Handbook

5.3 Student Conduct (School Rules the Love and Logic Way)

Refer to Parent/Student Handbook

5.4 School Behavior and Discipline

Refer to Parent/Student Handbook

Adopted: 3/3/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

5.5 Personal Appearance

The School is dedicated to creating a positive environment that is conducive to learning. The purpose of having and enforcing a dress code is to:

- Foster an environment conducive to learning, free of unnecessary distractions and comparisons
- Ensure an orderly and safe learning environment
- Promote neatness and modesty
- Avoid pitfalls of “cool” fads/trends/styles
- Encourage virtues of moderation and consideration of others

Students are expected to be well-groomed, dressed in a manner reflecting respect for themselves and those around them, and to use good judgment in the choices they make.

DRESS CODE

Refer to Parent/Student Handbook

Adopted: 3/3/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised: 5/18/2020

5.6 Student Constitution (Code of Conduct)

Refer to Parent/Student Handbook

5.7 School Bullying Policy

Refer to Parent/Student Handbook

5.8 Harassment

Refer to Parent/Student Handbook

5.9 Student Health and Medication

Refer to Parent/Student Handbook

5.10 Student Information Privacy and Protection (Video Disclaimer/Student Records)

Refer to Parent/Student Handbook

5.11 Emergency Procedures

Refer to Parent/Student Handbook

5.12 Student Fees

Refer to Parent/Student Handbook

5.13 Child Abuse/Child Protection

Refer to Parent/Student Handbook

Adopted: 3/3/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

5.14 Use of Physical Intervention

Refer to Physical Restraint from CDE at the following link:

<https://www.cde.state.co.us/spedlaw/1ccr301-45sbeapproved-0>

5.15 Free Association

Refer to Parent/Student Handbook

5.16 Suspension/Expulsion

Refer to Parent/Student Handbook

Adopted: 3/3/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

6.0 Support Services

District 49 provides the School with an abundance of resources. These resources include but are not limited to:

- Special Education
- Nutrition
- Security
- Transportation
- Professional Development
- Leadership Coordination
- Health Services
- Assistance with Financial Services (MLO and Budget)
- Assistance with Registrar Services (Count Day Prep and State Reporting)
- Annual Performance Reporting for Accreditations

7.0 Instruction

7.1 Academic Achievement

Goal. The goals of the School is to align with the State of Colorado’s academic and nonacademic priorities, as well as the mission and vision of the School.

Academic Performance. Academic goals will be written annually, in the areas of math and English Language Arts. Additional goals in history and science may be written as well. Using the Core Knowledge curriculum, the School will strive to *develop students of great character, who are culturally aware, accepting of diversity, appreciators of history, arts, mathematics, and sciences, and are prepared to meet the challenges of the world today. We value parental partnership through direct involvement in classroom and school activities and community stewardship through our support of local charities and hosting of community events.*

We provide cultural immersion through coherent, cumulative, knowledge-based curriculum by exposing our students to the diversity of the greater world around them. Our engaging athletics program teaches students how to overcome adversity through teamwork, individual introspection of effort, and develops qualities of leadership and sportsmanship. Our music and arts program offers students the possibilities to explore their imagination and celebrate the value of creativity and expression. We expect and encourage our parents to volunteer and engage in all areas of their child’s educational career.

Adopted: 4/7/2008

Updated: 8/1/2019

Revised:

7.2 Non-Discrimination/Equal Opportunity Equal Educational Opportunity

“We affirm that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services.”

OCR: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

- Race, color, national origin, ethnicity, or ancestry, including a person’s
 - limited English proficiency or English learner status; and
 - actual or perceived shared ancestry or ethnic characteristics, including membership in a religion that may be perceived to exhibit such characteristics.
- Sex, including
 - pregnancy or parental status
 - sex stereotypes (such as treating persons differently because they do not conform to sex-role expectations or because they are attracted to or are in relationships with persons of the same sex); and
- Disability, including those currently without an impairment that substantially limits a major life activity, but who have a record of or are regarded as having a disability; and age.

It is the policy of the School to make all educational services available without regard to race, color, religion, national origin, sex, or disability.

Adopted: 4/7/2008

Revised: 10/11/2018

7.3 School Closings and Cancellations

Refer to Parent/Student Handbook

Adopted: 4/7/2008
Revised: 10/11/2018

7.4 Teaching about Controversial Issues and Use of Controversial Materials

Refer to Parent/Student Handbook

Adopted: 4/7/2008
Revised: 10/11/2018
Updated: 11/23/2020

7.5 Religion in Curriculum

Within the Core Knowledge curriculum, the major world religions are studied throughout the grade levels. Since religion is a shaping force in the story of civilization, the purpose of this study is to provide a basic vocabulary for understanding events and ideas in history. The purpose is not to explore matters of theology.

The School acknowledges the place of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events for personal religious reasons. Acknowledging religious holidays serves the academic goal of educating students about history and culture as well as the traditions of particular religions within a pluralistic society.

School concerts may include religious music if this music can be demonstrated as part of curriculum. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holidays.

Adopted: 4/7/2008

Revised: 8/27/2018

7.6 Field Trips

The School authorizes and encourages field trips for educational purposes provided such trips are properly planned and have been approved by the Executive Director. A child may not go on a field trip without parental permission. Arrangements and schedules must be approved by the Executive Director of the School in advance of the field trip. No student shall be transported in unauthorized vehicles. The School is responsible only for students who travel in authorized vehicles going to and from School approved events. Seatbelts will be used by all students.

An “authorized vehicle” is a vehicle the Executive Director has approved for use in the field trip. The Executive Director shall take the following factors into account in approving a vehicle: the suitability of the vehicle for the intended purpose, the driver, the number of operational seatbelts, the date of use, and any other factors deemed relevant by the school Executive Director. The driver of the “authorized” vehicle must have a valid Colorado driver’s license and have current proof of insurance.

For all School sponsored trips involving students, school employees must make provision for proper supervision of students. Students must wear a GPA-approved field trip shirt. Parents are permitted and encouraged to assist school staff in such supervision.

Adopted: 4/7/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

7.7 Student's Free Expression

Refer to Parent/Student Handbook

Adopted: 4/7/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

7.8 Character Education

General Policy. Helping students reach their highest character potential is part of the School's mission and vision. Both virtuous character and personal integrity are developed over time. Our hope is to compliment the character education that students receive at home. Therefore, in order to help accomplish this aspect of the School's mission, vision and character development will be emphasized and exemplary character will be rewarded in a variety of ways from Pre-K through eighth grade. The Executive Director and classroom teachers will also discuss and recognize virtuous character in the School's students as part of their day to day classroom activities.

Adopted: 4/7/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

7.9 School Internet Use

Refer to Parent/Student Handbook

Adopted: 4/7/2008

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

7.10 Curriculum Development

The School shall use the Core Knowledge Sequence and align all textbook and supplemental materials to both state standards and the Core Knowledge sequence.

Realignments with the Core Knowledge scope and sequence can be made, if approved by the Board, in order to align topics with the state standards

Classroom projects that enhance topics or capitalize on current events are not considered new curriculum

Adopted: 4/7/2008

Revised: 10/11/2018

7.11 Instructional Resources and Materials

The Executive Director shall review, select, and approve all learning resources for the School to deliver the stated curriculums.

Adopted: 4/7/2008
Revised: 10/11/2018

7.12 Cell Phones and Other Personal Electronic Devices

Refer to Parent/Student Handbook

Adopted: 4/7/2008
Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date
Revised: 2/24/2020

7.13 Complaints about the Curriculum, Instruction Resources, Use of Audio-Visual Materials or Speakers

Refer to Parent/Student Handbook for filing a grievance.

Adopted: 4/7/2008
Revised: 10/5/2018
Updated: 11/23/2020

7.14 School Year/School Calendar/Instruction Time

The Board is responsible for adopting the School calendar. The Board shall determine the length of time during School shall be in session. The number of days of planned teacher-student instruction and of teacher-student contact shall at a minimum meet the requirements of state law. The School calendar shall be prepared and shall consider parent, staff, and administration input and also consider time needed to effectively teach the adopted curriculum and state content standards.

The calendar shall include the dates for all staff in-service programs scheduled for the coming school year. A copy of the calendar shall be made available to all parents/guardians of students enrolled in the School. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than 30 days.

Adopted: 5/3/2010
Updated: 8/20/2020
Revised:

7.15 Gifted Education

The School's Board is committed to providing appropriate educational opportunities for gifted and talented students with the goal of challenging them to more fully develop their abilities. The program is designed to:

- encourage acceleration and enrichment beyond the basic curriculum.
- offer a differentiated curriculum that includes higher cognitive concepts and processes.
- use instructional strategies that accommodate the learning styles of the gifted and talented.
- foster the individual growth of each student.
- support students in the attainment of state and district academic content standards

The program shall include early identification of gifted and talented students and ongoing professional development of staff who administer, supervise or teach in such programs. The program will be evaluated regularly, and will comply with all applicable laws. The gifted and talented coordinator along with School leadership shall have the final determination regarding placement of students in a program for the gifted and talented.

Adopted: 4/7/2008

Revised: 10/5/2018

Updated: 10/1/2020

7.16 Teaching about Drugs, Alcohol and Tobacco

In keeping with state statutes, the School shall provide instruction dealing with the nature of alcoholic drinks, tobacco and controlled substances. This shall include special instruction as to the effects upon the human system; the emotional psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. Focus of the instruction for all levels will be prevention of abuse and education about treatment, intelligent choices, problems caused by misuse and rehabilitation. The curriculum, instructional materials and strategies used in this program shall be recommended by the Executive Director and approved by the Board.

Adopted: 4/7/2008

Revised:

7.17 Health and Family Life/Sex Education

The School will work with District Health personnel to deliver appropriate instruction per state law regarding human sexuality beginning in fifth grade. Any curriculum or instructional materials specifically adopted for use in this program shall be recommended by the Executive Director and approved by the Board.

Adopted: 10/12/2018

Revised:

7.18 Grading/Assessment Systems

The School believes in the frequent communication with students and Parents on academic progress and behavior at school. A standard report card will be used at the School and sent home on at least a quarterly basis.

Teachers are encouraged to provide more frequent reports to Parents through the use of progress reports, calls home and numerous other avenues for informing parents. The report card and reports of individual students shall be kept in a form, which will be meaningful to parents as well as teachers.

The grading system shall be uniform school-wide at comparable grade levels. The Board shall approve the grading and reporting systems as developed by the staff, upon recommendation of the Executive Director.

The Board recognizes that any grading and/or reporting system, however effective, is subjective in nature but urges all staff members to conduct student evaluations as objectively as possible.

Teachers are required to provide information to parents and students about how grades are figured and how different assignments, tests, participation, etc. are weighted in determining student grades.

The School will strive to use technology resources to make grades and attendance available on-line for parents with secure pass codes.

Adopted: 4/7/2008

Revised:

7.19 Primary/Preprimary Education

The School offers a tuition free full day kindergarten program using the Core Knowledge Curriculum. The kindergarten program will be an academically focused program aligned with the overall goals and objectives of the school's curriculum.

To be eligible for kindergarten, children must turn five years of age no later than September 15 of the school year in which they intend to enroll. Enrollment of children turning five years of age after September 15 but not to exceed October 1 of the school year in which they intend to enroll will only be considered with Administrator Review.

A legal birth certificate or other acceptable records shall be required for enrollment age certification.

Adopted: 5/3/2010

Revised: 1/23/2019

8.0 Enrollment of Students

8.1 Enrollment and Waiting List

The School welcomes all students, recognizing diversity as a virtue. Thus, the School prohibits discrimination on the basis of disability, race, color, ancestry, national origin, creed, religion, sex, or need for special education services. The enrollment policy is designed to meet the requirements of Colorado Revised Statute 22-30.5-104(3), ensuring equal access to the School for all. Such access encompasses academically low achieving students, exceptional students, and students with special needs. To attract a diverse student body, the School will conduct community outreach activities.

Method of Enrollment

Parent(s)/Guardian(s) request enrollment of their child(ren) to the school by submitting a Pre-Enrollment form prior to or during the school's open enrollment period. Submitting a Pre-Enrollment form in no way guarantees that the child(ren) will be extended an Acceptance Letter. The completed Pre-Enrollment form is to be submitted to the School by completing the online Pre-Enrollment form. Students with disabilities, "at risk" students, and gifted and talented students will be enrolled in the same manner as other students. All Pre-Enrollment forms received prior to or during the School's open enrollment period will be assigned a waitlist number. Enrollment from the waitlist will be on a first come, first serve basis. It is anticipated that enrollment requests will exceed the capacity of the school. As a result, the following criteria will be used to establish priority for admissions:

1. Children whose Parents are staff members; this may include direct descendants;
2. Currently enrolled students in good standing;
3. Siblings of enrolled students;
4. Preschool families that have been enrolled in the Pre-Kindergarten
5. *(Staff/Board members who have students enrolled in Preschool/Kindergarten will pay 50% of tuition due.)
6. Children on the waitlist;*
7. *(Children from waitlist will be placed in the order the requests were received.)

Open Enrollment Period

Open Enrollment for each school year will begin no later than March 31st of the previous school year. All Pre-Enrollment applicants will be considered for enrollment for the upcoming school year at that time. Enrollment for the current school year will close on the State October Count Day each year. Enrollment after the State October Count Day is at the discretion of the School's Executive Director, on behalf of the school. Families that applied in a prior year but were not extended an Acceptance Letter do not need to reapply if they have requested to remain on the wait list. The Open Enrollment period shall be advertised and made public within the School community at least fourteen (14) days prior to completion of open enrollment, so as to provide equal opportunity to all interested students.

Enrollment Acceptance

Upon receiving an Acceptance Letter, the Parent(s)/Guardian(s) of the child(ren) shall complete the online enrollment with the District no later than midnight after seven days of receipt of the letter. Upon completion of enrollment the student will be deemed a currently enrolled student, and that student's enrollment will continue beyond the current academic year, in accordance with the School's policies and procedures. If enrollment is not completed, the School will assume the Parent(s)/Guardian(s) of the child(ren) have declined to enroll the child(ren) in the School, and the School may then extend an Acceptance Letter to another child in accordance with the process(es) detailed in the Method of Enrollment section of this document.

Vacancies

When a vacancy is created after October 1st of the current school year, the vacancy may or may not be filled at the School Executive Director's discretion, on behalf of the School. If the School chooses to fill the vacancy, priority will be given first to siblings and then follow the numbered waiting list established.

Kindergarten Enrollment Policy

To be eligible for kindergarten, children must turn five years of age no later than September 15 of the school year in which they intend to enroll. Enrollment of children turning five years of age after September 15 but not to exceed October 1 of the school year in which they intend to enroll will only be considered with Administrator Review.

Modifications to this Policy

The Board may amend this policy as necessary. Changes to this policy must be approved by a majority vote of the members of the Board.

Adopted: 4/7/2008

Revised: 3/19/2015

Updated: 3/30/2015

Updated: 1/28/2019

8.2 Tuition Discount

Succession planning and employee retention are critical to the success of the School. As a recruitment and retention tool, any tuition amounts due for children of employees, independent contractors, and/or Board members shall be reduced by fifty percent (50%).

Adopted: 8/27/2018

Revised:

9.0 Fiscal Management

9.1 Fiscal Accounting and Reporting

The Business Manager shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of the School.

The Business Manager shall exercise their responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting.

Such accounting shall be done in a manner that is easily reviewed by the Board and lends itself to auditing. Financial statements will be prepared for presentation and reporting at every regularly scheduled Board meeting. Financial statements will be made available to Board members in the Board packets prior to the scheduled meeting.

Adopted: 4/7/2008

Revised:

9.2 Preparation and Adoption of Annual Operating Budget

The annual budget is the financial plan for the operation of the School. The annual operating budget will be based on a fiscal year that runs from July 1 to June 30. It provides the framework for both expenditures and revenues for the fiscal year and translates into financial terms the educational programs and goals of the schools. The operating budget should ultimately support the mission of the School.

The Board assigns to the Business Manager and the Executive Director the overall responsibility for the preparation and administration of the budget.

The annual budget shall contain the following sections and corresponding detail: Revenues, Operating Expenses broken down by staff salaries, employee benefits, purchased services, supplies and materials, capital outlays, and facility costs, Revenues over Expenses, Transfers to Capital Reserves.

The annual budget for the upcoming year shall be submitted for review and approval by the Board during the April Board meeting.

Adopted: 4/7/2008

Revised: 10/31/2018

9.3 Audits/Financial Monitoring

In accordance with state law, all funds and accounts of the School shall be audited annually at the close of each fiscal year.

The Board shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government/non-profit accounting to conduct the audit. The independent auditor shall submit a report to the Board that includes the audited financial statements and an opinion regarding those financial statements.

The auditor will also include in the report any information and documentation required by the District.

Adopted: 4/7/2008

Revised:

9.4 Internal Audit Policy (Quarterly Financial Audits)

The Business Manager shall perform internal quarterly financial audits each calendar quarter after the second week after the quarter's end. For example, for the quarter ending September 30, an audit shall be conducted after the second week of October to allow recordation of the month-end numbers from September. Findings of the audit shall be reported along with the financial statements at the next regularly scheduled Board meeting. Along with the report of audit findings and financial statements, the Treasurer shall review both and prepare a "budgeted vs. actuals" summary for Board review.

The following items shall be audited on a quarterly basis:

Cash Reconciliation – Verify that the bank statement has been reconciled to the internal ledger every month. The cash should tie out to the bank statement each and every month.

Disbursements – Obtain a list of expenses and select all of the relatively large expenses (and several smaller expenses randomly) and verify that each expense has been approved. Verify that the amount on the check is the same on the invoice. If grant money was used for the purchase, verify that it meets grant requirements and/or restrictions. Also make sure that any ordered goods were received and accurately placed in inventory, if required.

Payroll – For payroll, verify that the amount on the spreadsheet matches the amount in the District's payroll system.

Verify Fixed Asset Inventory – Review the School's fixed asset inventory list and verify the items are still in service. Identify a few high-value items on the fixed inventory list and confirm their location within the School.

Inventory Control – Every April, for the quarter ending March audit, a team shall perform a complete inventory reconciliation.

Receipts – Deposits should be documented and deposit slips retained (along with a copy of the check). Verify that the revenue recorded was received in that time period.

Related Party Transactions – Be aware of transactions with related parties (e.g. directors, school personnel, PTO Executive Committee). The Business Manager shall retain a copy of every disbursement or reimbursement that is over \$50 for audit on a quarterly basis.

In order to facilitate closing of the books at the year-end Board meeting, the Treasurer and the Business Manager shall conduct a more thorough review of closing numbers for the quarter ending March for a formal presentation and acceptance of the findings at the annual Board meeting.

Adopted: 4/7/2008
Revision: 10/31/2018

9.5 Purchasing Authority

The School shall be its own purchasing authority. School personnel will make an effort to obtain at least three bids for any item over \$500 and be approved by the Board. All items under \$500 must have prior approval from both the Executive Director and the Business Manager before being purchased. Teachers may not be reimbursed for any materials used in their classrooms without prior approval of the Executive Director.

Adopted: 4/7/2008

Revised: 8/27/2018

9.6 Document Retention Policy

Purpose.

Like most schools, this School produces a large volume of documents in the course of conducting its business activities. Clearly, some of these documents are more important to the School's ongoing operations (e.g., contracts) than others (e.g., telephone message notes). The School recognizes that it is essential to retain all documents necessary for the operation of its business, accounting records, tax returns, documents necessary for potential IRS inquiries and audits, and all documents that might be relevant in pending, imminent, or reasonably foreseeable investigations or litigation.

The School recognizes, however, that with the passage of time most documents no longer fall into any of these categories, and there is no business reason to incur the cost and administrative burden of storing these unnecessary documents. Moreover, reducing the volume of retained documents lowers the cost and time required to retrieve documents that are important to the School's ongoing operations. Therefore, the purpose of this policy is to reduce the high cost and administrative burden of storing an ever-increasing accumulation of documents that the School no longer needs to conduct its business, and to reduce the cost of retrieving documents that are needed by the School.

Document Retention Manager. The Business Manager shall appoint and maintain at all times a "record retention manager" responsible for implementing this document retention policy. The name of the record retention manager shall be on file with the Business Manager. The document retention manager shall review the School's files on a quarterly basis. Non-active files shall be placed in storage in labeled boxes. The date on which the documents no longer need to be retained in accordance with the document retention periods below shall be printed on the outside of the box.

Document Retention Periods. The following gives a coherent rationale as to why different records are retained for different periods of time, it gives specific guidance on some of the major categories of documents, and it provides for litigation holds, i.e., the legal requirement that an organization must hold all documents related to a lawsuit if one is developing.

Board Documents

-Executive Session Audio recordings	90 Days
-Executive Session Written minutes	Permanently

-Regular and Special Session Minutes Permanently
 -Agendas 1 year

Board Packets

-Information sent out with agendas. 1 year

*If the Board acts on any item in the packet – like passes a resolution related to an item – then retaining that item will change.

*Board Election Notification and/or Board Election Results. 15 years

RECORD RETENTION SCHEDULE – HR

PERSONNEL/HUMAN RESOURCES

Affirmative Action Plans 2 years
 Applicant records (rejected) 3 years
 Applicant records (hired) Term + 5 years
 Background checks Term + 5 years
 Benefit Plan descriptions Permanently
 Benefit reports Permanently
 Benefit plan participant records Term + 8 years
 Charges of Discrimination (EEOC/CCRD) Permanently
 Drug tests Term + 5 years
 Earnings records 7 years
 EEO Reports 3 years
 Employment agreements Permanently
 Employment Eligibility (I-9) Hire date + 3 years
 or Term date + 1 years
 Garnishments 7 years
 Independent Contractor agreements 7 years
 Injury/Illness records (OSHA) 6 years
 Leave records (including FMLA) Term + 3 years
 New Hire reports 2 years
 Payments by employees 4 years
 Payroll records and summaries 7 years
 Pension and retirement records Permanently
 Performance management records Term + 4 years
 Personnel files (key documents) Permanently
 Policies and guidelines (by date) Permanently
 Time records 7 years
 Wage claims Permanently
 Workers’ Compensation claims – Injury/Illness + 30 years

MISCELLANEOUS

Requests for proposal 4 years
 Consulting contracts Continuous term + 7

Denied proposals	4 years
Accepted proposal	Continuous term + 7
Subcontractor records	Continuous term + 7

CORRESPONDENCE

Correspondence (administrative and fiscal)	5 years
Correspondence (legal)	Permanently
Correspondence (governance)	10 years

Suspension of Policy.

In the event any employee or agent of the School becomes aware that litigation (in which the School would be a defendant or plaintiff) is pending, imminent, or reasonably foreseeable, the employee or agent shall notify the record retention manager.

When the record retention manager receives notice of such potential litigation, he/she shall suspend the implementation of this policy, notify the Board that the policy has been suspended, and request the Board seek legal counsel as to which the School documents, if any, must be preserved for such litigation.

The Board shall then give the document retention manager a list describing all documents, by category, which must be preserved for such litigation.

When the record retention manager receives the list of documents to be preserved, he or she shall immediately take whatever steps are necessary to ensure that the listed documents are preserved. V. Once the preservation of such documents is ensured, the suspension of this policy as to documents that are not relevant to the potential litigation shall be lifted. Vi. Any documents preserved in case of potential litigation may be destroyed only after the document retention manager has received from the Board, in writing, a statement that such preservation is no longer necessary.

The Board should consider seeking a written opinion of counsel that such preservation is no longer required by law, including the rules of discovery, prior to so stating to the records retention manager.

Adopted: 4/7/2008
Revised: 3/8/2019

9.7 Materials and Equipment

The School shall be responsible for managing its own materials and equipment. The Executive Director and Business Manager have the primary responsibility to ensure materials and equipment are accounted for and properly maintained.

Adopted: 4/7/2008

Revised: 10/31/2018

10.0 Facilities

10.1 Community Use of GPA Real Property

It is the policy of the Board to make school owned property, buildings and facilities available to associated school groups and the community when not in use for school activities.

Permission for use of School property, buildings and facilities shall not constitute a Board or School endorsement of any organization, the beliefs of an organization or group, not the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of any issue.

The Board approves all uses of school property by outside organizations, the right to refuse approval or to cancel any and all activities for the use of a school owned property, building or its facilities when it is deemed that such action is necessary for the best interests of the school.

Board policies and regulations, which govern school use of facilities, shall, when applicable, also govern associated school groups and community use of school facilities.

Any activity within the scope of law defining and regulating gambling or gaming may not be conducted in or on school property, buildings, or facilities.

Adopted: 4/7/2008

Revised: 2/6/2018

10.2 Facilities Development Goals, Priority Objectives

A healthy, safe, and adequate learning environment shall be maintained to support the learning environment for the students attending the School. The Board believes the condition of the School facility has a direct and lasting effect on the quality of education for students.

Like health, maintenance of facilities cannot be deferred. Emphasis must be placed on preserving the quality of the facility. If the buildings and grounds are neglected, it suggests a carelessness that cannot be concealed.

Not only do well-maintained facilities relate to schools' fiscal policies but are crucial to a sound educational process.

The School is committed to providing quality education in an economical and efficient manner. Therefore, it is the policy of the School that facilities be maintained in good physical condition, be safe and in compliance with applicable building codes, and be maintained at an acceptable level of cleanliness.

Adopted: 4/7/2008

Revised:

11.0 Community Relations

11.1 Relations with D49 Board of Education and Administration

It is the desire of the school to maintain positive relationships and clear communication with the District Board and the administration.

The school Board will provide quarterly reports to the iConnect Zone Superintendent and maintain frequent communication with District Board.

District Board and administrators are encouraged to visit the school and attend celebrations to get to know the school, its stakeholder community and achievements.

Adopted: 4/7/2008

Revised:

11.2 Media Relations

It is the intent of the School to maintain a positive and honest relationship with the media. Media coverage of Charter Schools, Core Knowledge, Public Education, and specifically the School can be a vehicle that helps promote the School. Media coverage can also prove a challenge in that articles and coverage can be both misinterpreted and/or confrontational. In an effort to maximize the benefits of media coverage, and minimize any potential negatives, the following policy shall be utilized.

Planned coverage. For planned media coverage or interviews on an event or topic surrounding the School or in the interest of the School, the Board shall approve all schedule requests.

Unplanned coverage. For unplanned media coverage or interviews on an event or topic surrounding the School or in the interest of the School:

School Personnel: The Board President or Executive Director shall address media questions. In the event the Board President or Executive Director is not available, the Assistant Principal will take over.

Board: The Board President, Vice President or Communications Director may address media questions. However, the Board Director in charge of a respective committee or has particular expertise or knowledge in the area of interest shall address questions with regard to the specific topics. For example: the Treasurer shall answer all financial questions.

District Notification: The priority of sharing of media information with the District shall be at the discretion of the Board (general information vs. emergency). The Board shall contact the District iConnect Zone Superintendent in a timely manner if contact is necessary. If the Board deems the topic an emergency, also notify the District iConnect Zone Superintendent Office.

General Guidelines: Applies to all situations where media is present.

- a. Education shall be the primary focus when talking to the media.
- b. Spokespersons for the School shall maintain a professional and positive image when speaking about the School, its educational programs, and School community.
- c. Media coverage shall be treated as an opportunity, not a confrontation. If a confrontation is imminent, the spokesperson shall terminate the interview immediately.
- d. The spokesperson shall defer any questions that he or she is uncomfortable or unsure of answering to another designated spokesperson.
- e. The phrase “No Comment” shall be used when necessary or for the protection of The School.
- f. At all times, the protection of the *Mission and Vision* of The School shall prevail in interviews or discussion with any media.
- g. Media personnel shall be treated with respect and common courtesy.
- h. The School representatives shall seek to approve any quotes used by media prior to publication.

Adopted: 4/7/2008

Updated: 8/1/2019

Revised:

11.3 Student Information Privacy and Protection

Every reasonable measure is taken to protect student, member, administration, faculty, and staff privacy.

- a. Personal information provide to the School is not provided to other entities or persons except as required by applicable law or except personal information, specifically regarding the Parent only, provided by Parents of prospective students placed on our enrollment list may be shared with other charter or choice schools or the steering committees of such schools if requested and only by specifically approved by resolution of the Board.
- b. Personal information or the likenesses of a single individual are used in the school newsletters or other publications and on the website unless the parent “Opts Outs” via the form with the office.
- c. If a person objects by phone, letter, or e-mail to having their personal information or likeness or the personal information or likeness of their children published, then it shall be removed as soon as possible.

The School shall make student, member, administration, faculty, and staff privacy and their understanding of this policy a high priority. In this regard, the following language shall be promulgated or posted in the location designated:

- a. If you do not “Opt Out” the School can use your likeness.
- b. Personal information provided to the School is not provided to other entities or persons except as required by applicable law or except personal information regarding the parent or guardian only. Parents of prospective students placed on our enrollment list may be shared with other charter or choice schools or the steering committees of such schools if requested, and only by specifically approved by resolution of the Board.
- c. Personal information or the likeness of a single individual can be used in the School newsletters or other publications and on the website.
 - a. If anyone wishes not to have their personal information or the likeness used MUST “Opt Out” with the office.
- d. If a person objects by phone, letter, or e-mail to having their personal information or likeness or the personal information or likeness of their children published, then it shall be removed as soon as possible.

Adopted: 4/7/2008

Revised: 4/29/2019

Updated: 7/1/2019 per the Parent/Student Handbook New Creation Date

Revised:

11.4 Open School Policy (Parent and Community Involvement)

Refer to Parent/Student Handbook

Adopted: 11/2/2009

Revised: 7/1/2019

11.5 Public Gifts or Donations/State Waiver

Any individual or organization interested in making a gift to the school is encouraged to do so. Gifts may include cash, real or personal property, services, or in-kind contributions. The School welcomes such gifts and is appreciative of those who want to contribute to the School.

The School reserves the right to accept or decline a proposed gift based on the following set of principles.

Basic principles governing gifts:

- Gifts of equipment or services that are not likely to be acquired from public funds will be encouraged.
- Gifts to employ “regular” full or part time paraprofessional personnel will be allowed, subject to the following requirements:
- Any donation of funds to employ a paraprofessional must be sufficient to cover all of the salary and benefits for the entire year and approved in advance by the Executive Director and the Board.
- The Board and the Executive Director will be the sole person responsible for hiring and evaluating the employee who will be an “at will employee.” Once funding is discontinued, the position will be discontinued.
- Gifts of property or services that involve significant costs to the school for installation or maintenance, are not in conformity with federal copyright laws, or require initial or continuing financial commitments from School funds will be evaluated on a case by case basis by the Board.
- Gifts on a matching basis requiring money, property or services by the School will be discouraged due to budget constraints and will be evaluated on a case by case basis by the Board.
- Cash gifts will be deposited into the School’s account and managed by the Business Manager as a part of regular operating procedures.

Adopted: 5/3/2010

Revised:

11.6 Confidential Parent Surveys

The opinions and suggestions of Parents of the School students are highly valued. In order to garner that information in a useful and orderly manner, confidential parent surveys will be distributed to all parents as necessary. The majority of the questions contained in the parent survey will remain consistent for purposes of longitudinal data tracking.

Approval of survey. The Board will approve the final form of the parent survey as needed.

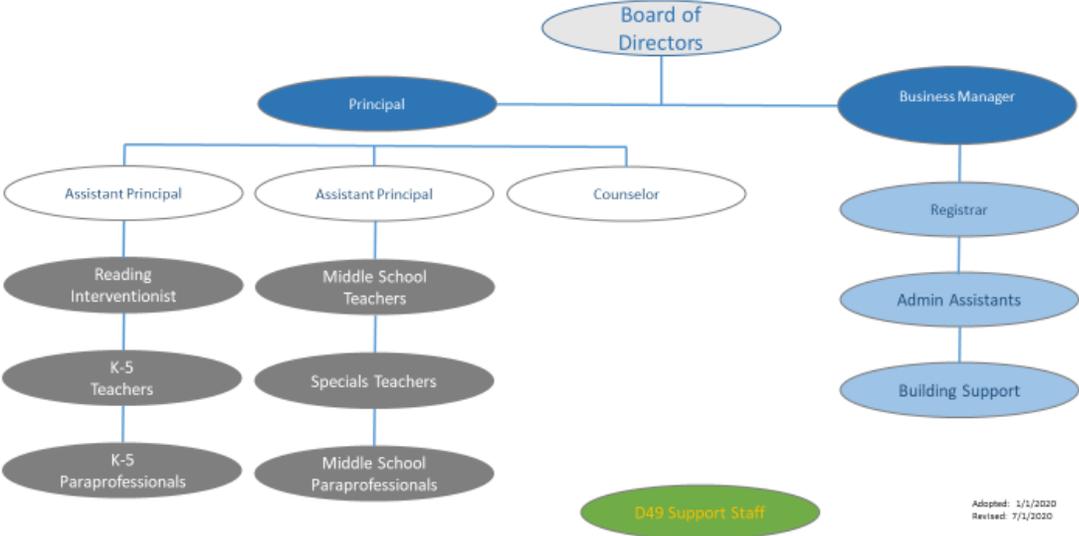
Adopted: 4/7/2008

Revised:

12.0 Addendum

Grand Peak Academy

Organizational Chart



Adopted: 1/1/2020
Revised: 7/1/2020

Adopted: 5/1/2020
Revised: 7/1/2020